PURPOSE: The purpose of this procedure is to demonstrate how ADD the STAFF Calendar to GOOGLE CALENDAR

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Click on the Internet Explorer Button	Mozilla Firefox
STEP 2: On the school home page click on STAFF RESOURCES page under the STAFF menu.	STAFF PARENTS & STUDENTS CALENDARS Stinool Calendar Stinool Calendar Stop S Staff Resources St. Thomas More Oburch Faculty Portal Admin Portal
STEP 3: Click on the GOOGLE APPS LINK	Linke
	LIIIKS
	Webmail
	Google Apps Office 365
Step 4: Enter your school user name with @STMDATA appended to it.	Sign in Google Email
FLastname@STMDATA.ORG	asmith@stmdata.org
Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password.	Password •••••••••• Sign in
Step 5: Select CALENDAR	Calendar Stay in sync with your teal calendars with colleague

Step 6: Go to the shared drive in the following folder: \\STMFS9\Shared Data School\TEACHING EXCHANGE	Shared Data School TEACHING EXCHANGE
Step 7: Open the MSWord document that contains the link to the STAFF calendar.	IPad Cart and Individual IPad Care Ma Staff Calendar Link Substitutes 2015, 2016
Step 8: Click your <u>MOUSE</u> plus the CTRL key on your <u>KEYBOARD</u> to open the STAFF calendar	Staff·Calendar·Link:¶ <u>Click·+·CTRL·key·to·View·St.·Thomas·More·Staff·Calendar</u> ¶
Step 9: Once the calendar is open, icon in the bottom right corner to ADD the STAFF calendar to your calendar.	26 27 2pm Master Caushist me + Google Calenda