

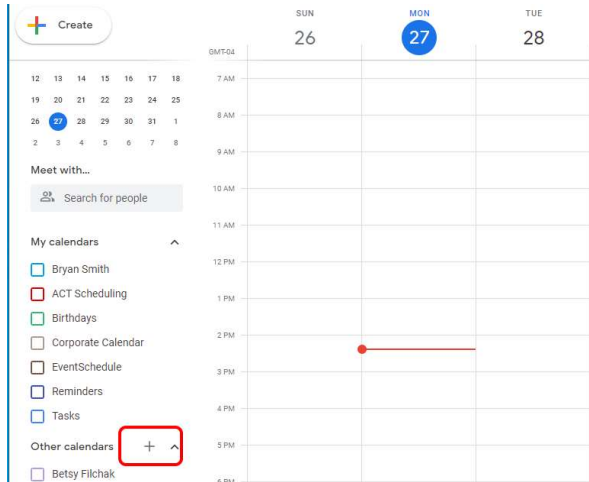
Protocol for accessing Class 101 Calendar

Overview

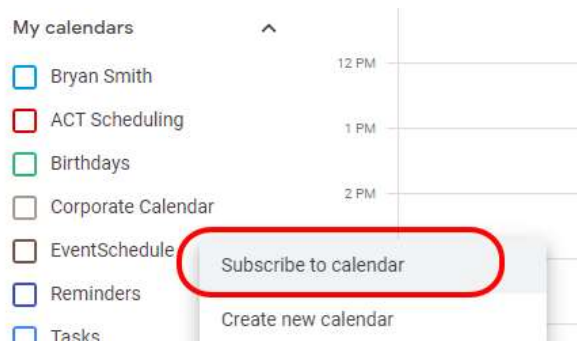
We are constantly trying to gain efficiencies in the systems that we use. One way would be to eliminate the volume of emails directing people to one of a host of connection options when scheduling a meeting. Probably the most efficient way we can achieve this is to utilize the Google calendar feature and share meeting details directly on appointments there. This document will assist in setting up the Class 101 Calendar within your Google calendar. You can then always refer to those appointments to get meeting details including the connection method and link.

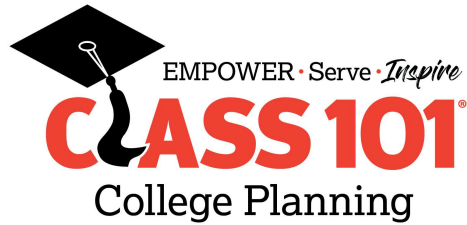
Setup

1. Within your Google Calendar go to the 'Other calendars' section and choose the '+' icon.

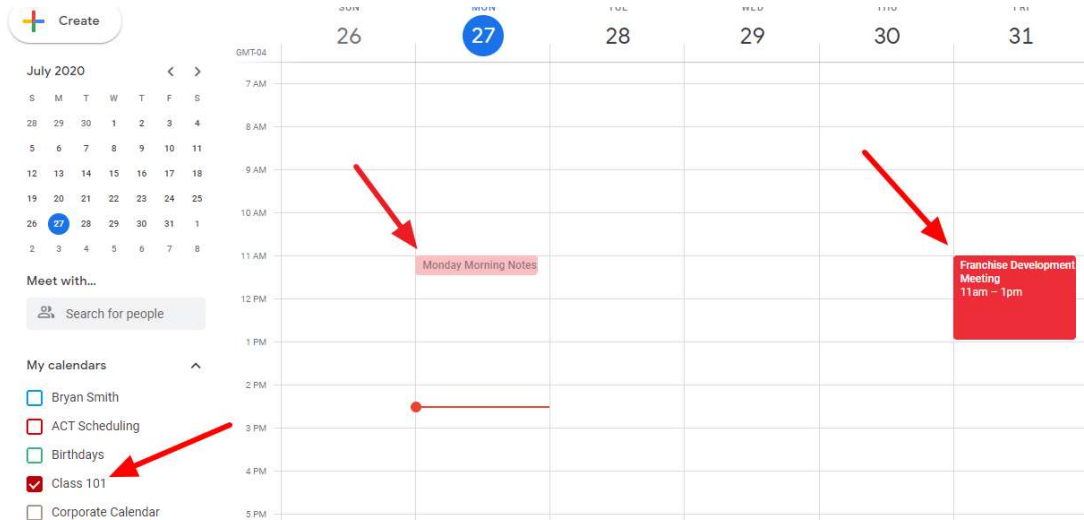


2. Choose Subscribe to calendar





- In the 'Add calendar' field, enter info@myclass101.com. Hit Enter.
- Click the back arrow in Settings to return to your calendar view. You should now see all calendar appointments for the Class 101 calendar. You can use the checkbox to determine visibility to the calendar.



- To view the information for any appointment, double-click on the appointment and view the links.

