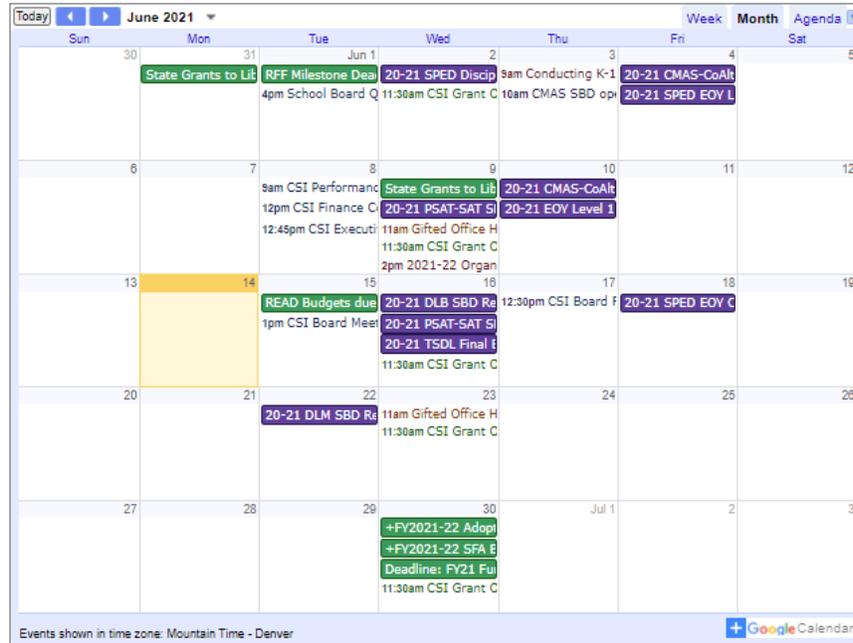


## Subscribe and Receive Notifications for CSI Calendars

### *Desktop Instructions*

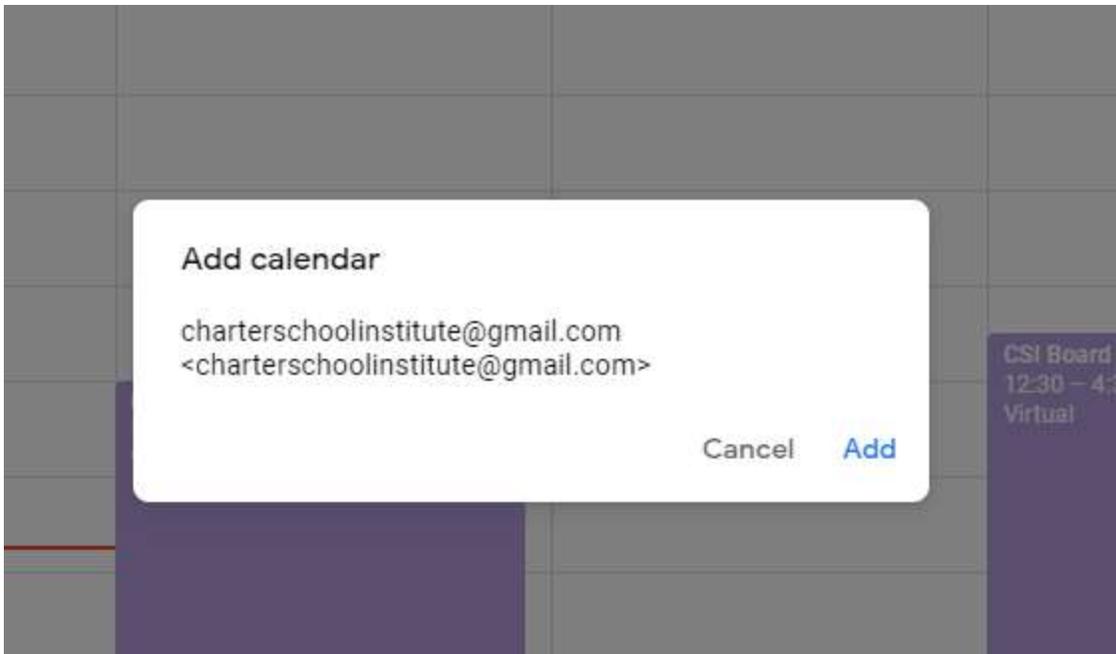
1. Navigate to the CSI Calendar: <https://www.csi.state.co.us/calendar/>
2. Choose the calendar(s) you'd like to subscribe to
  - a. NOTE: you must be logged into a Gmail account



