

Instructions for viewing the McConnell WeCare Google Calendar

There are several ways that you can access the new 22ARW WeCare Community Calendar developed by our Community Action Team.

1. All users can get access to the calendar by going to the following link:

<https://calendar.google.com/calendar?cid=MjJhcndjYXRAZ21haWwuY29t>

2. Users with a Google account (Gmail)

From your Mobile Device

- a. You can view the 22ARW WeCare Calendar in your Google Calendar App on your mobile device
 - i. First you must go to the **Google Calendar Website** from your search engine on your mobile device or desktop/laptop -- <https://calendar.google.com> (Google Chrome works best) sign in using your google account. Scroll all the way to the bottom of the screen and make sure you select the desktop view if you are using your mobile device.
 - ii. Once the screen refreshes, in the left margin of the calendar you will see a gray box that says **Add a Friend's Calendar**
 - iii. Enter the following email in the Contact Email field:
22ARWCAT@gmail.com
 - iv. Click **Add** or the + sign
 - v. Now you can close your search engine and go back to your Calendar App. You may need to close out your app and reopen it to refresh.
 - vi. Click on the Menu button at the top left that shows as 3 horizontal lines.
 1. Under your Gmail address, you will see an option to select 22arwcat@gmail.com, if it isn't already selected, select that account and a check mark should appear to the left of it.

2. Go back to your main calendar screen and all of the events from the 22ARW WeCare Calendar should now be visible.

3. Users without a Google account

COMPUTER –DESKTOP/LAPTOP or Mobile Device search engine (i.e. Safari, Chrome, Internet Explorer, FireFox etc...)

- a. On your computer, open **Google Calendar** <https://calendar.google.com> (Google Chrome works best).
- b. Enter the email address and password of your Yahoo or iCloud account
 - i. ***Note--If you do not have a Yahoo, iCloud or Gmail account you will only be able to view the 22 ARW WeCare Calendar through the direct link at:
<https://calendar.google.com/calendar?cid=MjJhcndjYXRAZ21haWwuY29t>
You will not be able to see events in color coded detail without a Gmail acct*
- c. On the left, above "My **Calendars**," click Add From URL.
 - i. The URL for the WeCare Calendar is:
<https://calendar.google.com/calendar?cid=MjJhcndjYXRAZ21haWwuY29t>
- d. Enter the **calendar's** address in the field provided.
- e. Click Add **Calendar**

You may also simply view the calendar without adding it by going to the link directly on your search engine:

<https://calendar.google.com/calendar?cid=MjJhcndjYXRAZ21haWwuY29t>