

# Tip Tuesday

## Keep Your Groups “In the Know”

*Create & Share one calendar with all your groups’ events!*

1. Open Google Calendar (see Dec. 8 Tip for directions).
2. On the left, click the arrow next to “My Calendars” and choose *Create new calendar*. 
3. Enter a Calendar Name and Description. Check the Time Zone to be sure it’s “Central Time.”
4. Choose sharing options:
  - Share this calendar with others (neither option recommended):*
    - Make this calendar public:* this is NOT recommended since everyone in “internet-land” will be able to see it
    - Share this calendar with everyone in the organization Calhoun County ISD:* for most of you, you will NOT choose this. Admin would use this for district-wide events (e.g. testing, all campus events, pay, etc).
  - Share with specific people:* most will choose this option by entering the email addresses of those you want to see the calendar. An email will be sent notifying invitees of the shared calendar.

*Imagine the possibilities: a shared calendar for your campus, department, club, organization, classes, team, and more!*

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