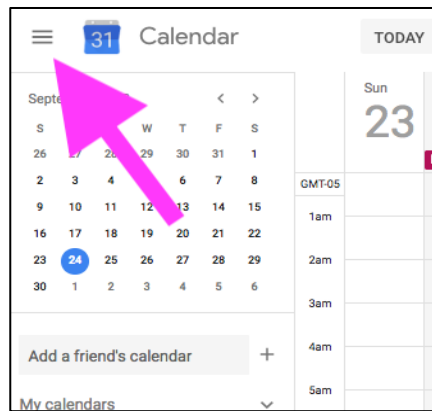
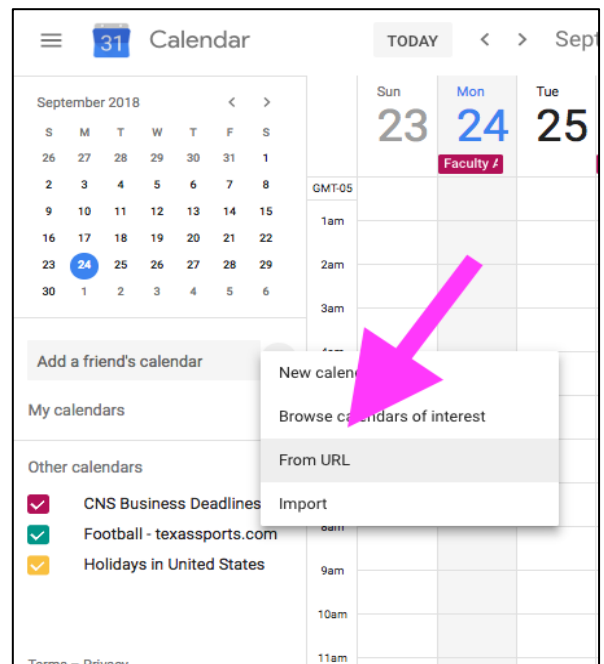
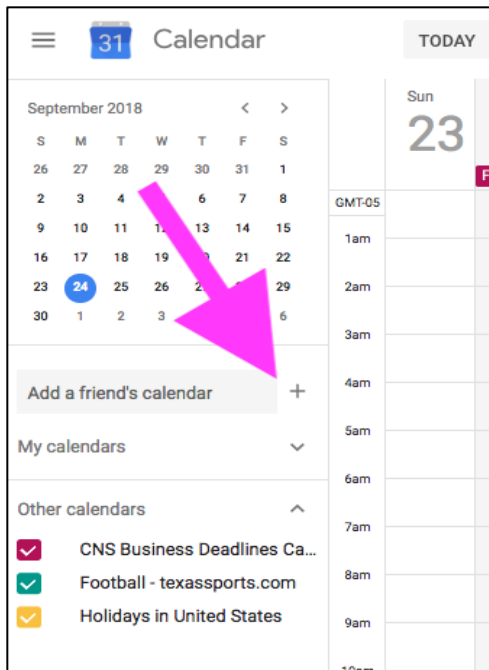


## How to add the 2018-2019 CNS Business Calendar to your Google Calendar

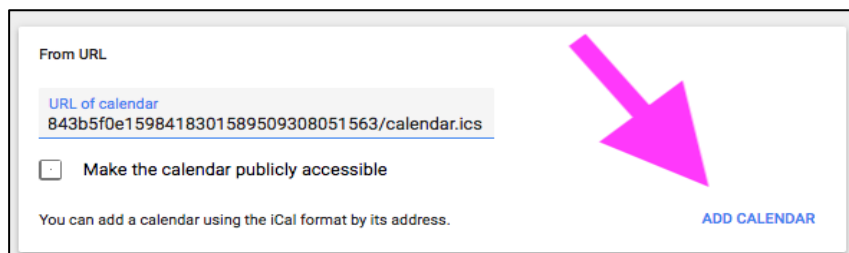
1. Log into Google Calendar
2. Make sure the left management window is open



3. Click on the "+" sign to the right of "Add a friend's calendar" and select "From URL"



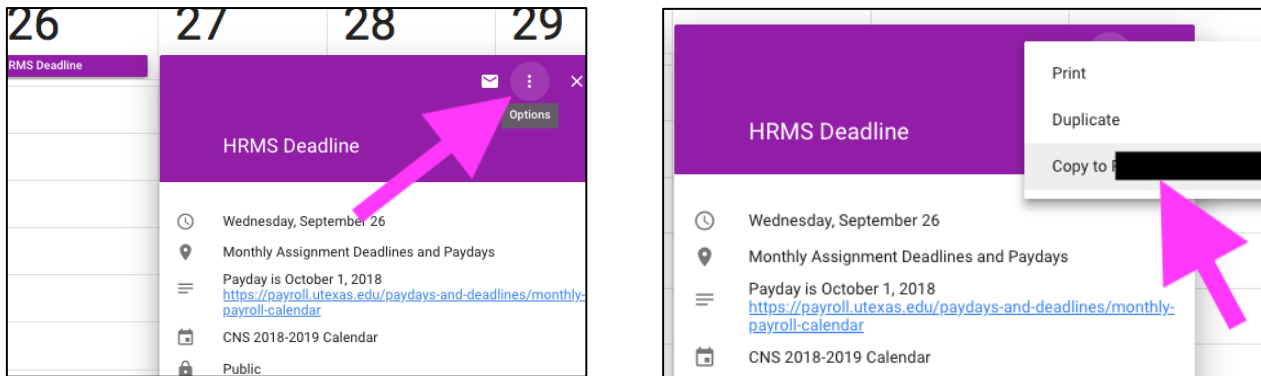
4. A window will open. Copy and paste the link below. Then click "ADD CALENDAR"  
<https://outlook.office365.com/owa/calendar/043c9cad1ee04f7a904f21ca9fb68508@austin.utexas.edu/e93c7eb607d8478ba0c843b5f0e1598418301589509308051563/calendar.ics>



5. In the upper left-hand corner click on settings to return to your Google Calendar. You should now see the CNS Business Calendar under "Other Calendars"

**You've now successfully added the calendar! A limiting functionality is that there are no notifications or reminders for these events. If you wish to add event reminders to your calendar follow the instructions below.**

1. Click on the event you want a notification for, when the pop-up window opens click on the three vertical dots in the top right corner. From the dropdown menu select "Copy to XX" where XX is the calendar you want to copy the event to.



2. When the new window pops up select "Add an email reminder" and select how far in advance you wish to receive the notification.

