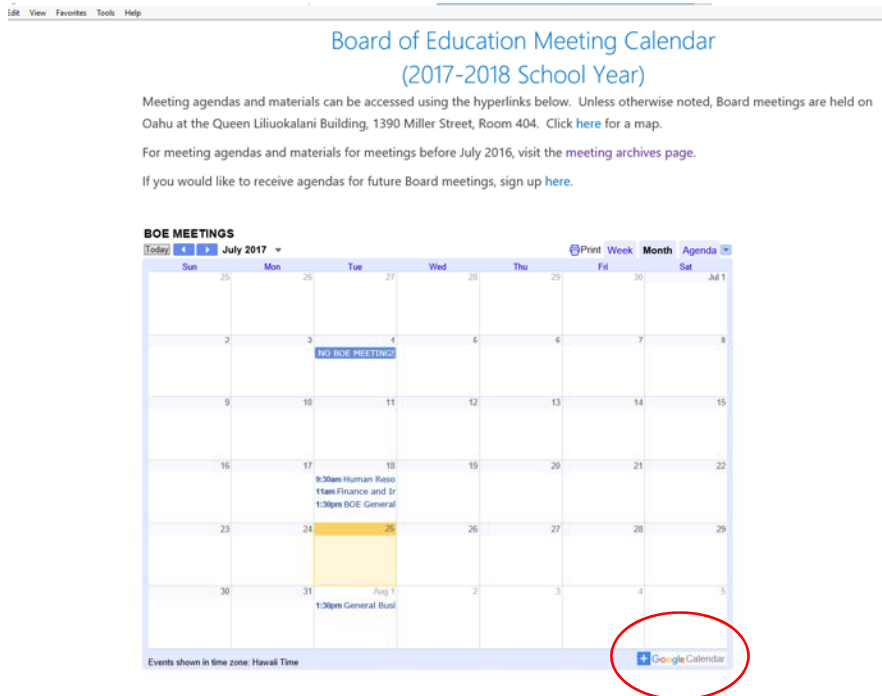


How to add BOE MEETINGS calendar

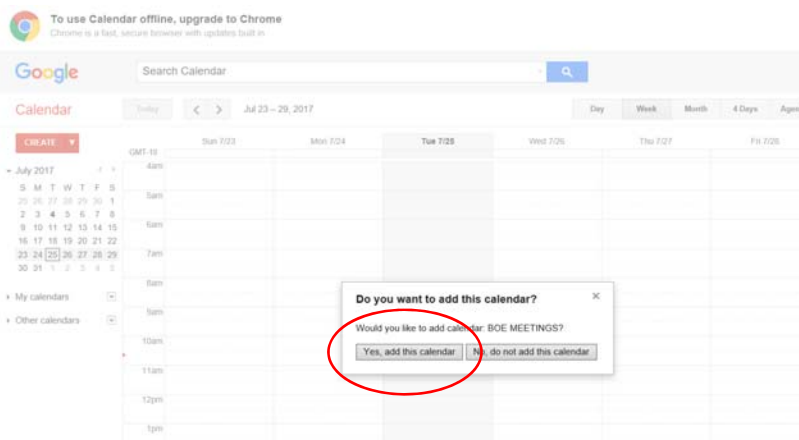
You will need a Google account to add the calendar. You can either: (1) sign up for a Google account using your existing email or sign up for a Gmail email address. Go to this page to create a Google Account with an existing non-Gmail account or to sign up for Gmail: <https://accounts.google.com/SignUpWithoutGmail?hl=en>

If you already have a Google account or Gmail email address:

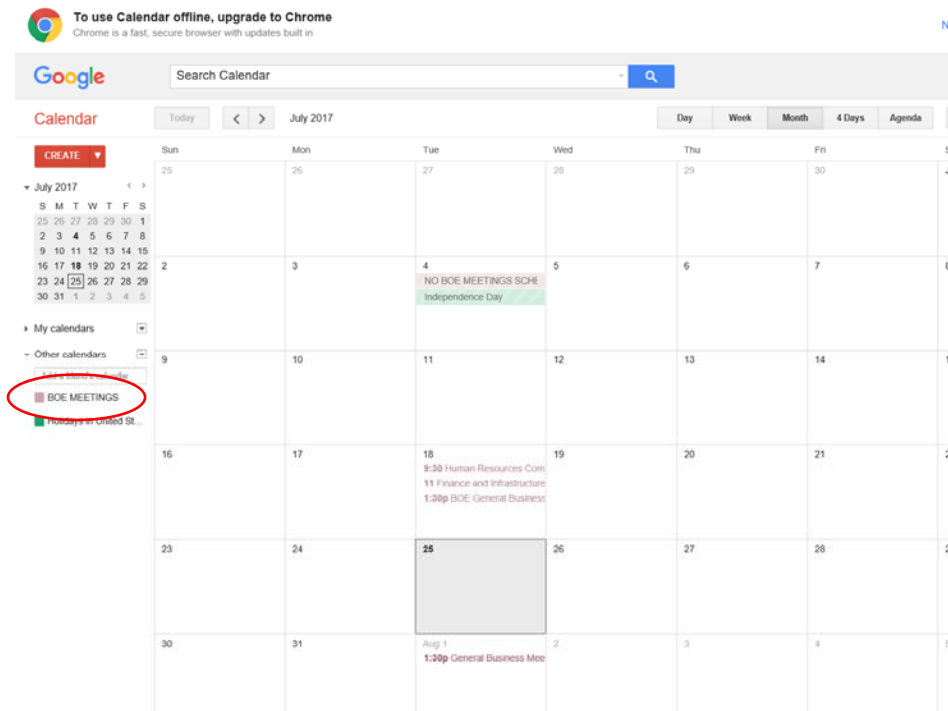
1. Go to the Board of Education's agenda page:
<http://boe.hawaii.gov/Meetings/Notices/Pages/default.aspx>
2. Click on the "+ Google Calendar" icon in the lower right hand corner of the calendar



3. You will be redirected to a Google page that will ask you to "Choose an account." Select the account that you would like to use and log in to the account.
4. A pop-up window will appear asking you if you want to add the BOE MEETINGS calendar. Click on "Yes, add this calendar."

