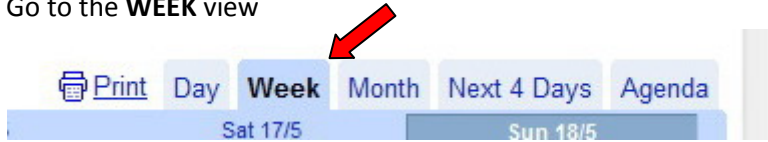


User Instruction for GOOGLE Calendar

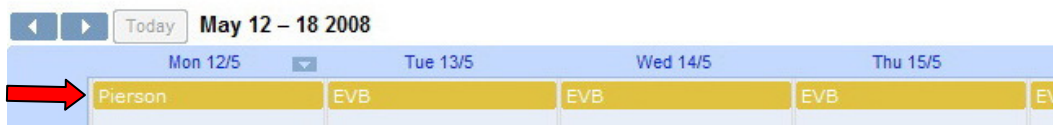
1. Go to the Google Calendar and log in with **your** username and password

<http://calendar.google.com>

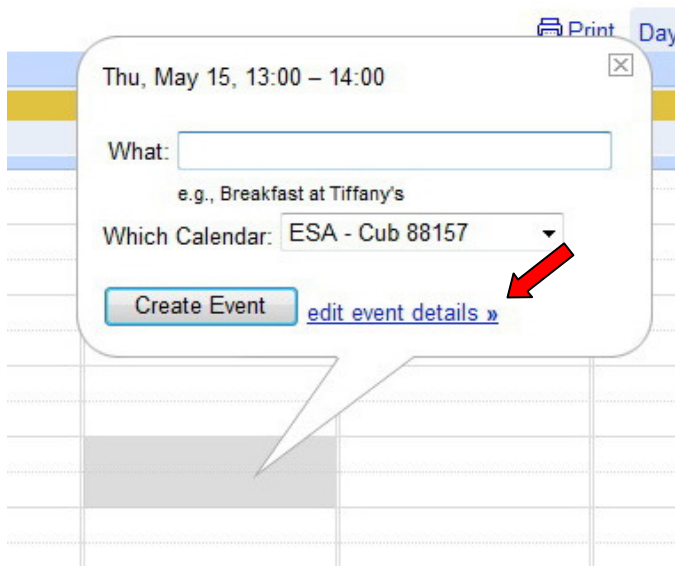
2. Go to the **WEEK** view



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>Joe Pilot</p> <p>When Tue, May 13, 8:30am – 10:30am</p> <p>Where New Smyrna (map)</p> <p>Description 386-123-4321</p> <hr/> <p>more details» Add to Calendar»</p> </div>			
13	14	15	16
EVB 8:30am Joe Pilot	EVB	EVB	EVB