

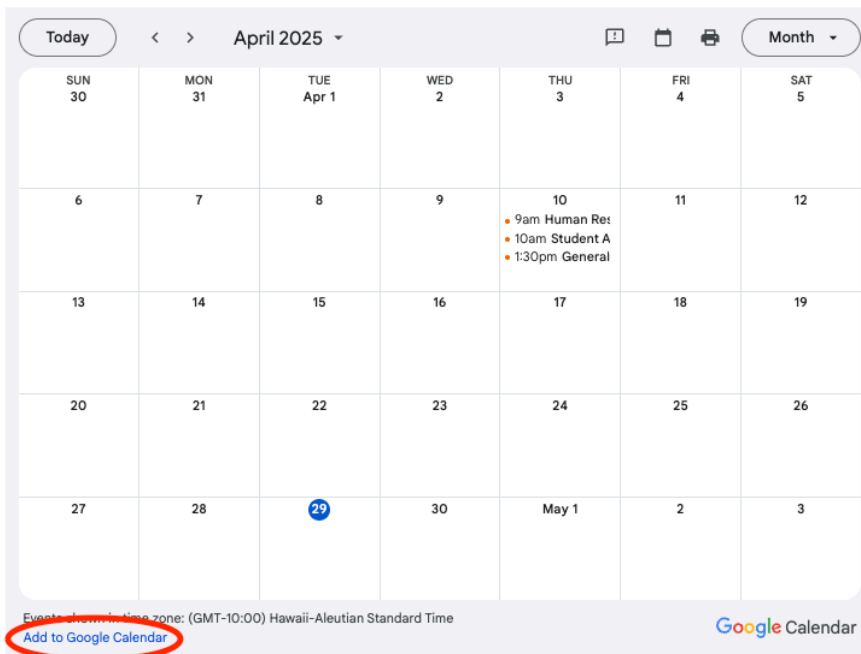
How to add the BOE MEETINGS calendar

You will need a Google account to add the calendar. You can either sign up for a Google account using your existing email, or sign up for a Gmail email address at www.gmail.com.

Once you have a Google account or Gmail email address:

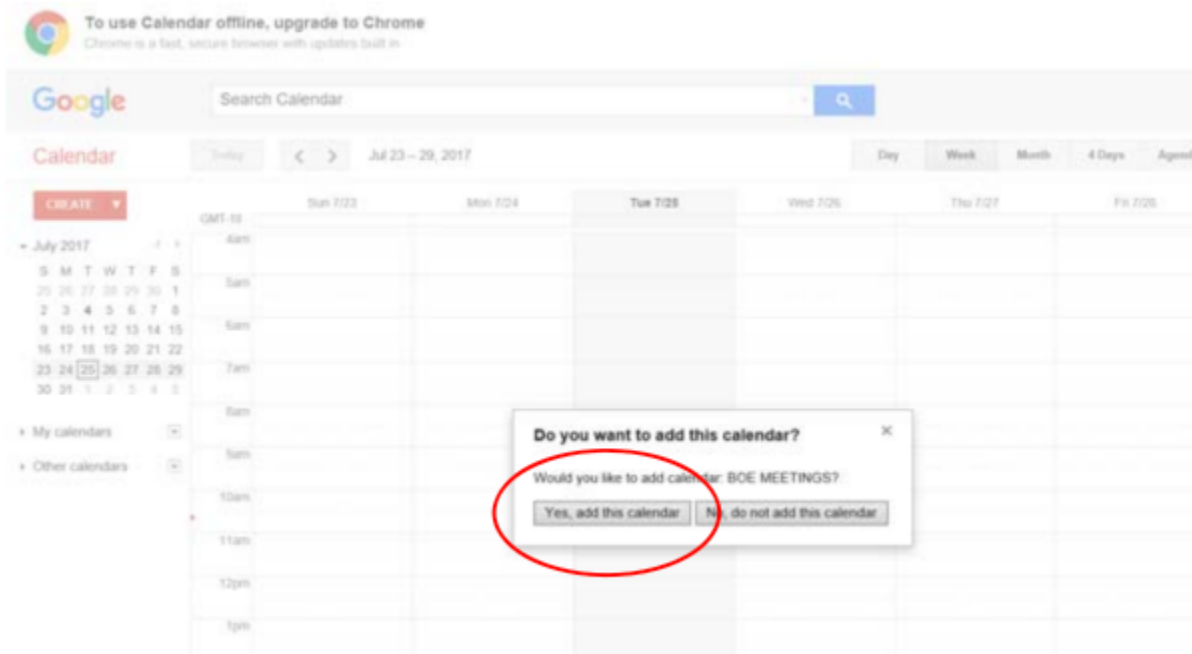
1. Go to the Board of Education's website: <https://boe.hawaii.gov/>.
2. Click on the calendar where it prompts you to add the Google Calendar.

