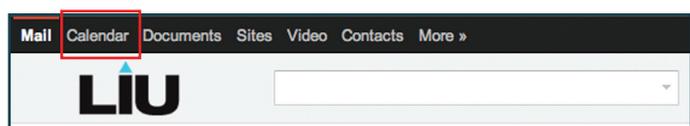Organizing your schedule shouldn't be a burden. With MyLIU Google Calendar, it's easy to keep track of life's important events all in one place.

Accessing Calendar

From your MyLIU Student Portal
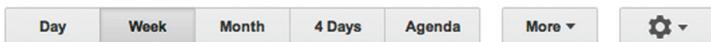Click on the Calendar icon under MyLIU Links

From your email page
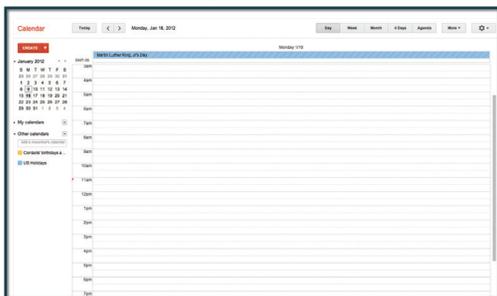Click on Calendar in the main menu on top of the page
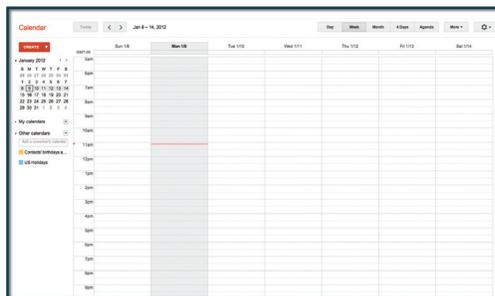
Calendar Views

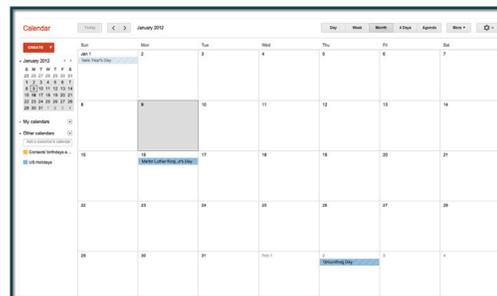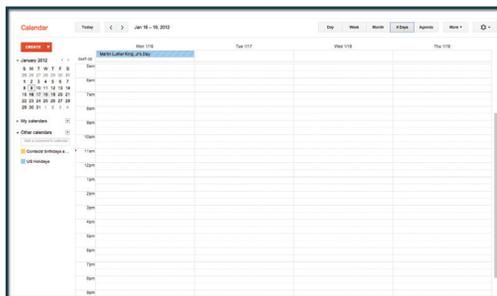You can change the way you view your Calendar from the submenu.

Day View

Week View

Month View

Four Day View

Agenda View

Editing Calendar

Add an event:
Click on the day you want to create an event on and type an event name.

Choose **edit event** and set a reminder (via email or popup) so you can stay on schedule. Other options for your event are available here as well.

Click save to finish your edits

Share a calendar:
Click the arrow next to the calendar you want to share and choose Share this calendar and enter the person's email address in the box under Share with specific people.