










How to Add the HR Event Calendar to Your Own Google Calendar

1. First log in to your MHC Google Calendar, then go to the HR Event Calendar and click the  button on the bottom of the calendar.

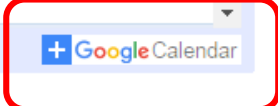
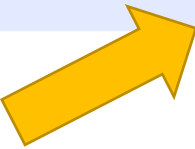
HR Event Calendar

HR Event Calendar

Today   Wednesday, November 11   Print  Week  Month  Agenda 

Wednesday, November 11	
12:00pm	Brown Bag: "Tuition Exchange and College Financial Aid Workshop"
Thursday, November 12	
9:00am	Medicare 101 - Morning Session
3:30pm	Medicare 101 - Afternoon Session
Friday, November 13	
10:00am	Financial Advisor from VOYA on campus - Appointment necessary
Tuesday, November 17	
12:00pm	LifeScope Online Seminar: "Stick with It"
2:00pm	LifeScope Online Seminar: "Stick with It"
Wednesday, November 18	
10:00am	Liberty Mutual On-Campus Consultation
12:00pm	Brown Bag: "Fitness Orientation with Bardee Sadlier - Get Ready for the Holiday Bulge!"
Friday, November 20	
9:00am	New Employee Training - 3
Wednesday, November 25	
12:00pm	College Holiday (begins noon on 11/25) - Thanksgiving Day
Thursday, November 26	
College Holiday (begins noon on 11/25) - Thanksgiving Day	
Friday, November 27	
» 11:30pm	College Holiday (begins noon on 11/25) - Thanksgiving Day
Wednesday, December 2	
10:00am	Financial Advisor from VOYA on campus - Appointment necessary

Events shown in time zone: Eastern Time



2. The button will take you to your own Google Calendar and a message window will pop up asking you if you would like to add the HR Event Calendar (this calendar is associated with the email address “bentraining2014@gmail.com”). Click “Yes, add this calendar.”

The screenshot shows the Google Calendar web interface. The browser address bar displays the URL: https://calendar.google.com/calendar/render?cid=bentraining2014@gmail.com&pli=1#main_7. The page title is "Calendar" and the current view is for "Nov 8 - 14, 2015". The calendar grid shows events for "Veterans Day" on Wednesday, 11/11, and "Joy" on Monday, Tuesday, and Wednesday, 11/9, 11/10, and 11/11. A confirmation dialog box is overlaid on the calendar, asking: "Do you want to add this calendar?" and "Would you like to add calendar: bentraining2014@gmail.com <bentraining2014@gmail.com>?". The dialog box has two buttons: "Yes, add this calendar" and "No, do not add this calendar".

3. "HR Event Calendar" will appear on your own Google Calendar. Click the box to display or hide this calendar.

The image shows a screenshot of the Google Calendar web interface. At the top, there is a search bar with the text "Search Calendar" and a magnifying glass icon. Below the search bar, the word "Calendar" is displayed in red, followed by a "Today" button and navigation arrows. The current date is shown as "Nov 8 - 14, 2015".

On the left side, there is a "CREATE" button and a calendar navigation section for "November 2015". Below this, there are sections for "My calendars" and "Other calendars". In the "Other calendars" section, the "HR Event Calendar" is listed with a green square icon, and its checkbox is checked and highlighted with a red rectangular box. A large yellow arrow points from the bottom left towards this checkbox.

The main area of the calendar is a grid showing the days of the week (Sun 11/8, Mon 11/9, Tue 11/10) and the time slots from 5am to 4pm. The time slots are labeled on the left side of the grid.

