


Adding or Removing RAPS Calendars from your Gmail Account

To ADD: If you have a Gmail account, you can add any or all of the RAPS calendars to your own Gmail Calendars.

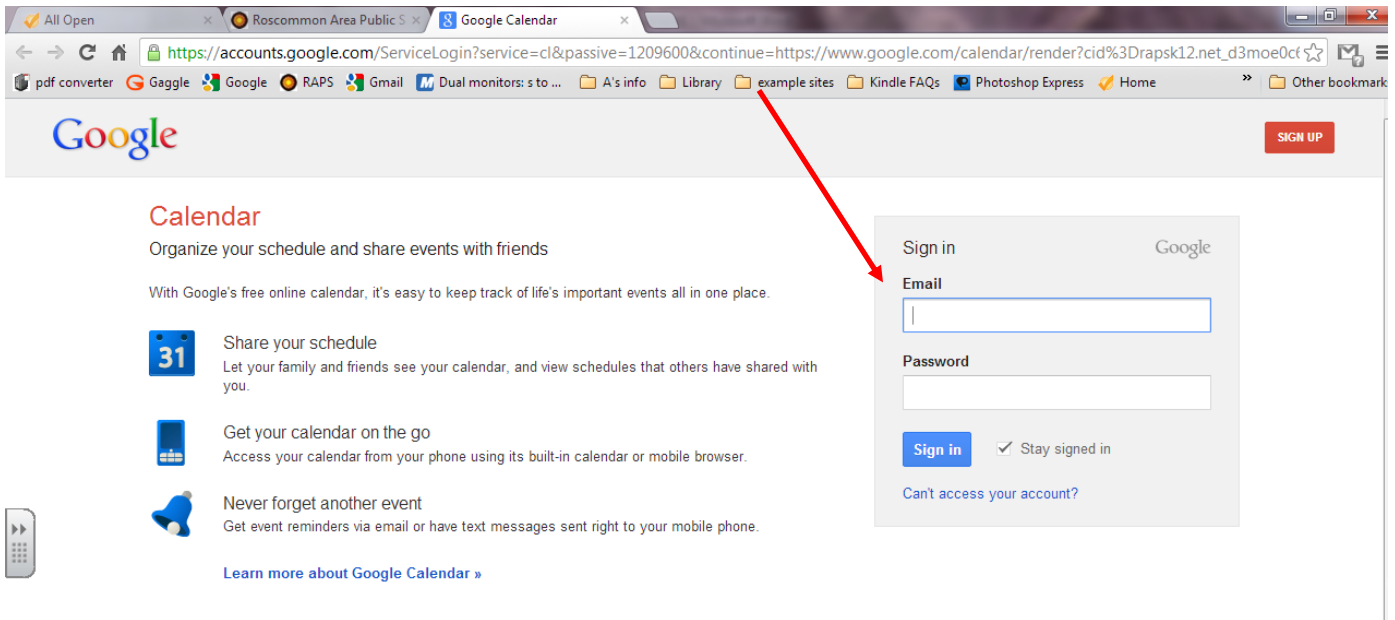
1. Begin by going to the RAPS website at www.rapsk12.net, click on **Calendar** From Quicklinks at the top of the page.
2. Once on the RAPS Calendar page, click the  icon at the bottom of the calendar.



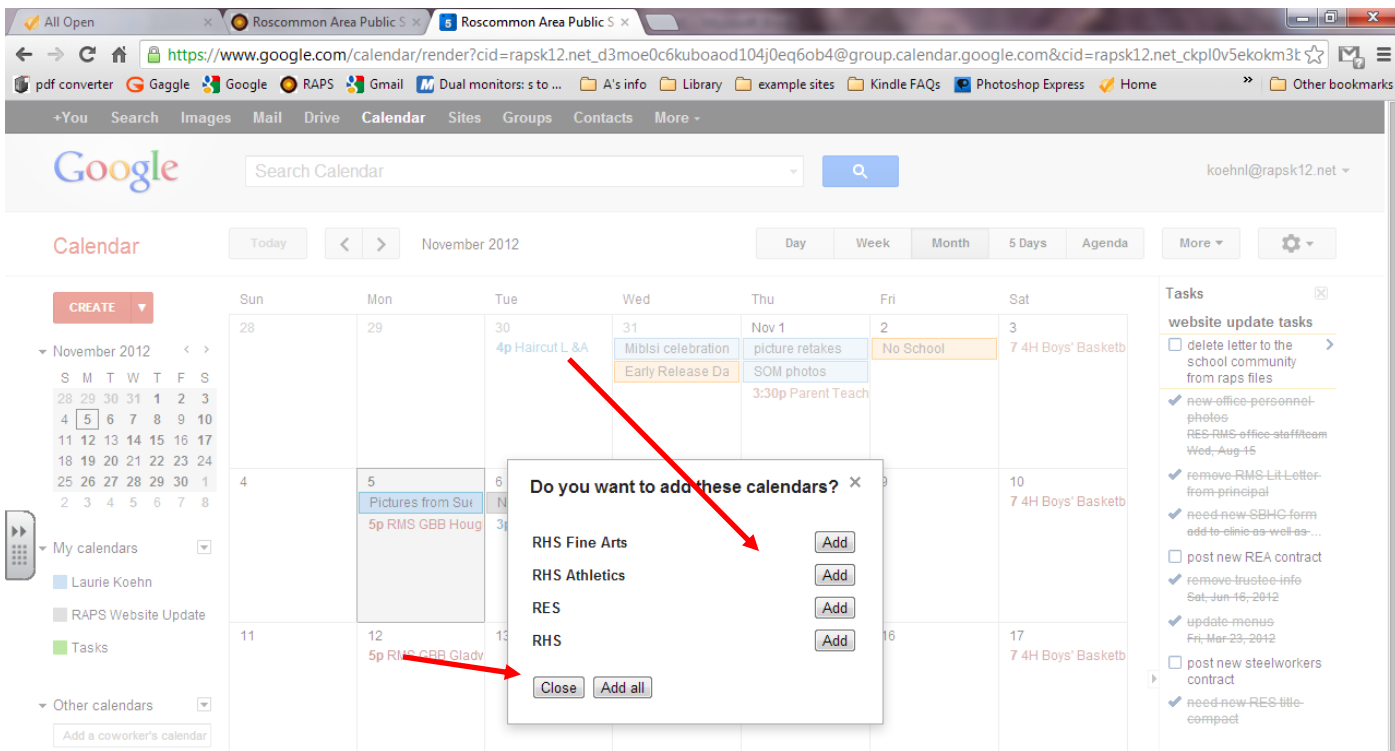
The screenshot displays the Roscommon Area Public Schools website. At the top, there is a navigation bar with a search box and a 'Quicklinks' dropdown menu. Below this is a yellow banner with the school district logo and name, 'ROSCOMMON AREA PUBLIC SCHOOLS Leaders in Education'. A secondary navigation bar contains links for 'OUR DISTRICT', 'BOARD OF EDUCATION', 'STUDENT/PARENTS', 'HEALTH CENTER', 'SCHOOLS', and 'ATHLETICS'. The main content area is divided into two columns. The left column, titled 'Our District', lists various administrative and educational links. The right column features the 'RAPS District Calendar' for June 2014. The calendar is presented in a grid format with days of the week as columns and dates as rows. A red arrow points to a 'Google Calendar' icon located at the bottom right corner of the calendar grid. At the bottom of the page, there is a language selection dropdown set to 'Spanish' and a 'Go' button, along with the text 'Powered by Foxbright'.

