Google Calendar Introduction

Accessing the calendar:

- The invitation email should include the following link for accessing the calendar: https://calendar.google.com/calendar/u/0?cid=c2FtdWVsLnNpbmNsYWlyQHVuLm9yZw. Email this to others if you would like to grant them access.
- Upon clicking this link, you will be requested to log in with a Gmail address to view the calendar. This can be created with an organizational email by selecting "Create account for myself" and then "Use my current email address instead", following a short registration process. This allows you to log in to Google services with your professional email.


- After account creation, select "Add" and "Request Access" when samuel.sinclair@un.org appears. A request will be sent to the owner of the calendar to give you editing and sharing permissions, which should be approved quickly within working hours.
- This will be followed with a confirmation email informing you that the calendar has now been shared with you. Click the "Add this calendar" in the email.
- The calendar will now be accessible to view and edit.

Locating the calendar

- The calendar is accessible by selecting "EMG Consultative Process on SI" on the sidebar.
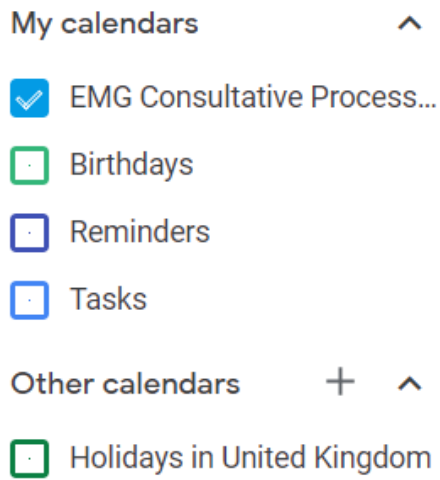
- The calendar should now appear similar to the following:

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 Jun High priority/UN global ever	2	3	4	5
6	7	8	9	10 Specific thematic events	11	12
13	14	15	16 Deadline for a submission	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Deadline for a submission	1 Jul	2	3

Adding events

- Now editorial privileges have been granted, to add an event to the calendar, click on the day that the event occurs on. This will bring up the following box:

- Here you can edit the title of the event, the time of the event (or select an all day/multiple day event), add any guests for email reminders and add a description or upload attachments.
- In the bottom half of the box, you can change the colour of the event depending on its purpose, e.g. Red for High Priority, Blue for Thematic Events and Green for Submission Deadlines.

- This will then appear similar to the following example, for all to view:

TUE	WED	THU
1 Jun High priority/UN global ever	**2**	**3**
8	**9**	**10** Specific thematic events
15	**16** Deadline for a submission	**17**

- When all information is entered and an event is selected, a short summary will appear:

Deadline for a submission
Wednesday, 30 June

This is the deadline for the submission of tools, and submission of feedback on the International Good Practice Principles for Sustainable Infrastructure.

EMG Consultative Process on SI - calendar of events
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Deadline for a submission