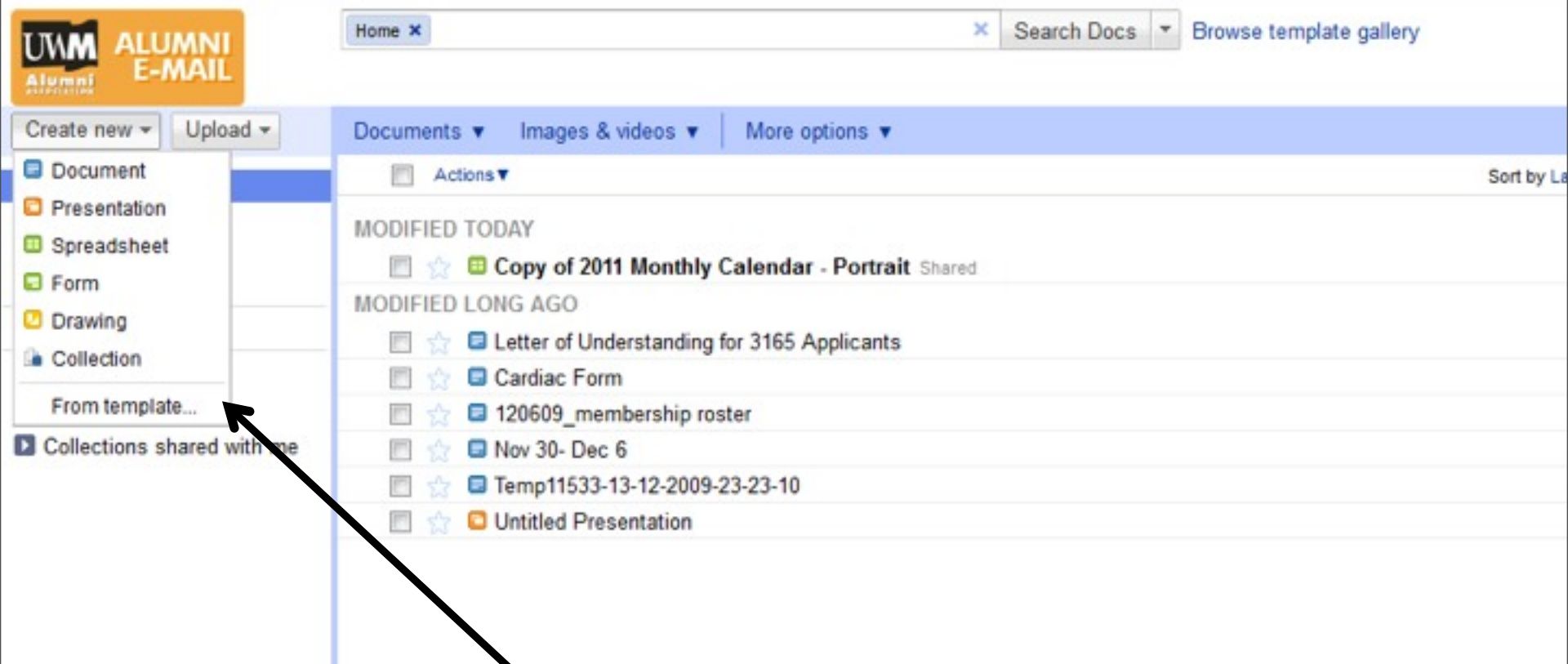
Making a Google Calendar



1) Click Create New
2) Click From Template

UWM ALUMNI E-MAIL

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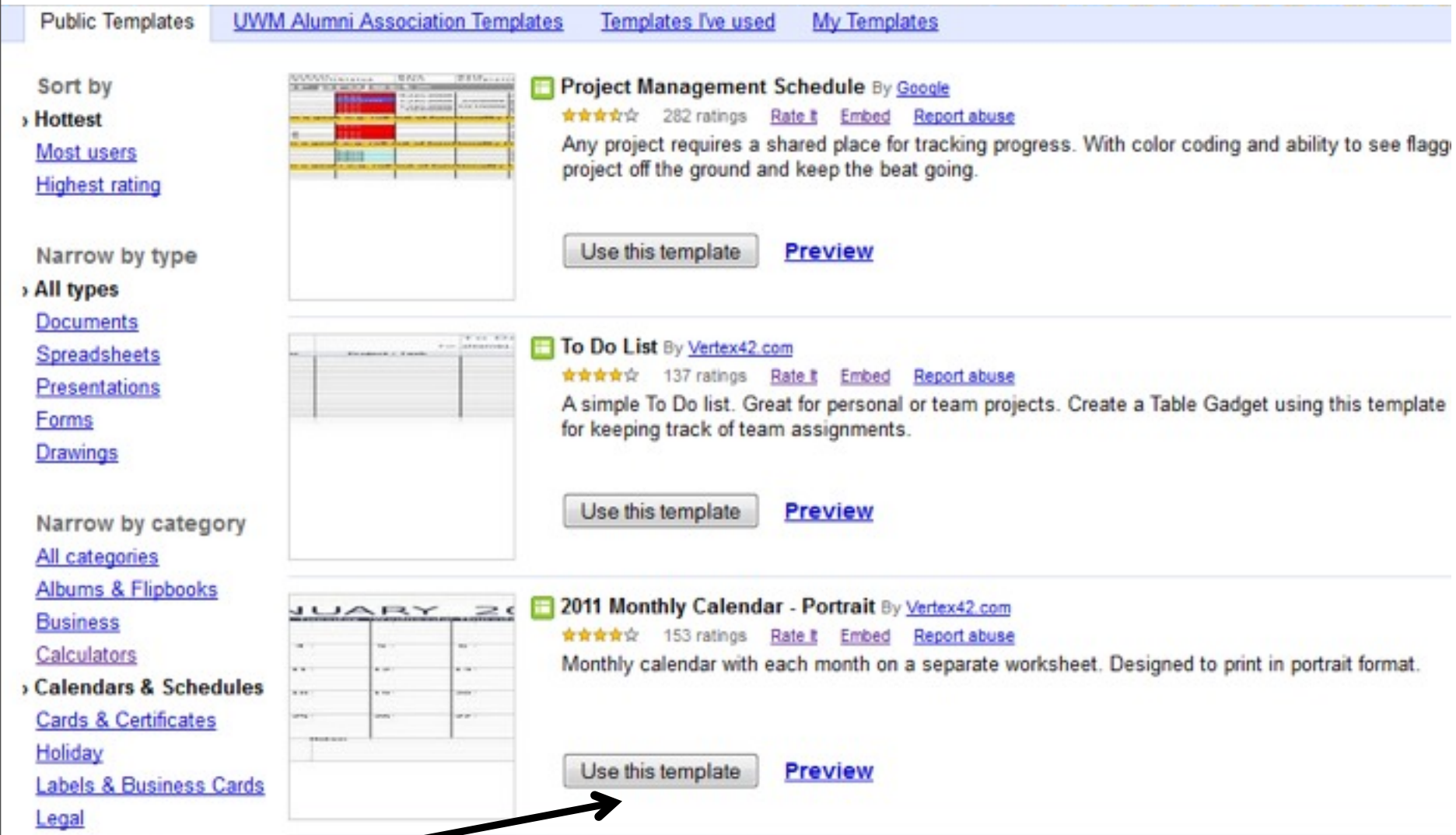
