## Adding or Removing RAPS Calendars from your Gmail Account

**To ADD**: If you have a Gmail account, you can add any or all of the RAPS calendars to your own Gmail Calendars.

- 1. Begin by going to the RAPS website at <u>www.rapsk12.net</u> , click on Calendar From Quicklinks at the top of the page.
- 2. Once on the RAPS Calendar page, click the Coogle Calendar icon at the bottom of the calendar.

	ARD OF EDUCATION	STUDENT	PARENTS	HEALTH	ENTER	SCHOOLS	ATHLETICS
	RAPS Dist	rict Calenr	iar				
Our District		June 2				/eek Month	Agenda
Administration Office	Sun	Mon	Tue 3	Wed	Thu	Fri	Sat
Administration Once     District Calendar     Staff Directory     Enrollment	Jun 1	2 2:50pm JAM (J	-		ł	5 6 8th Grade Ti	
School of Choice							
Departments	8	9 RMS Track a	10 5pm BB Open			2 13	14 ACT Test
Transparency Reporting		3pm BB Open 7pm GBB Ope		7pm GBB Ope 7pm Gazebo o			
	15	16	17	18		9 20	2
Printable District Calendar				6pm Board of		Au Sable Riv Au Sable Riv	
2014-2015 District Calendar							7pm Wellingt
	22	23	24	25	. 2	6 27	2
		20	24	2.	5pm BB Ope		2
Google Calendar							
We use Google Calendars for managing our							
various calendars. If you have a Gmail account, and would like to add any one of	29		Jul 1	2		3 4	
our calendars to your account, click here to learn how.		5pm BB Open					

Continue to Next Step on page 2.

3. Clicking the icon will bring you to the Gmail login page if you are not already logged in. Please log in now.

🧭 All Open	×	Roscommon Area Pub	lic S 🗙 8 Google Calendar	×	and the Real Property lies	1			
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Goo	gle								SIGN UP
	Caler	ndar							
	Organize	e your schedule and sha	are events with friends			Sign in		Google	
	With Goo	gle's free online calendar, it'	s easy to keep track of life's i	mportant events all in one	e place.	Email			
	31	Share your schedule Let your family and friend you.	s see your calendar, and view	schedules that others ha	ave shared with	Password			
		Get your calendar on Access your calendar from	the go m your phone using its built-ir	calendar or mobile brow	ser.	Sign in	✓ Stay signed	l in	
*	-	Never forget another Get event reminders via e	event mail or have text messages s	ent right to your mobile p	hone.	Can't acces	s your account?		
		Learn more about Goo	gle Calendar »						

4. Your Gmail Calendar page will open and you will be asked which RAPS Calendars you would like to add. Make your selections and click Close when finished. If you do not have a Gmail account, you may create one now.

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+You Search Images	s Mail Drive	Calendar Sites	Groups Cont	acts More -						
Google	Search Caler				•	۹			koehnl@	@rapsk12.net ◄
Calendar	Today	> Novembe	r 2012		Day	Week	Month 5 Days	Agenda	More 🔻	¢
CREATE V	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Tasks	×
CREATE				31	Nov 1	2	3		website upda	
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25       26       27       28       29       30       1         2       3       4       5       6       7       8	4	5 Pictures from Sue 5p RMS GBB Houg	N	ant to add these	e calendars?	×	10 7 4H Boys'	Basketb	<ul> <li>remove RM from princip</li> <li>need new S</li> </ul>	eal SBHC form
► My calendars		op railo obb rioug	RHS Fine A	Arts	Add				add to clinic a	
Laurie Koehn			RHS Athlet	ics	Add				✓ remove trus Sat. Jun 16.1	stee info
RAPS Website Update			RES		Add				✓ update mer	
Tasks	11	12 5p RMS GBB Gladv	<sup>13</sup> RHS		Add	16	17 7 4H Boys'	Basketb	Fri, Mar 23, 2	012
✓ Other calendars			Close /	Add all					<ul> <li>contract</li> <li>need new F compact</li> </ul>	<del>≀ES title-</del>
Add a coworker's calendar										

## **To Remove Calendars:**

1. Click the arrow to the right of **MY Calendars**, then click Settings.

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Calendar	Today 🔇	> December	2012		Day	Week Month
OPEATE -	Sun	Mon	Tue	Wed	Thu	Fri
CREATE V	25	26	27	28	29	30
✓ December 2012 < >		Scholastic Book Fa	ir 🖉			
SMTWTFS	1	5p RMS GBB Clare	6p Family Involvem	SOM Photos		
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2 3 4 5 6 7 8 9 10 11 12 13 14 15				5p RMS GBB Meridi		
9 10 11 12 13 14 15 16 17 18 19 20 21 22	2	3	4	5	6	7
23 24 25 26 27 28 29		Update Dental In:		5p RMS GBB Houg		
<b>30 31 1 2 3 4 5</b>		Update Vision Ins				
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▼ My calendars			11	12	13	14
Laurie Koehn	Create new calenda	arris	RMS book fair infe	12 5p RMS GBB Gladw	13	14
RAPS Website Updat	Settings		RMS book fair infi			
_			4p Haircut L&A			
Tasks						
	16	17	18	19	20	21
✓ Other calendars						

2. To the right of the calendar you wish to remove, click Unsubscribe.

My Calendars Calendars I can view and modify				
CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING	
I Laurie Koehn	1	Reminders and notifications	Share this calendar	Delete
<u>RAPS Website Update</u>		Reminders and notifications	Shared: Edit settings Unsubscribe	Delete
🏧 Tasks	$\checkmark$			
Create new calendar Import calendar Export calendars			Unsubscribe: You will no longer have access to the calendar. Other people can still Delete: The calendar will be permanently erased. Nobody will be able to use it anyn	
Other Calendars Calendars I can only view			Browse interest	ing calendars »
CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	N	
RAPS Board of Ed Schedule		Reminders and notifications		<u>Unsubscribe</u>
<u>RAPS District Calendar</u>		Reminders and notifications		Unsubscribe
m RMS		Reminders and notifications		Unsubst. be
« Back to calendar				