

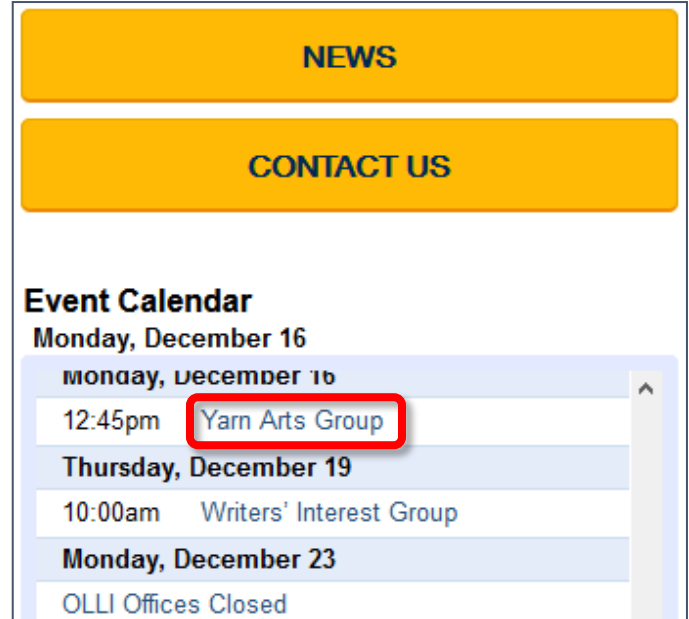
OLLI's Google Calendar

OLLI has a google calendar that displays upcoming classes and events. You can copy these events directly to your own google calendar.

These steps were created with a web browser on a PC.

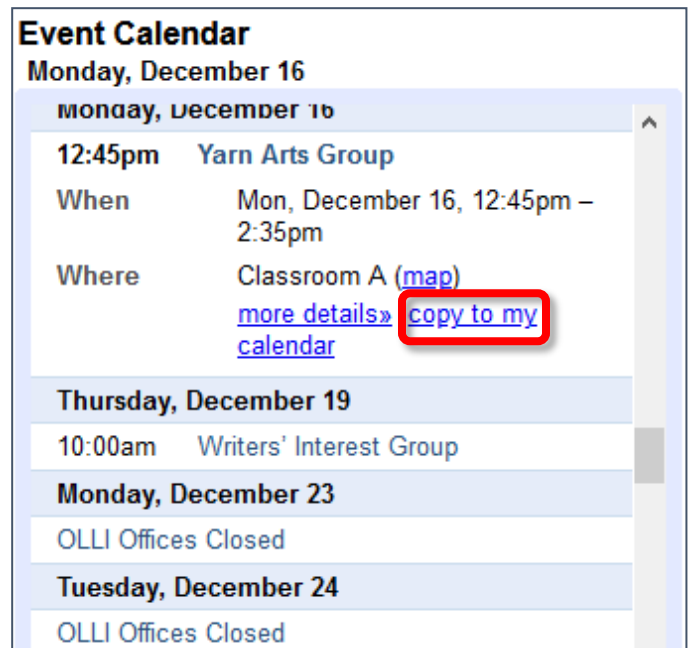
Adding Events to Your Google Calendar

1. Go to the OLLI website. (<https://olliatwvu.org>)
2. Scroll down to the Event Calendar.
3. Click on the name of the event you want to add to your personal calendar.



The screenshot shows the OLLI website interface. At the top, there are two orange buttons: "NEWS" and "CONTACT US". Below these is the "Event Calendar" section. The calendar is currently displaying "Monday, December 16". Under this date, there is a list of events. The first event is "12:45pm Yarn Arts Group", which is highlighted with a red box. Below it is "Thursday, December 19" with the event "10:00am Writers' Interest Group". The next date is "Monday, December 23" with the event "OLLI Offices Closed".

4. Click on the link for **copy to my calendar**.



The screenshot shows the OLLI website interface, focusing on the "Event Calendar" section. The calendar is currently displaying "Monday, December 16". Under this date, there is a list of events. The first event is "12:45pm Yarn Arts Group". Below the event name, there are details: "When Mon, December 16, 12:45pm – 2:35pm" and "Where Classroom A (map)". There are also links for "more details»" and "copy to my calendar". The "copy to my calendar" link is highlighted with a red box. Below the event details, the calendar shows "Thursday, December 19" with the event "10:00am Writers' Interest Group". The next date is "Monday, December 23" with the event "OLLI Offices Closed". The final date shown is "Tuesday, December 24" with the event "OLLI Offices Closed".

× Yarn Arts Group Save

Dec 16, 2019 12:45pm to 2:35pm Dec 16, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time Guests

📍 Classroom A Add guests

📺 Add conferencing ▾

🔔 Notification ▾ 30 ⬆️⬆️ minutes ▾ × Guest permissions

Modify event

5. If desired, modify or remove the notification.
6. Click **Save**.