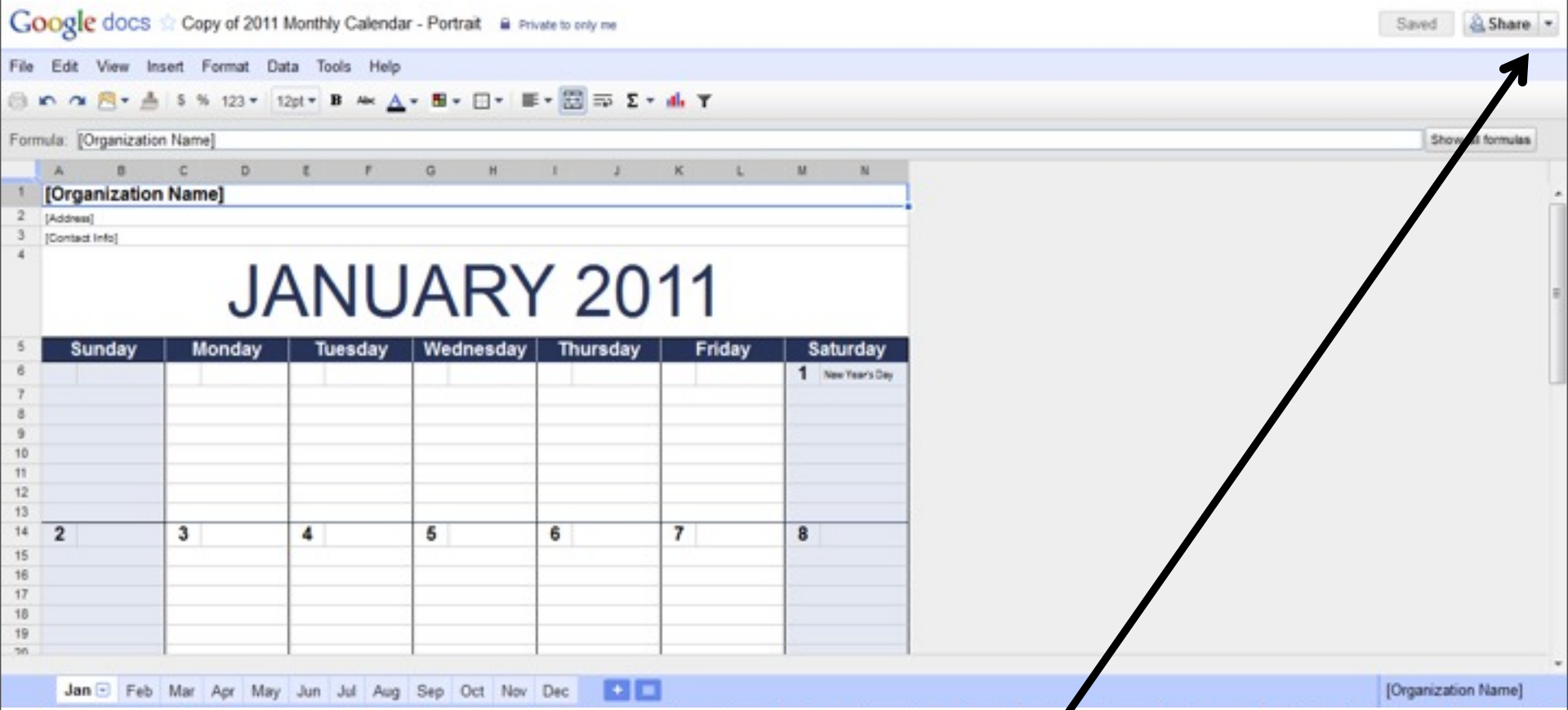
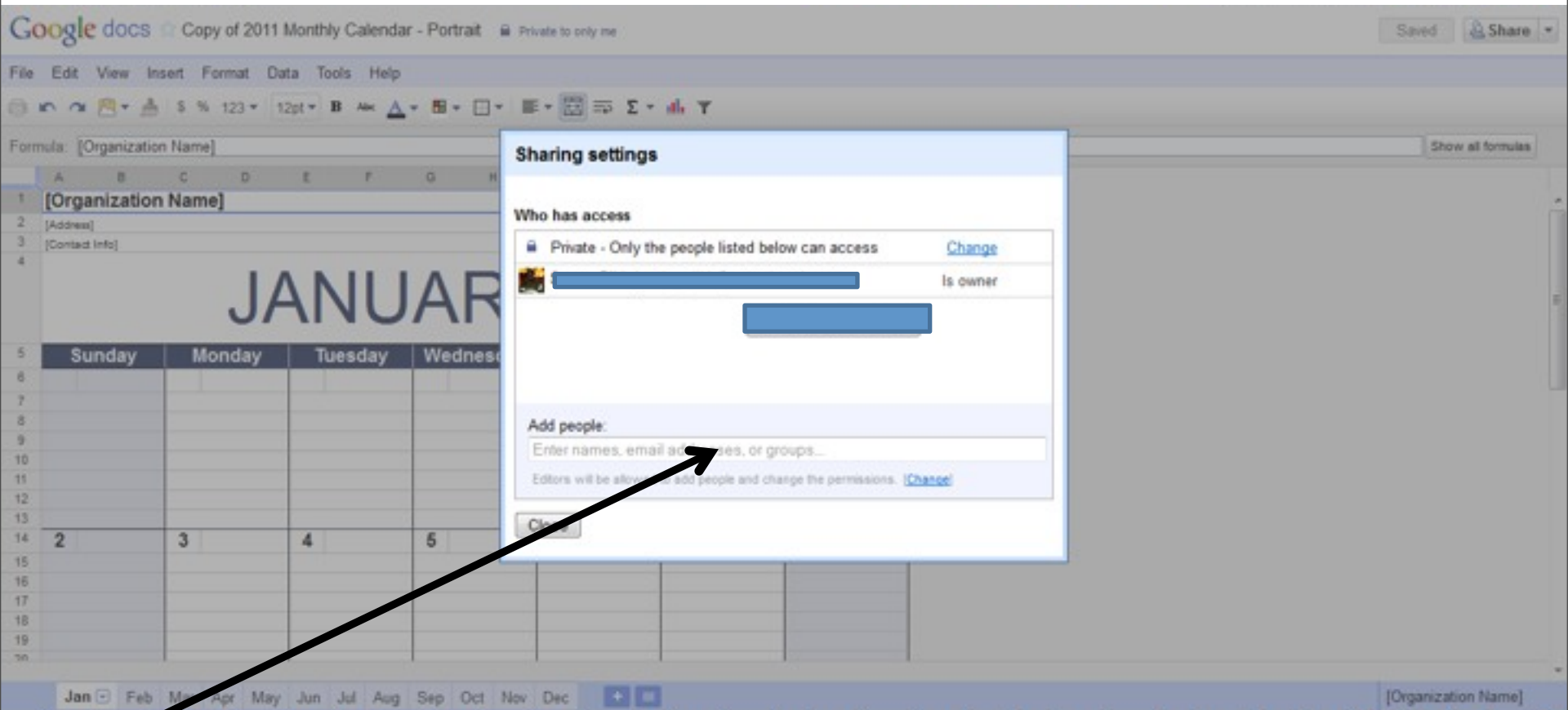
- Click Calendars & Schedules



- Find a Calendar you like and click Use This Template



- Make Changes that you desire
- Once done click Share
  - Click Share in the drop down menu



- Enter in people's emails that you want to use the Calendar

Other Info

- You do not need a Gmail email to use the Calendar. If you send someone a link to use it they can use any Hotmail, yahoo, AOL, etc. email