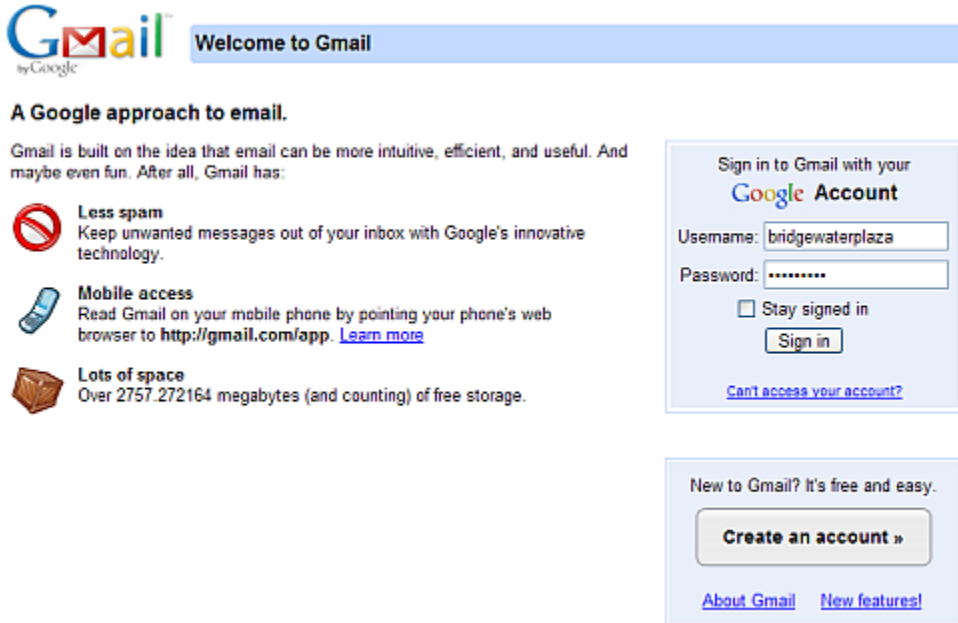
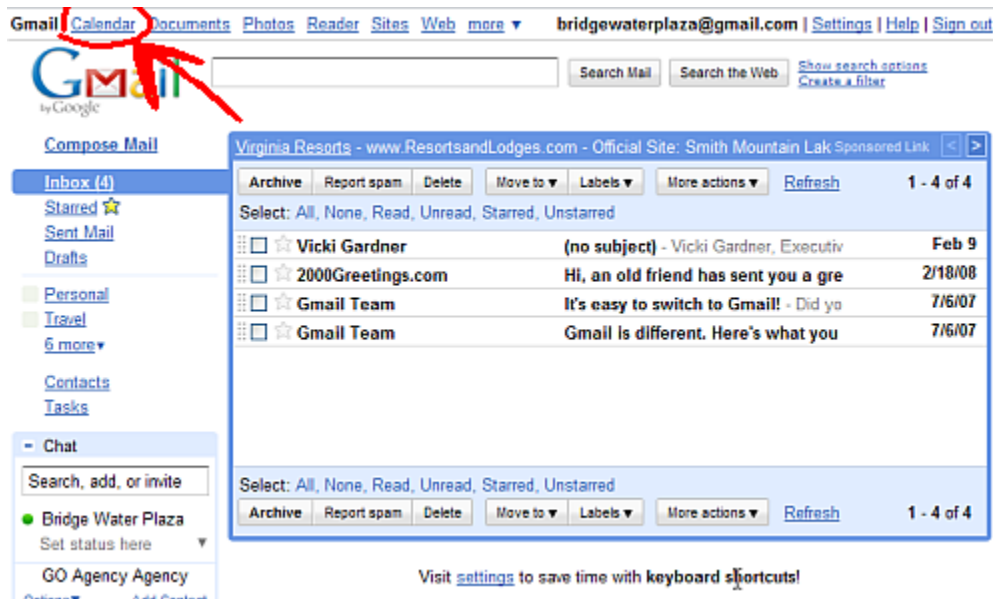


