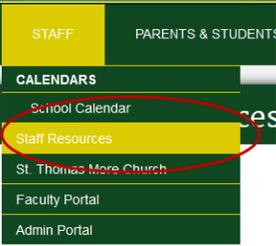
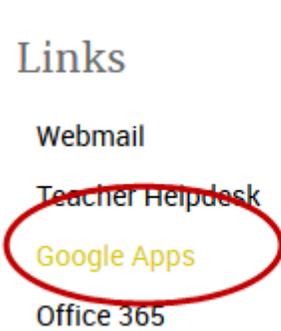


PURPOSE: The purpose of this procedure is to demonstrate how ADD the STAFF Calendar to GOOGLE CALENDAR

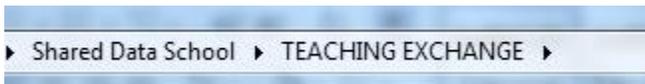
OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: Click on the Internet Explorer Button</p>	
<p>STEP 2: On the school home page click on STAFF RESOURCES page under the STAFF menu.</p>	
<p>STEP 3: Click on the GOOGLE APPS LINK</p>	
<p>Step 4: Enter your school user name with @STMDATA appended to it.</p> <p>FLastname@STMDATA.ORG</p> <p>Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password.</p>	
<p>Step 5: Select CALENDAR</p>	

Step 6:

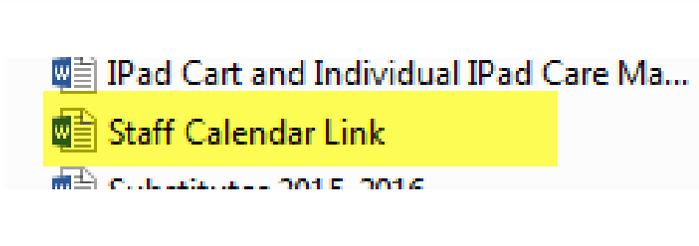
Go to the shared drive in the following folder:

\\STMFS9\Shared Data School\TEACHING EXCHANGE



Step 7:

Open the MSWord document that contains the link to the STAFF calendar.



Step 8:

Click your **MOUSE** plus the **CTRL** key on your **KEYBOARD** to open the STAFF calendar

Staff-Calendar-Link:¶

[Click+CTRL-key-to-View-St.-Thomas-More-Staff-Calendar¶](#)

Step 9:

Once the calendar is open, icon in the bottom right corner to ADD the STAFF calendar to your calendar.

