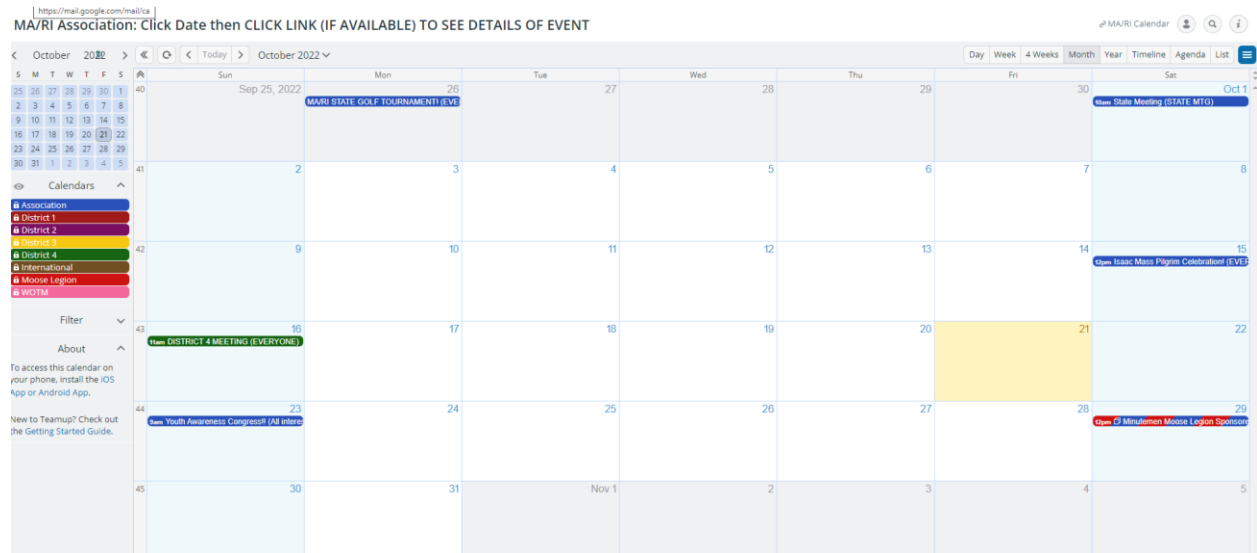
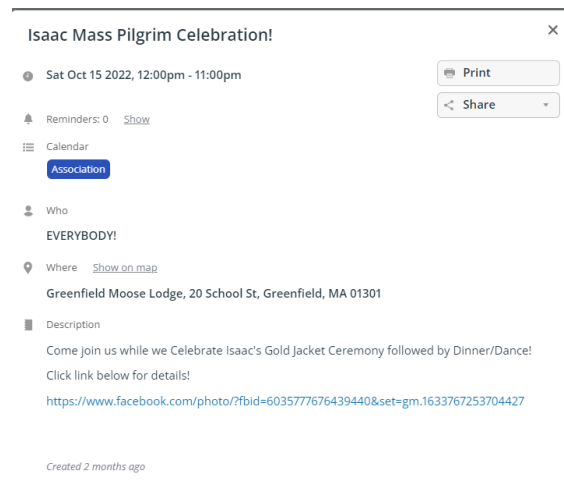


## Calendar instructions:

- After clicking the Calendar Icon on the MA/RI Calendar page, you should see something like the image here...



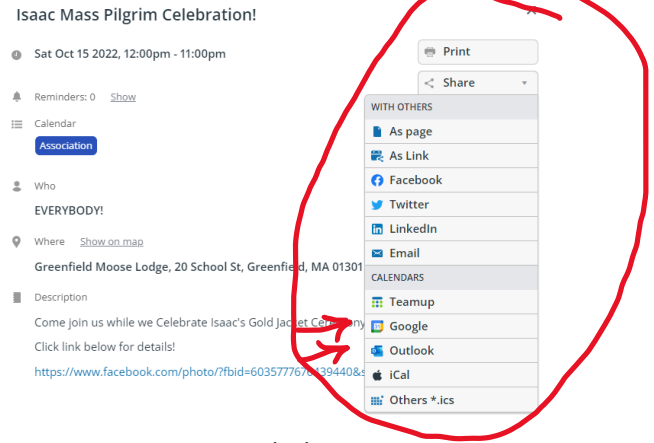
- At the top right hand corner, click the view you prefer for this session: Day, Week, Month and so on.
- Click any date that has an event to open that day/event. The events are color coded to help show which State entity is “running” the event.
- Once you click the colored “event”, a new screen pops open with the details of the event.



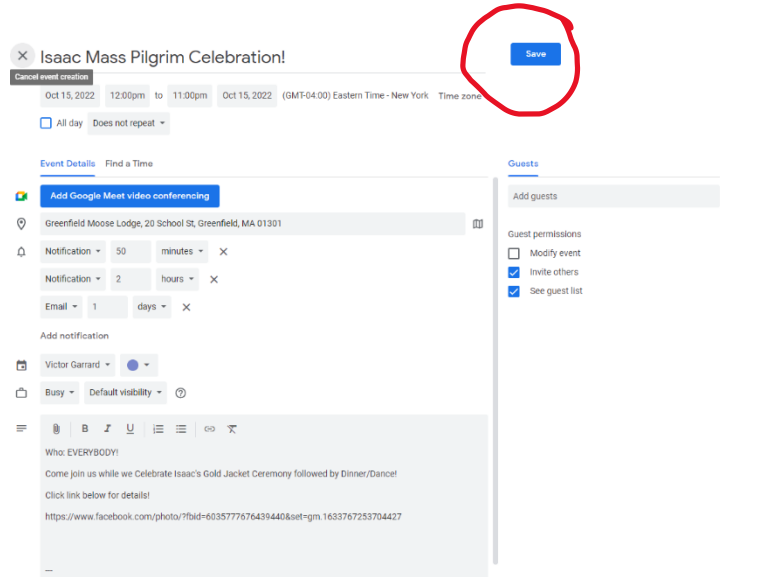
- There may be a link or picture near the bottom of this pop up. You can click the link (in blue here), to open a new page with more details or Facebook post with the original info.
- **Also on this pop up, is a “print” and “share” button. You can either print the details for later use, OR, you can click the “Share” button to automatically put in your own personal online Google or Office Calendar!**

To use this feature:

1. Click "Share". A new pop up screen appears.
2. Choose calendar (Google or Outlook) 🍌



3. For Google, A new Screen pops up IN YOUR PERSONAL CALENDAR with the event already input with all the details! Find and click the save button and it is now in your online calendar!



4. For Outlook, an event will download instantly on your computer. Open the download, find the "save" button, and the event is now automatically entered and saved in your Outlook calendar!

- Last super useful feature of the "share" button, If you prefer, you can click "share", then click "email" and an email screen should pop up, address the email to your personal email address, and you will receive the event as an email!