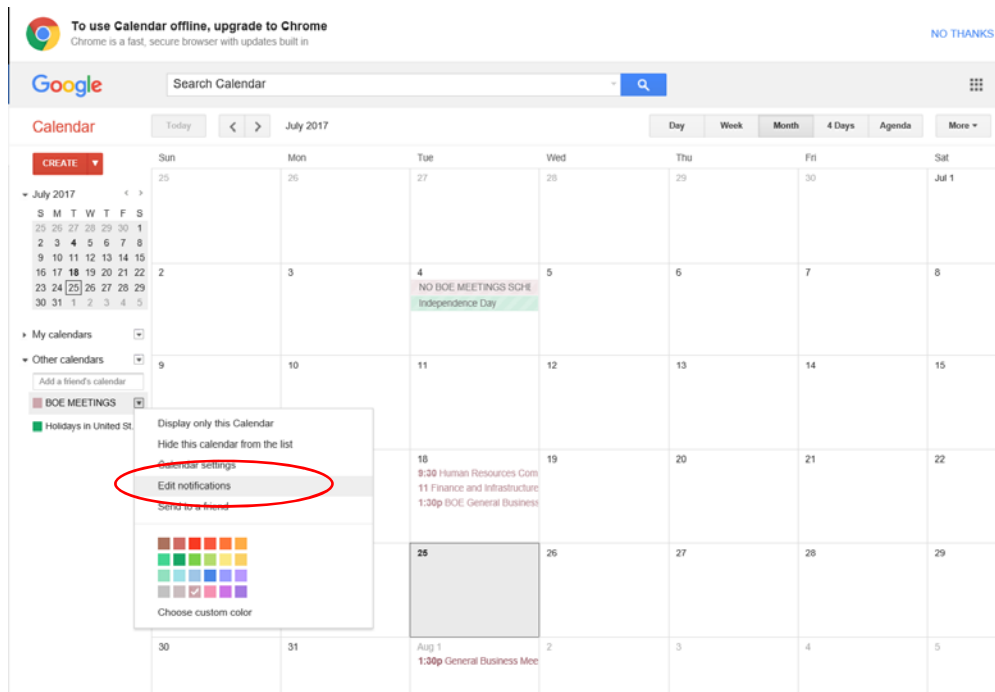


5. The calendar will be listed under “Other calendars” in the left column.

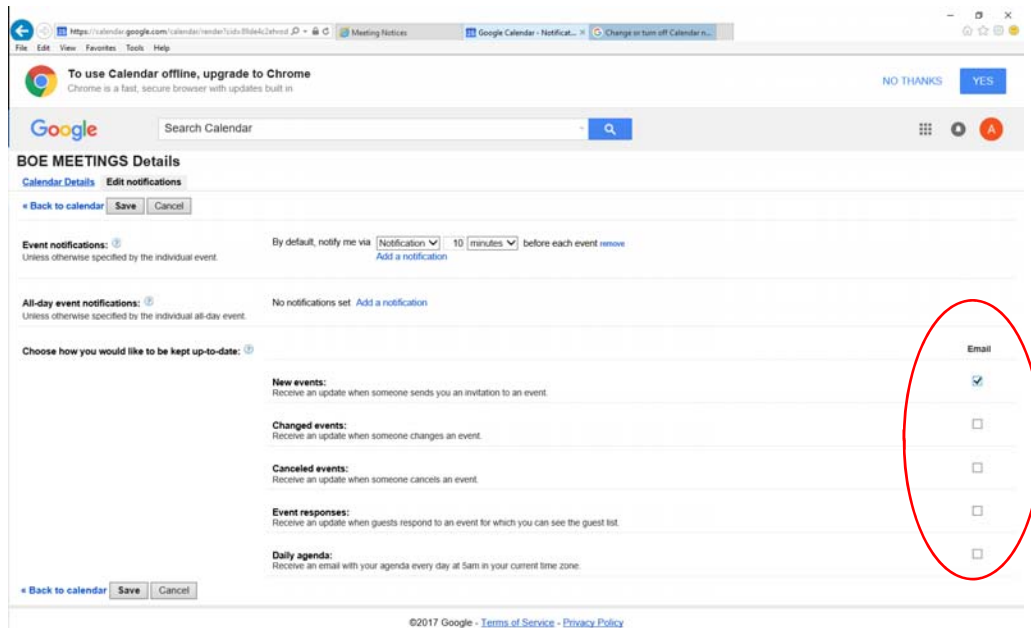


6. Your calendar should be automatically updated with any changes to the BOE MEETINGS calendar. When agendas are posted, hyperlinks to the meeting agendas will be added to the “description” field of the events.

7. If you want to change your notification settings so that you receive an email when there are changes to calendar events, click on the drop down arrow next to BOE MEETINGS and select “Edit notifications.”



8. Select the notification options that you want. You can choose to be notified via email if there is a new event, changed event, cancelled event (among other things). If you want to be notified when agendas are added to calendar events, you will need to check off “changed events.”



9. When you are done, click on “Save,”

