

TOILET



TRAINING

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'

Description Hey, everyone, let's brainstorm some new ideas for Calendar Labs!	Event attachments By Sundaresan V and Oana F - Mar 2010	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
Attachment Secret Labs ideas! Awesome presentaton	Attach a Google document, spreadsheet or presentation to your event, or upload a file from your computer. Important: guests do not automatically have permission to view Google Docs attachments. You must share each attached document. Learn more	

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



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