FAQ: How to Change Notifications in Google Calendar	02/29/2016 Rev 1

PURPOSE: The purpose of this procedure is to demonstrate how Change Notifications in 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 School Calendar Staff Resources St. Thomas More Church Faculty Portal Admin Portal	
STEP 3: Click on the GOOGLE APPS LINK	Links Webmail Teacher Helpdesk Google Apps Office 365	
Step 4: Enter your school user name with @STMDATA appended to it. **FLastname@STMDATA.ORG** Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password.	Sign in Google Email asmith@stmdata.org Password •••••••••••• Sign in ☐ Stay signed in	
Step 5: Select **CALENDAR**	31 Calendar Stay in sync with your tea calendars with colleague	
Step 6: Click on the DOWN ARROW adjacent to the calendar:		
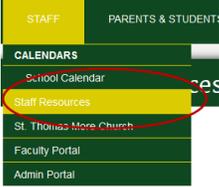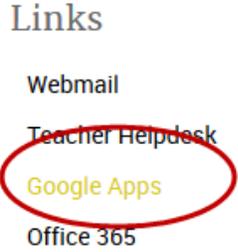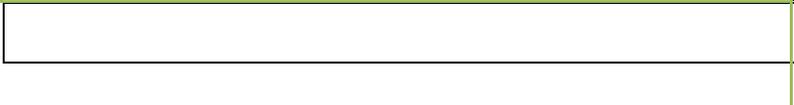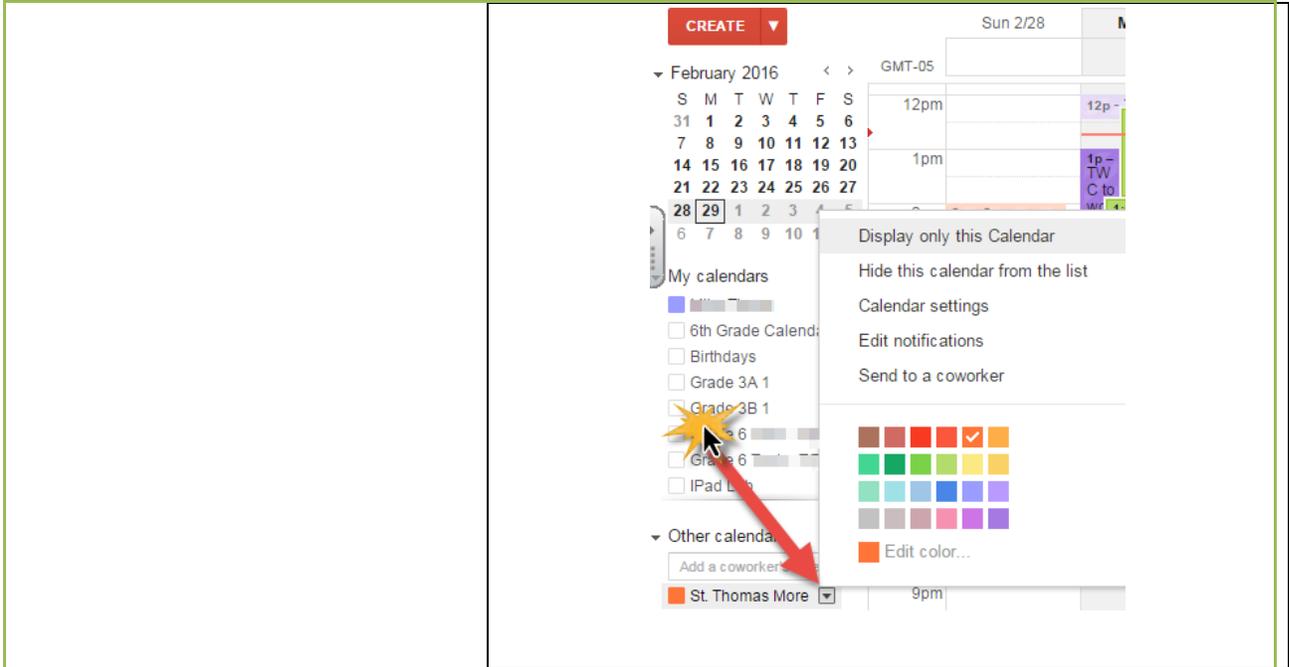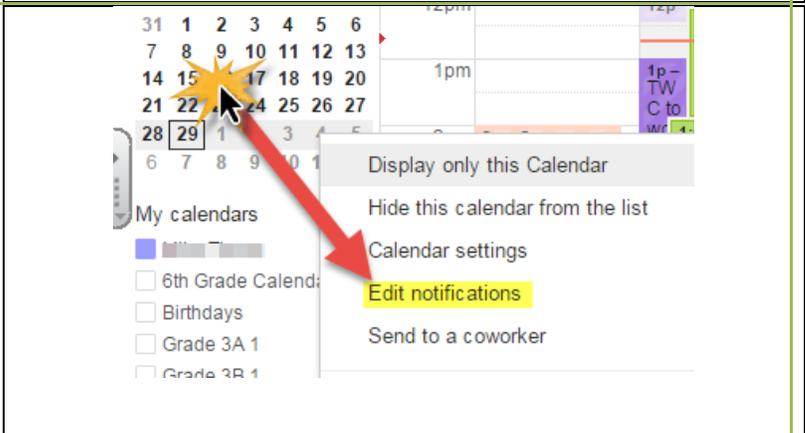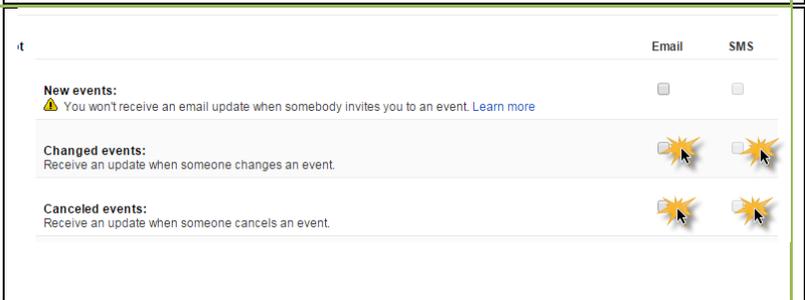
Step 7: Select **EDIT NOTIFICATIONS**.	
Step 8: Edit the notification settings to your preference.	
Step 9: Select SAVE when done.	