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