

Adding school calendar by email address

1. On your computer, open Google Calendar. (You can only edit Google Calendar sharing settings from a computer, not the app.)
2. On the left side, click **Other calendars**.
3. In the **Add a friend's calendar** or **Add a coworker's calendar** box, enter the cvpspublic@gmail.com
4. Press **Enter**.
5. The events in the school calendar will appear in your own calendar.

The screenshot shows the Google Calendar web interface. At the top, there is a navigation bar with the Google logo, the word "Calendar", and a "TODAY" button. To the right of "TODAY" are navigation arrows and the text "April 2018". Below this is a monthly calendar grid for April 2018, with the 19th highlighted in blue. To the right of the monthly grid is a larger view of the current day, Sunday, April 15th. Below the date, there are event cards: "T2W5" and "P2 MTL Test - Situational Conversation". To the right of the main calendar view is a vertical time axis with labels from 10am to 2pm. At the bottom left, there is a search box containing the email address "cvpspublic@gmail.com" with a plus sign to its right. Below the search box is a button labeled "My calendars" with an upward arrow. A white text box with a black border is overlaid on the calendar view, containing the text: "Open the google calendar on your computer and key in the email address (cvpspublic@gmail.com) into the box and press enter." An arrow points from this text box to the search box containing the email address.