

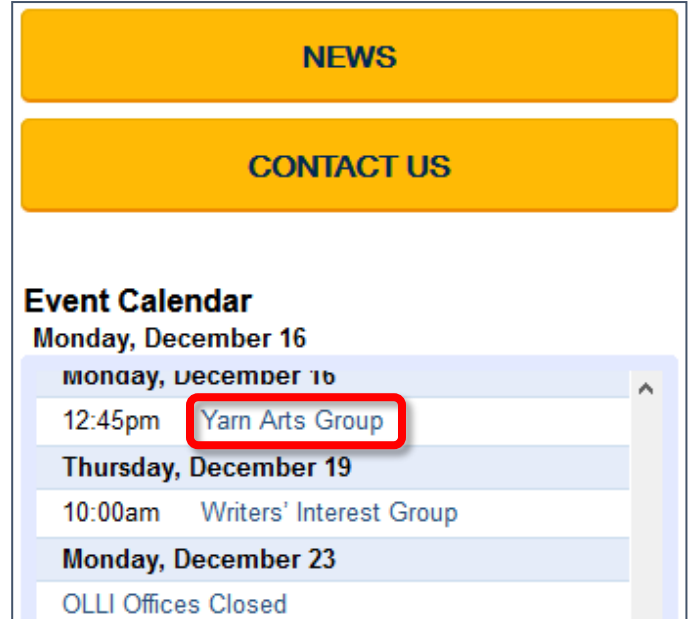
## OLLI's Google Calendar

OLLI has a google calendar that displays upcoming classes and events. You can copy these events directly to your own google calendar.

These steps were created with a web browser on a PC.

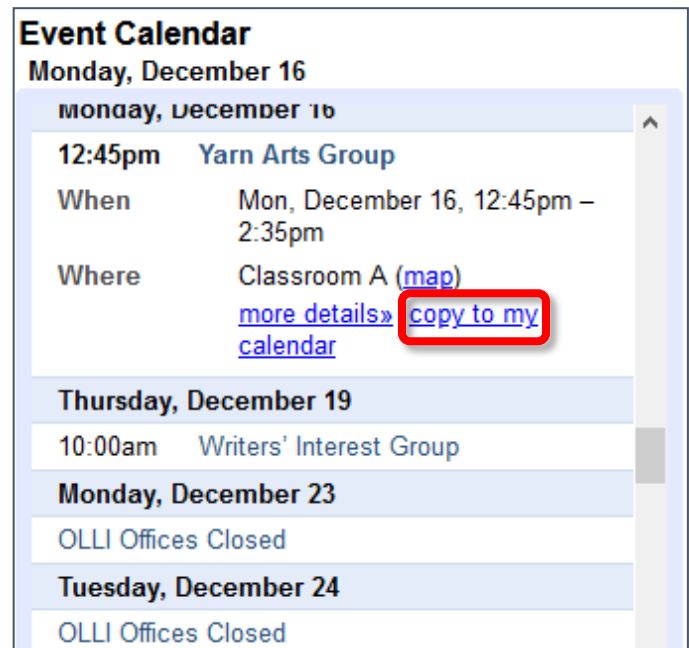
### Adding Events to Your Google Calendar

1. Go to the OLLI website. (<https://olliatwvu.org>)
2. Scroll down to the Event Calendar.
3. Click on the name of the event you want to add to your personal calendar.



The screenshot shows the top navigation of the OLLI website with two orange buttons: "NEWS" and "CONTACT US". Below them is the "Event Calendar" section. The calendar is currently displaying "Monday, December 16". Under this date, there is a list of events. The first event is at "12:45pm" and is titled "Yarn Arts Group", which is highlighted with a red rectangular box. Below it, for "Thursday, December 19", there is an event at "10:00am" titled "Writers' Interest Group". For "Monday, December 23", the text "OLLI Offices Closed" is displayed.

4. Click on the link for **copy to my calendar**.



This screenshot shows the "Event Calendar" section with the "Yarn Arts Group" event selected. The event details are displayed below the date "Monday, December 16". The time is "12:45pm". The "When" field shows "Mon, December 16, 12:45pm – 2:35pm". The "Where" field shows "Classroom A" with a link "(map)". Below the location, there are two links: "more details»" and "copy to my calendar". The "copy to my calendar" link is highlighted with a red rectangular box. The rest of the calendar view is the same as in the previous screenshot, showing "Thursday, December 19" with the "Writers' Interest Group" event and "Monday, December 23" with "OLLI Offices Closed".

× Yarn Arts Group Save

Dec 16, 2019 12:45pm to 2:35pm Dec 16, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time Guests

📍 Classroom A Add guests

📺 Add conferencing ▾

🔔 Notification ▾ 30  minutes ▾ ×

Guest permissions  
 Modify event

5. If desired, modify or remove the notification.
6. Click **Save**.