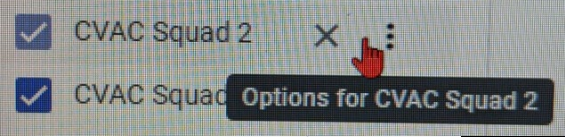
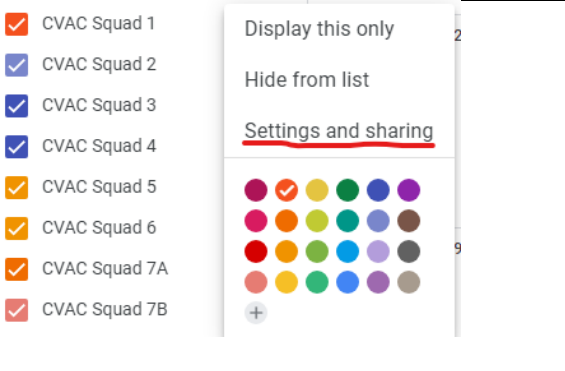
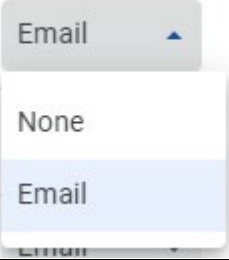


Steps for switching on email notifications

	<p>1. Click the 3 dots beside the calendar you subscribed to</p>										
	<p>2. Select settings and sharing.</p>										
<p>Other notifications</p> <p>Receive email notifications when changes are made to this calendar.</p>	<p>3. Under the tab other notifications</p>										
<table border="0"> <tr> <td>New events An event is added to this calendar</td> <td>Email ▾</td> </tr> <tr> <td>Changed events An event on this calendar is changed</td> <td>Email ▾</td> </tr> <tr> <td>Canceled events An event on this calendar is cancelled</td> <td>Email ▾</td> </tr> <tr> <td>Event responses Guests respond to an event on this calendar</td> <td>None ▾</td> </tr> <tr> <td>Daily agenda Receive a daily email with the agenda for this calendar</td> <td>None ▾</td> </tr> </table>	New events An event is added to this calendar	Email ▾	Changed events An event on this calendar is changed	Email ▾	Canceled events An event on this calendar is cancelled	Email ▾	Event responses Guests respond to an event on this calendar	None ▾	Daily agenda Receive a daily email with the agenda for this calendar	None ▾	<p>4. Review the options for additional communication.</p>
New events An event is added to this calendar	Email ▾										
Changed events An event on this calendar is changed	Email ▾										
Canceled events An event on this calendar is cancelled	Email ▾										
Event responses Guests respond to an event on this calendar	None ▾										
Daily agenda Receive a daily email with the agenda for this calendar	None ▾										
	<p>5. Make a selection from the drop-down menu for each menu option.</p>										
<p>Now, you are set to receive updates from the calendar. If you wish to turn off notifications, the process is the same, with a different end option.</p>											

