

Google Calendar Quick Setup



1. Go to **Other calendars** text box:

The screenshot shows the Google Calendar interface. On the left, there is a sidebar with a 'CREATE' button, a calendar grid for November 2013, and a section for 'My calendars' and 'Other calendars'. The 'Other calendars' dropdown is open, showing an 'Add a friend's calendar' text box. A blue arrow points to this text box. The main calendar area shows a grid for the week of November 17-20, 2013, with time slots from 05:00 to 10:00.

2. Enter the following **Google email address**: cnso.agenda@gmail.com

A close-up of the 'Add a friend's calendar' text box. The text 'cnso.agenda@gmail.com' is entered and highlighted with a blue box. Above the text box is a dropdown menu labeled 'Other calendars'.

3. Press **ENTER**:

The screenshot shows the Google Calendar interface after the calendar has been added. The 'Other calendars' dropdown now shows 'ccNSO ICANN' with a blue square icon. A blue arrow points to this icon with the text 'Here is the calendar.' The main calendar area shows a grid for the week of November 17-20, 2013, with time slots from 05:00 to 14:00. Several events are displayed as blue blocks, including 'Meeting with the ICANN', 'Roundtable Discussion: Stability & Security from the Directorate of Global', 'Lunch sponsored', 'Joint Meeting with the GAC', 'Panel Discussion: Internet Governance in Light of the Montevideo Statement', 'Discussion with ccNSO', 'Capacity building: next steps', 'ccTLD News Session & Regional', 'Lunch sponsored', and 'ccNSO Council Meeting'. A blue arrow points to these events with the text 'Here are the events.'