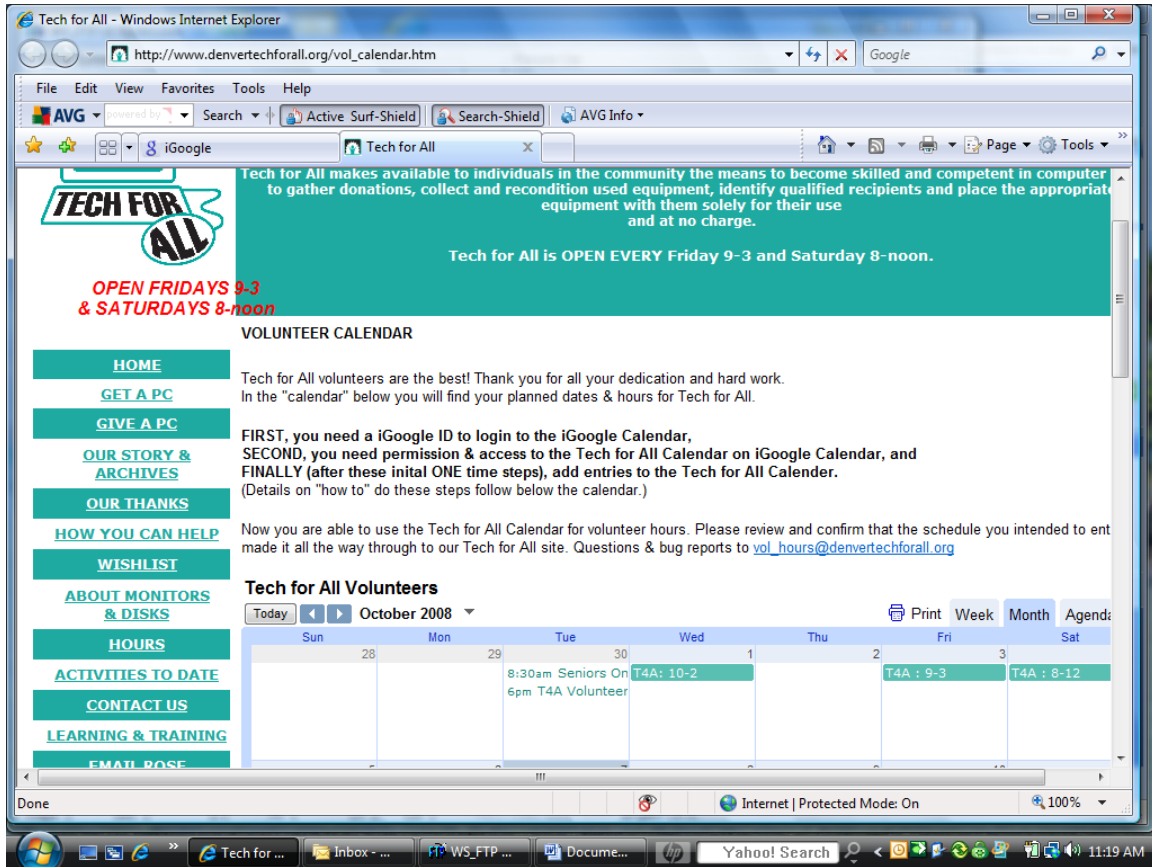
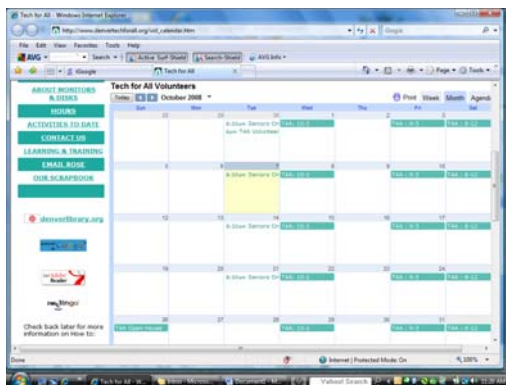


