

## User Instruction for GOOGLE Calendar

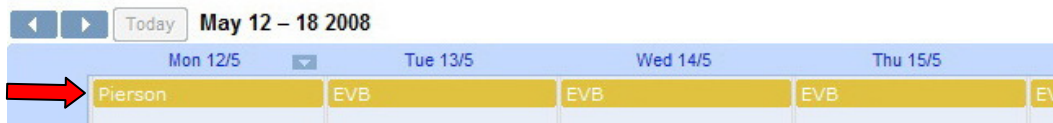
1. Go to the Google Calendar and log in with **your** username and password

<http://calendar.google.com>

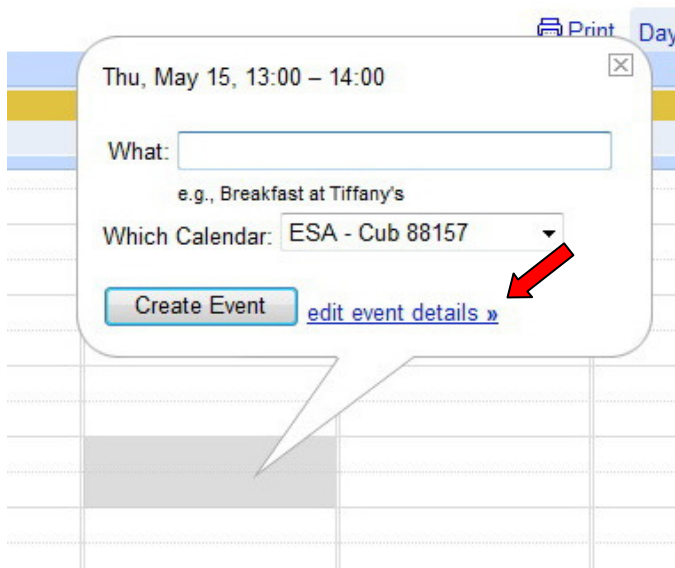
2. Go to the **WEEK** view



3. Check the location of the plane for the planned schedule day



4. Click on the time to schedule to add an event, then click on **EDIT EVENT DETAILS**



5. Follow the **Schedule Guidelines** as outlined below:

1. What: Your Name
2. Edit event details
  - a. When: edit time (max 3 hours)
  - b. Where: destination
  - c. Description: Your Contact phone number and any other details

**Name**

**Time (max. 3hours)**

**Location (EVB or Pierson)**

**Phone Number (additional details)**

**Options**

**Reminder**  
No reminders set  
[Add a reminder](#)

**Show me as**  Available  Busy

**Privacy** **This event is:**  
 Default  
 Private  
 Public  
[Learn about private vs. public events](#)

**Guests**  
 + Add guests  
 Enter the email addresses of guests, separated by comma:  
  
[Choose from contacts](#)  
**Guests can**  invite others  see guest list

[Back to Calendar](#)

Sample after event has been successfully scheduled:

Tue	Wed	Thu	Fri
<div style="border: 1px solid gray; border-radius: 10px; padding: 10px; background-color: #f9f9f9;"> <p><b>Joe Pilot</b></p> <p><b>When</b> Tue, May 13, 8:30am – 10:30am</p> <p><b>Where</b> New Smyrna (<a href="#">map</a>)</p> <p><b>Description</b> 386-123-4321</p> <hr/> <p><a href="#">more details»</a> <a href="#">Add to Calendar»</a></p> </div>			
13	14	15	16
EVB 8:30am Joe Pilot	EVB	EVB	EVB