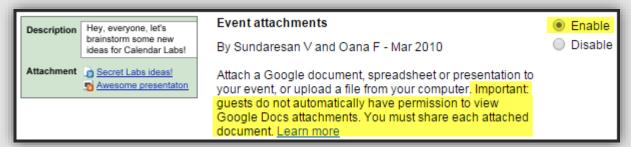


Did you know...

You can add attachments to Google Calendar Events? This is helpful for sharing working documents with staff or students.

- 1. From Google Calendar, click on the gear (*) icon and then on 'Labs'
- 2. Scroll down until you see the 'Event attachments' lab and click 'Enable'



- 3. Don't forget to scroll down to the bottom of the list to click 'SAVE'
- 4. <u>Important</u>: Guests do not automatically have permission to view or edit attached Google files. You must set sharing settings for these files in Drive.

Remember...all 'Toilet Trainings' & 'Tech Tip Videos' are archived at InstructionalTech101.weebly.com

OR use the QR Code on your smartphone to access.