- 1) Go to gmail.com
- 2) Login:
 - a. Username: bridgewaterplaza
 - b. Password: 1fxbridge



- 3) Click 'Calendar' in top left corner



- 4) Click 'Create Event'

[Create Event](#) [Quick Add](#) [Tasks](#)

« September 2009 »

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

▼ My calendars

Bridge Water Plaza

▼ Other calendars

Add a friend's calendar

Today Sep 27 – Oct 3, 2009 [Refresh](#) Day **Week** Month 4 Days Agenda

	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

Simply drag in a calendar time slot to create an event. Tip < >

[Create Event](#) [Quick Add](#) [Tasks](#)

« September 2009 »

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

▼ My calendars

Bridge Water Plaza

▼ Other calendars

Add a friend's calendar

[Back to Calendar](#)

What

When 9/30/2009 4:00pm to 5:00pm 9/30/2009 All day

Repeats: Does not repeat

Where

Calendar Bridge Water Plaza

Description

Options

Reminder 10 minutes [Add a reminder](#)

Guests

Enter guest emails.

[Choose from contacts](#)

Guests can modify event invite others see guest list

Write the title of the event in 'What'

Setting the date and time:

- Set start date by clicking on the first box labeled 'When' and select the day from the calendar that drops down:

What

When to All day

Where [map](#)

Calendar

Description

« September 2009 »						
S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- Click on the next box to select the starting time from a pull down menu
- Click on the box after 'to' to set ending time
- Click on the next box to set ending date
- Clicking 'All Day' will automatically select the same date to be the start and finish date and remove the option to specify start and end times

Write one-line address in 'Where' (Example: 123 Maple St, Roanoke VA, 12345)

Ignore calendar dropdown

Description is optional, good place to add links and additional event info

5) Hit the 'Save' button near the bottom of the screen

[Create Event](#)
[Quick Add](#)
[Tasks](#)

« September 2009 »
 S M T W T F S
 30 31 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 1 2 3
 4 5 6 7 8 9 10

My calendars
 Bridge Water Plaza [Settings](#) [Create](#)

Other calendars
 Add a friend's calendar [Settings](#) [Add](#)

[Back to Calendar](#) [More Actions...](#)

What

When to All day

Repeats:

Where [map](#)

Calendar

Description

Guests
[Add guests](#)

Guests can modify event
 invite others
 see guest list

Options

Reminder
 [Add a reminder](#)