[www.denvertechforall.org/vol\\_calendar.htm](http://www.denverttechforall.org/vol_calendar.htm)

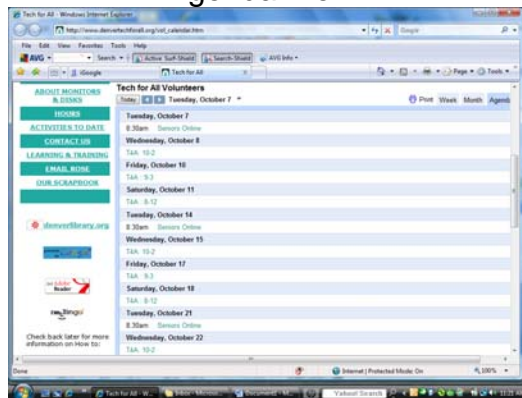
or access via the link on the volunteers picture at the bottom of [www.denvertechforall.org](http://www.denvertechforall.org)



## Monthly View



## Agenda View

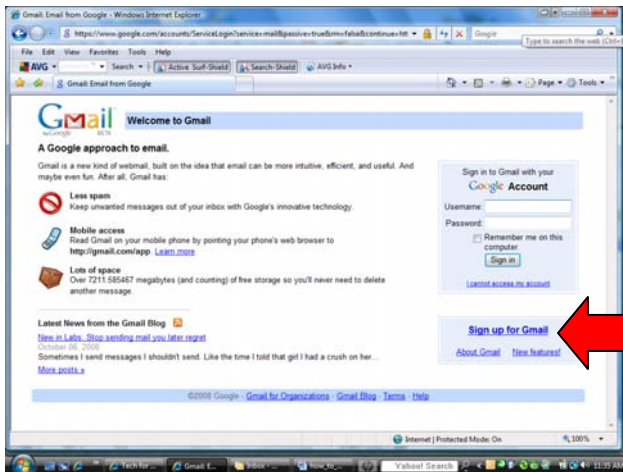


The calendar also offers a Week View

You must be logged in to your activated, approved iGoogle account to view Calendar content.

## FIRST, you need a iGoogle ID to login to the iGoogle Calendar:

1. Create a Google (gmail) address if you don't have one.
2. Go to [www.google.com](http://www.google.com) and login to iGoogle using your Google (gmail) email address and password to setup your iGoogle page
3. Once signed on with Google, find the Calendar feature under "more" to learn more about how to use the calendar
4. For Tech for All you will be using the Tech for All Volunteers calendar (a.k.a. [vol\\_hours@denvertechforall.org](mailto:vol_hours@denvertechforall.org))...but you shouldn't be able to see it yet.

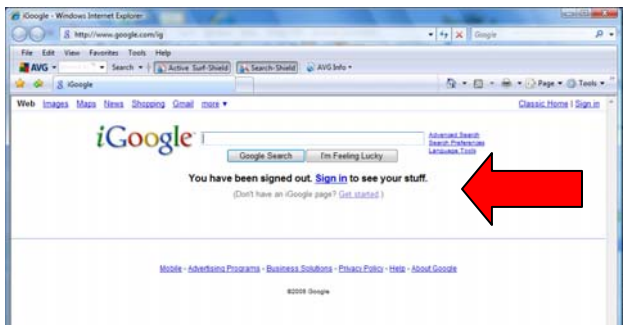


[www.google.com](http://www.google.com)

Click on Gmail

Click on Sign up for Gmail

Follow instructions...remember you address & password!



[www.google.com](http://www.google.com)

Click on iGoogle (top R)

Click on Sign in

Follow instructions...and set up your iGoogle page.

