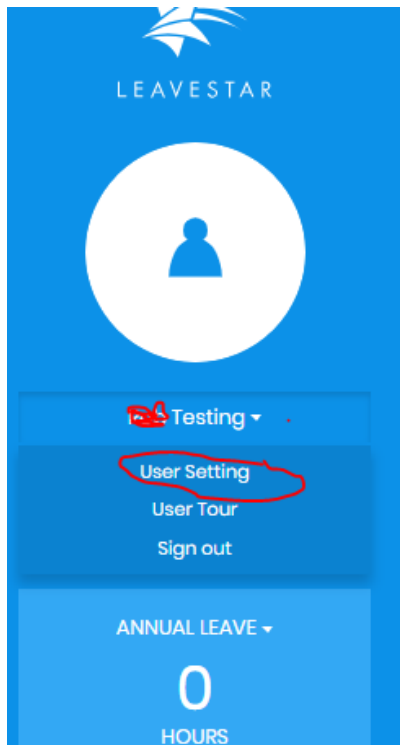
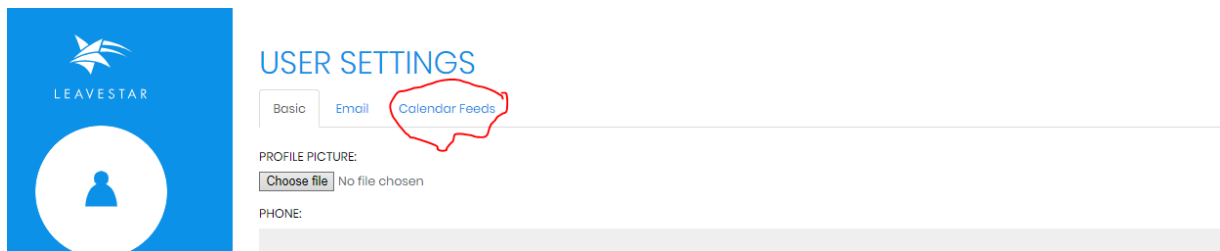


1. Click on the drop-down next to the user name:



And click on **User Settings**.

2. On the User Settings Page, Click on Calendar-feeds Tab.



3. On the Calendar Feeds Tab, click on the **ADD NEW** button.

4. Under Calendar feeds tab, copy your Google Calendar link/URL you would like to share and paste it in the **FEED(URL)** section and then click **SAVE**

A screenshot of the 'CUSTOMIZED FEED' form. The form has three tabs: 'Basic', 'Email', and 'Calendar Feeds'. The 'Calendar Feeds' tab is selected. Below the tabs are sections for 'FEED(URL):', 'FEED DESCRIPTION:', and 'FEED COLOR:'. The 'FEED(URL):' section has a text input field that is circled in red. At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

If you do not have a google calendar, please [click here](#) for information on how to create one.