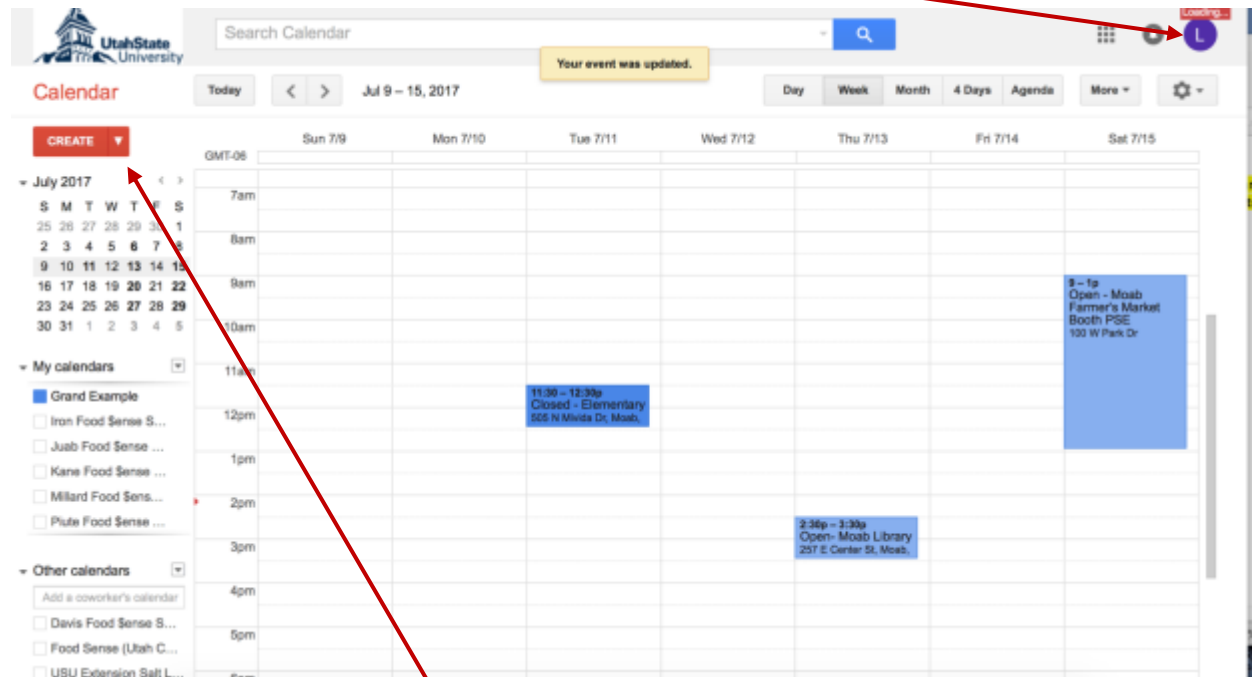


Go to calendar.google.com.

Sign in with your USU e-mail. Google will send you to the USU secure log-in. If you have a g-mail account, make sure that you are signed in with your USU e-mail account

TIP- When in calendar, you can check what account you are in when you click on the circle at the top right of the screen.



Add an event:

On the calendar page, select the CREATE button on the left of the window.

In “Untitled event,” enter OPEN or CLOSED (to indicate if the class/activity is open to the public). Then add the class/event location. If helpful to your county, you can also include who is teaching the class.

Examples: OPEN –Moab Library; OPEN - Mommy & Me, Southeast Utah Health Department; OPEN – Moab Farmer’s Market Booth; and CLOSED –Sundwall Preschool.


Below you can schedule the date, starting and ending time for the class. There are options for repeating as well.

In the text box for “Where,” please add the actual address for open and closed classes unless it is a confidential location.

For “Calendar,” make sure that the county calendar is selected.

In the “Description” section, enter the class or series title. You can also share what you would like Candi to share when she advertises in the Eat Well Utah newsletter.

Click the red SAVE button to save and add the activity to the calendar.

← **SAVE** Discard changes Delete More Actions 


Open- Moab Library

7/6/2017 2:30pm to 3:30pm 7/8/2017 [Time zone](#)

All day Repeat: **Weekly on Thursday, 6 times** [Edit](#)

Event details [Find a time](#)

Where
[map](#)

Video call  Join meeting: lacee-jimenez
[Change name](#) | [Remove](#)

Calendar

Created by lacee.jimenez@usu.edu

Description

Attachment [Add attachment](#)

Event color

Notifications minutes [Add a notification](#)

Guests

Guests can

- modify event
- invite others
- see guest list