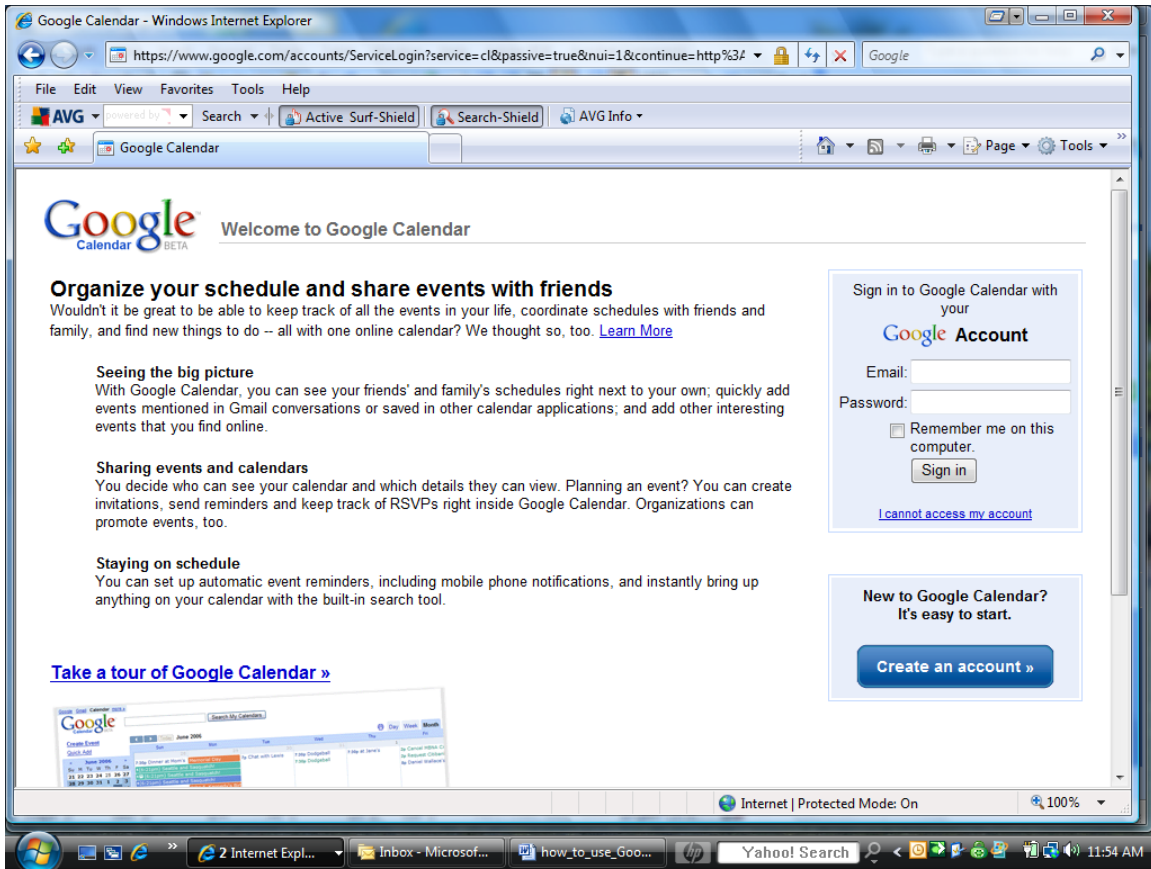
## About Google Accounts: Basic information

It's a unified sign-in system that gives you access to:

Free Google products, including iGoogle, Gmail, Google Groups, Picasa, Web History, and [more](#).

AdWords and Google Checkout.

If you've used any of these products before, you already have a Google Account. To try new Google products, simply [sign in](#) with your existing Google Account. Your account username is the email address you entered when you created your Google Account. If you use Gmail, sign in with your Gmail username.



