

# How to View Theology Department Calendar on Google Calendars:

1. Open Gmail

2. Click "Calendar" on the Apps menu (cube to the left of your picture in top right corner of page)

3. On the left sidebar of the calendar, find "Other Calendars"

4. In the search box, type "theodept@nd.edu." Click on the Theology Department calendar, and it will be added to your list of calendars.

5. The Theology Department calendar can be toggled on and off by clicking the colored square to the left of the calendar name