Continue to Next Step on page 2.

3. Clicking the icon will bring you to the Gmail login page if you are not already logged in. Please log in now.

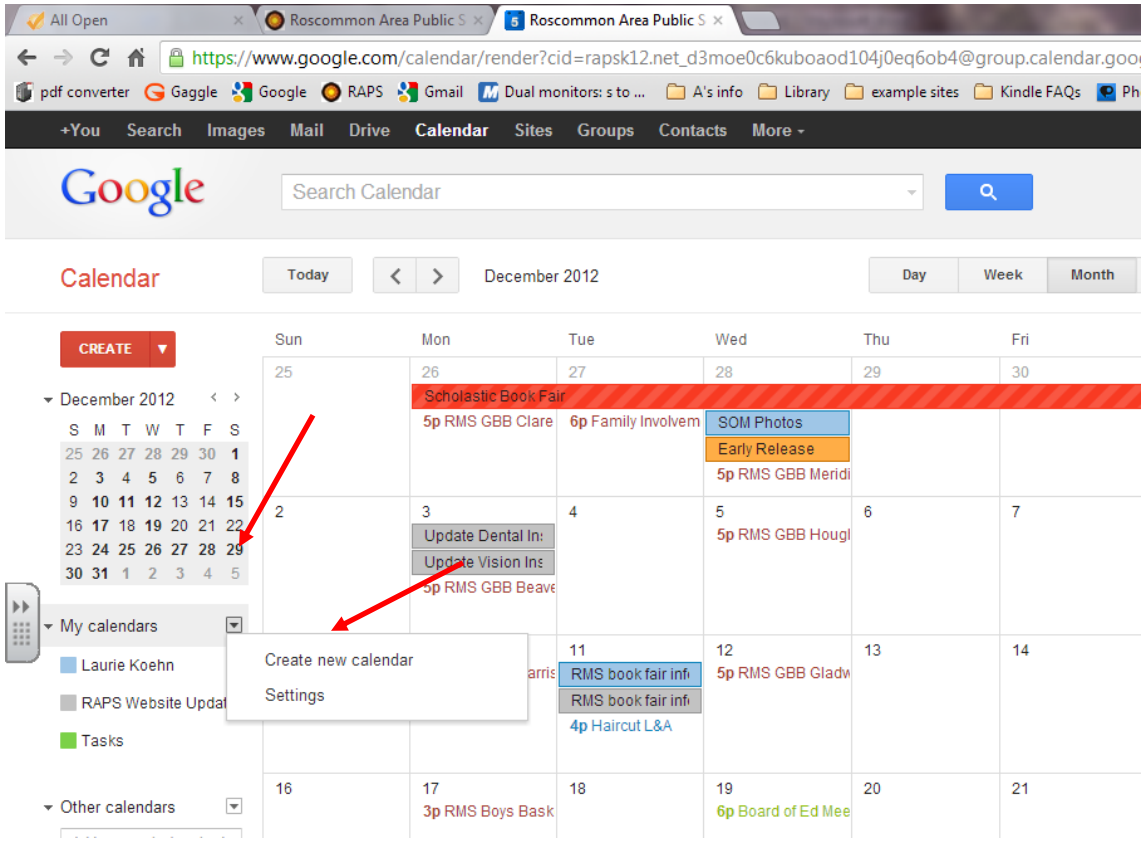


4. Your Gmail Calendar page will open and you will be asked which RAPS Calendars you would like to add. Make your selections and click Close when finished. If you do not have a Gmail account, you may create one now.



To Remove Calendars:

1. Click the **arrow** to the right of **MY Calendars**, then click **Settings**.



2.

2. To the right of the calendar you wish to remove, click **Unsubscribe**.