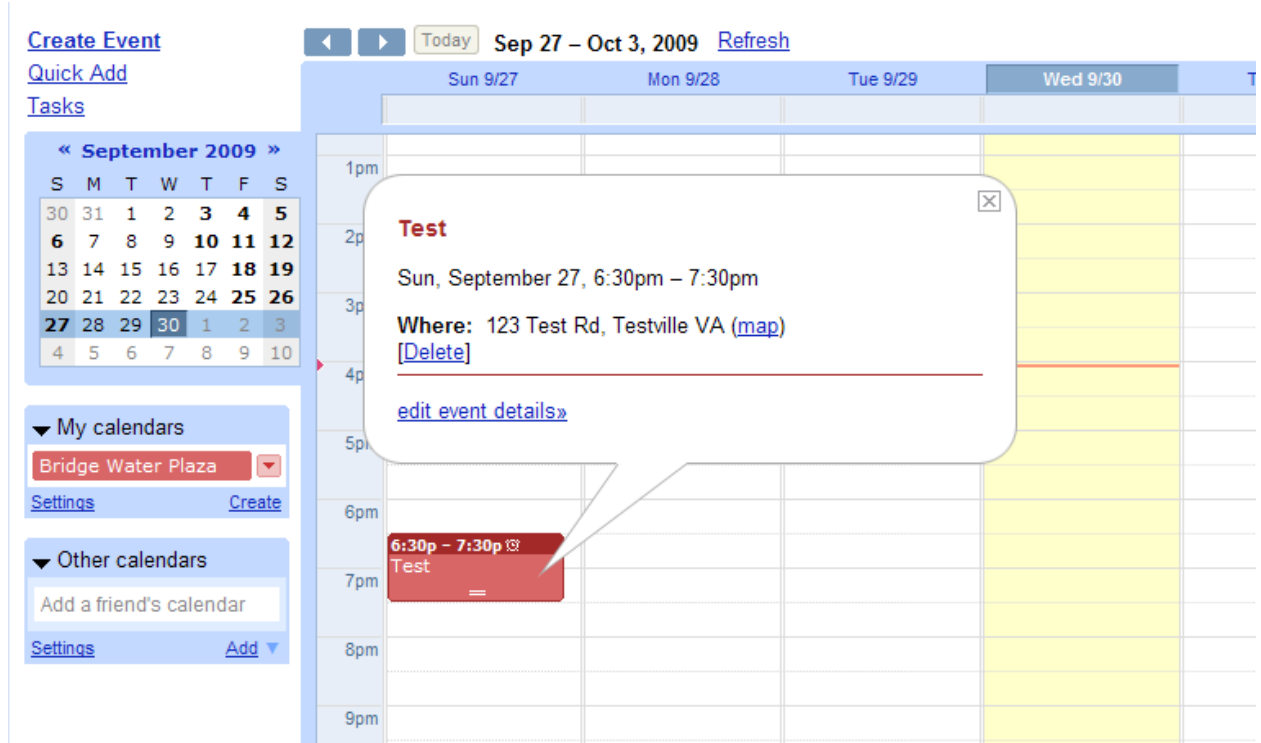
Show me as Available Busy

Privacy This event is:
 Default Private Public
[Learn about private vs. public events](#)
[Publish this event](#)

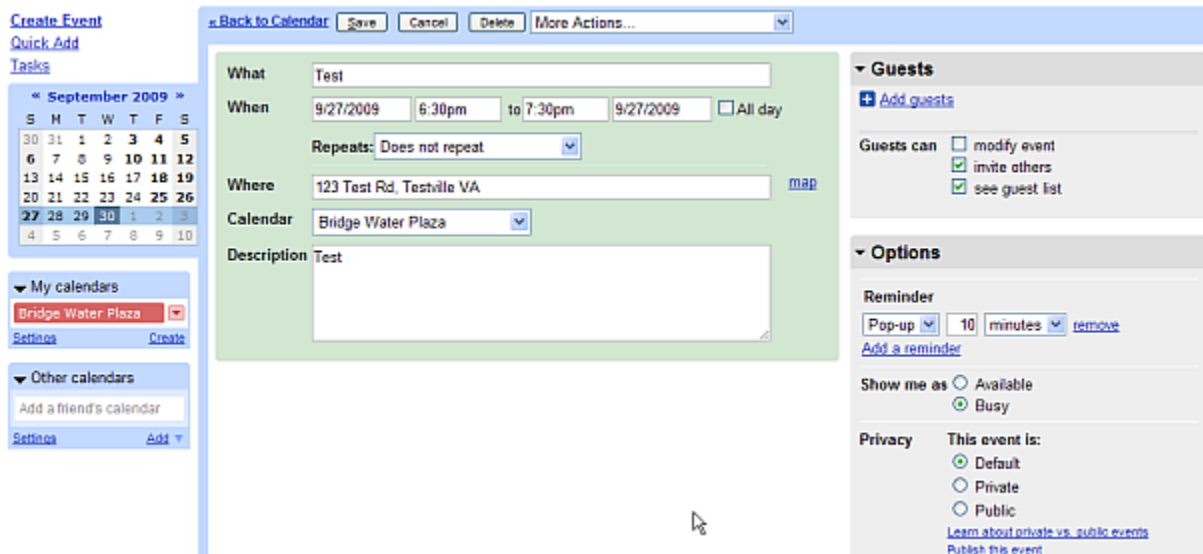
[Back to Calendar](#)

To edit an event:

- 1) Log in and click 'Calendar'
- 2) Click on the event on the calendar



- 3)
- 4) You can either delete the event or click 'edit event details', which takes you back to:



You can change any information you want. Don't worry about the Guest box or Option box.

- 5) When you're done hit the Save button at the bottom.