[www.google.com](http://www.google.com)

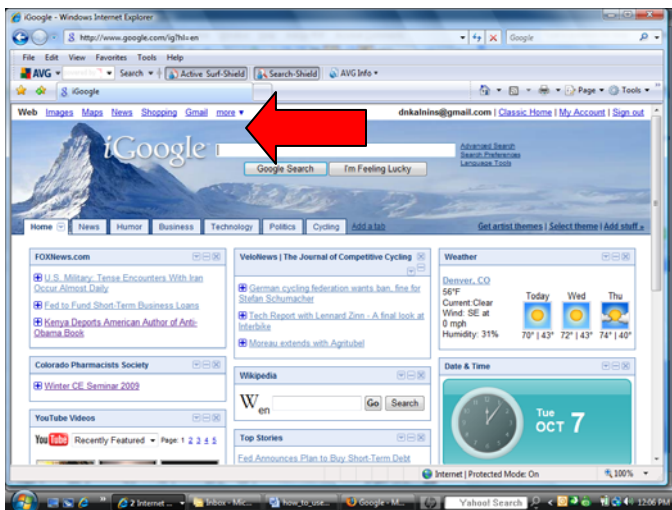
Click on Calendar under "more"

Take the tour of Google Calendar and become familiar with how the Calendar works.

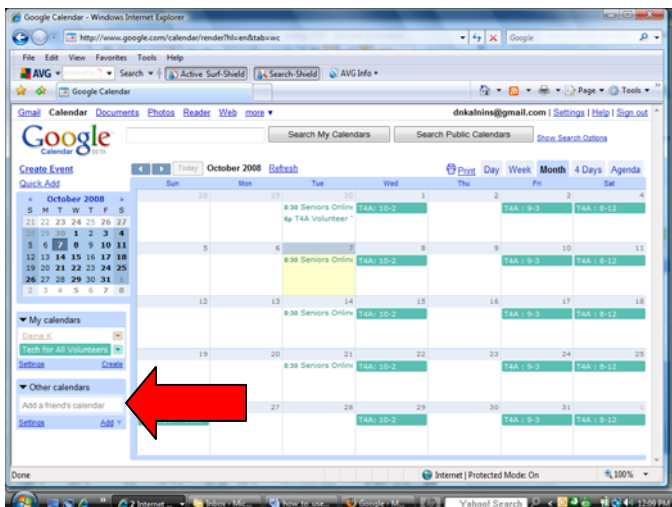
If you are already logged in, click on Help on the Calendar page and then click on Take the tour.

## SECOND, you need permission & access to the Tech for All Calendar on Google Calendar:

1. Email your gmail (Google email) address AND your complete name to [vol\\_hours@denvertechforall.org](mailto:vol_hours@denvertechforall.org)
2. **I'll send you an email response once you've been added as an authorized Tech for All calendar user, THEN you should be able to ...**
3. Enter your iGoogle Calendar site
4. Click on "Add" under Add a friend's calendar under Other Calendars
5. Enter [vol\\_hours@denvertechforall.org](mailto:vol_hours@denvertechforall.org) and click "Add"
6. See the Tech for All Volunteers calendar in your iGoogle page and on the [www.denvertechforall.org/vol\\_calendar.html](http://www.denvertechforall.org/vol_calendar.html) page when logged in with iGoogle



Daina's iGoogle page  
Click on Calendar under more



Here is the  
"Add a friend's calendar"

**FINALLY (after these initial ONE time steps), add entries to the Tech for All Calendar:**

1. Go to [www.google.com](http://www.google.com) and login with your iGoogle ID
2. Enter the calendar site and access the Tech for All Volunteers calendar by clicking on Tech for All Volunteers under My calendars (it should show BOLD, the others ghosted) NOTE: where the big arrow points.
3. **You MUST select, use and make entries to the Tech for All calendar or the entries will not display to the Tech for All calendar for the rest of us to see; and you may not be able to view the [www.denvertchforall.org/vol\\_calendar.html](http://www.denvertchforall.org/vol_calendar.html)**
4. Click the desired date on the calendar
5. Type your first name (eg Sam), the time you plan to volunteer (eg 2-3) and the task (eg scrubbing) (Click on September 16 Sam to see the complete example)  
Click on September 18, 2008 entry for "Entry in T4A Calendar" to see more details on how to make a calendar entry
6. Complete by clicking "Create Event" and confirm by reviewing on the [www.denvertchforall.org/vol\\_calendar.htm](http://www.denvertchforall.org/vol_calendar.htm) site