BOE Meetings

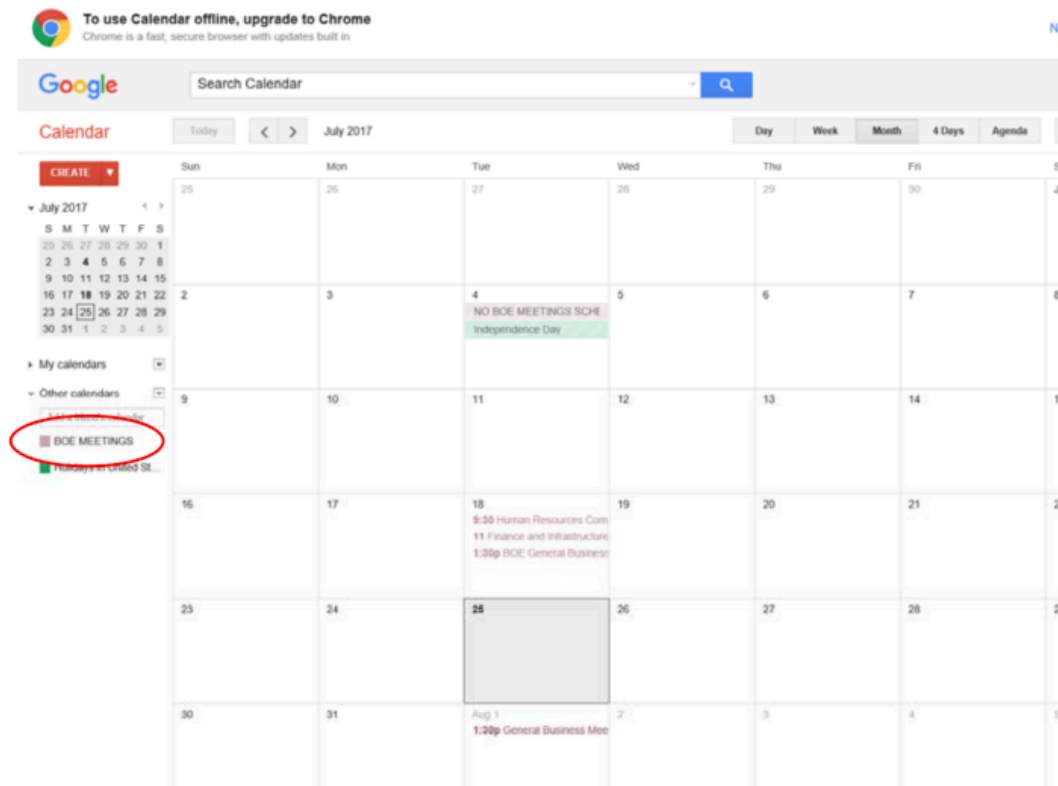


3. You should be redirected to a Google page that will ask you to choose an account. Select the account you would like to use and log in to the account.

4. A pop-up window similar to the following will appear, asking if you want to add the BOE MEETINGS calendar. Click to select yes.



5. The calendar should now be listed under your other calendars in the left column, similar to the following.



6. Your calendar should be automatically updated with any changes to the BOE MEETINGS calendar.

7. If you want to change your notification settings so that you receive an email when there are changes to calendar events, click next to the BOE MEETINGS calendar (on the left side of the page) and edit this calendar's settings.

8. Select the notification options you want. You can choose to be notified via email if there is a new event, changed event, or cancelled event (among other things). If you want to be notified when agendas are added to calendar events, you will need to make the appropriate selection for "changed events", similar to the following.

Other notifications

Receive email notifications when changes are made to this calendar.

New events

An event is added to this calendar

None ▼

Changed events

An event on this calendar is changed

None ▲

Canceled events

An event on this calendar is cancelled

None

Email

Event responses

Guests respond to an event on this calendar

None

Daily agenda

Receive a daily email with the agenda for this calendar

None ▼

9. Save your changes if prompted.