Add District, Web Building and Staff Building Calendars to School Gmail account

1. Sign into your school Gmail account with your network login credentials.
   https://gmail.google.com/a/marbleheadschools.org

2. Click the waffle grid in the top-right corner.

4. Click the Calendar icon.
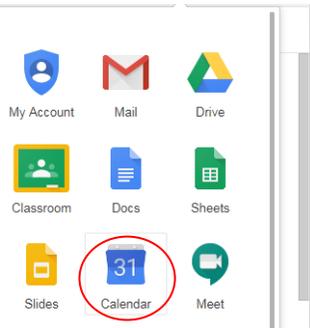
5. You may view all calendars to which you have access on the left side border. Click the arrow to expand 'Other calendars' to display the calendars that are available to you. You should see the District Calendar, your School Calendar and your School Staff Calendar. You'll notice that MHS Staff Calendar is missing from an MHS Staff member's list in the example below.
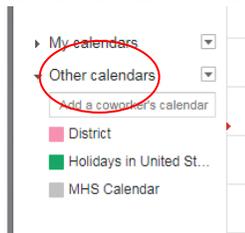
6. If you are missing one or more calendars in your list, you can add them using the Calendar Share Site instructions posted on our School website.
   - Click **Staff Links** in the left menu on our School website:
     https://www.marbleheadschools.org/district/staff-links.
   - Click **Google Suite** and scroll down to **Shared Google Calendars**
   - Click on **Shared Google Calendars for District Staff**
     https://sites.google.com/a/marbleheadschools.org/calendar-share-site/
   - Click the arrow to the right of Agenda to view Calendars available to you.

Calendar Share Site

7. All Staff may view the District and Building public Calendars. The Building Staff Calendars may only be viewed by Staff assigned to the respective building. In this example, MHS Staff would have 'MHS Staff Calendar' as a choice with the District and Building Calendars while staff from other buildings would see their building's Staff Calendar listed.

8. To add one or several of the Google Calendars to your 'Other Calendars' section:
    -   Remember, you must be logged into your school Gmail account.
    -   Click the + symbol in lower-right corner, 'Add to Google Calendar'.

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9. A similar screen below will appear, click 'Add' to select the calendar you wish to add or click 'Add all' to add all the calendars in the list. Click 'Close'.

10. You'll note that the calendar(s) you added will now be available under 'Other calendars' ('MHS Staff Calendar now shows in the example below)