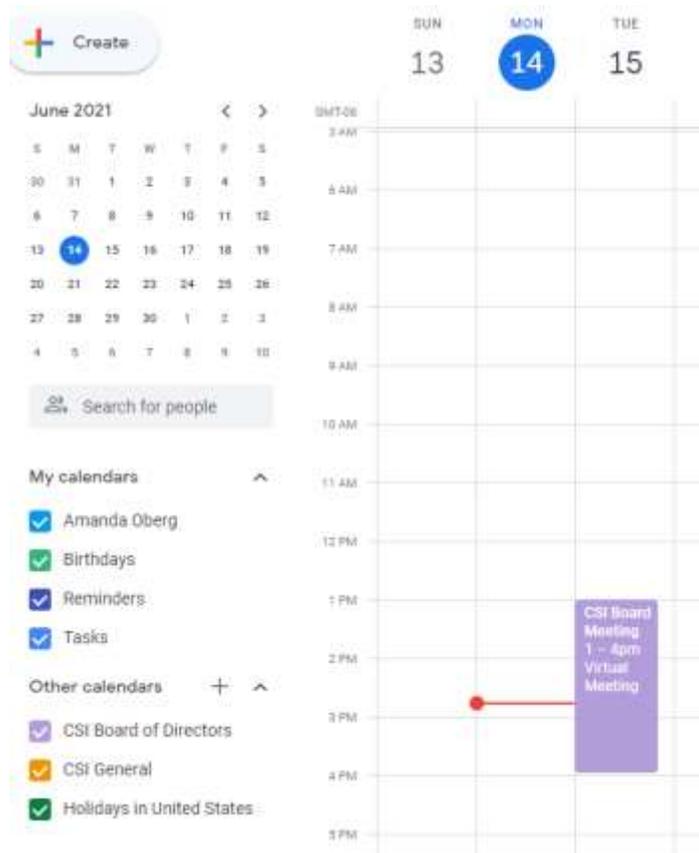
### Department Key

- Blue – CSI General (Subscribe)
- Green – CSI Finance and Grants (Subscribe)
- Orange – CSI Student Services (Subscribe)
- Yellow – CSI Board of Directors (Subscribe)
- Light Purple – CSI Submissions (Subscribe)
- Red – CSI Evaluation and Assessment (Subscribe)
- Brown – CSI Holidays
- Pink – CSI Legal and Policy (Subscribe)

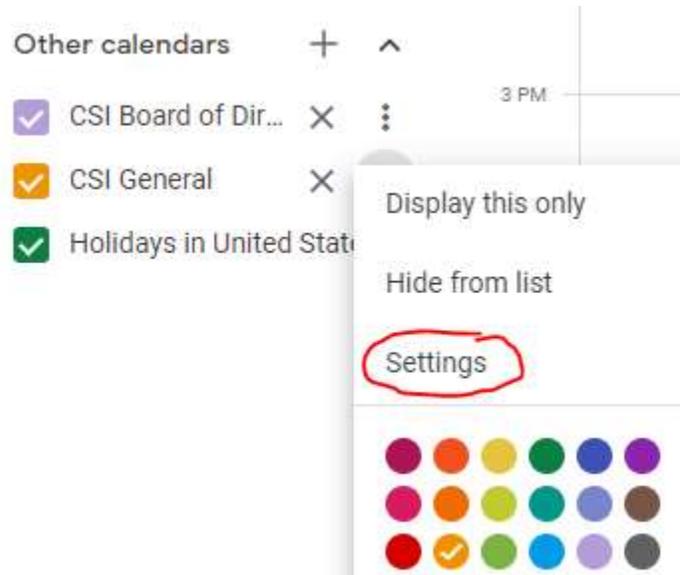
3. Click the “Subscribe” button next to the calendar or calendars you would like to subscribe to.
4. Your personal calendar will show up on the next screen, with a prompt to “Add Calendar”.



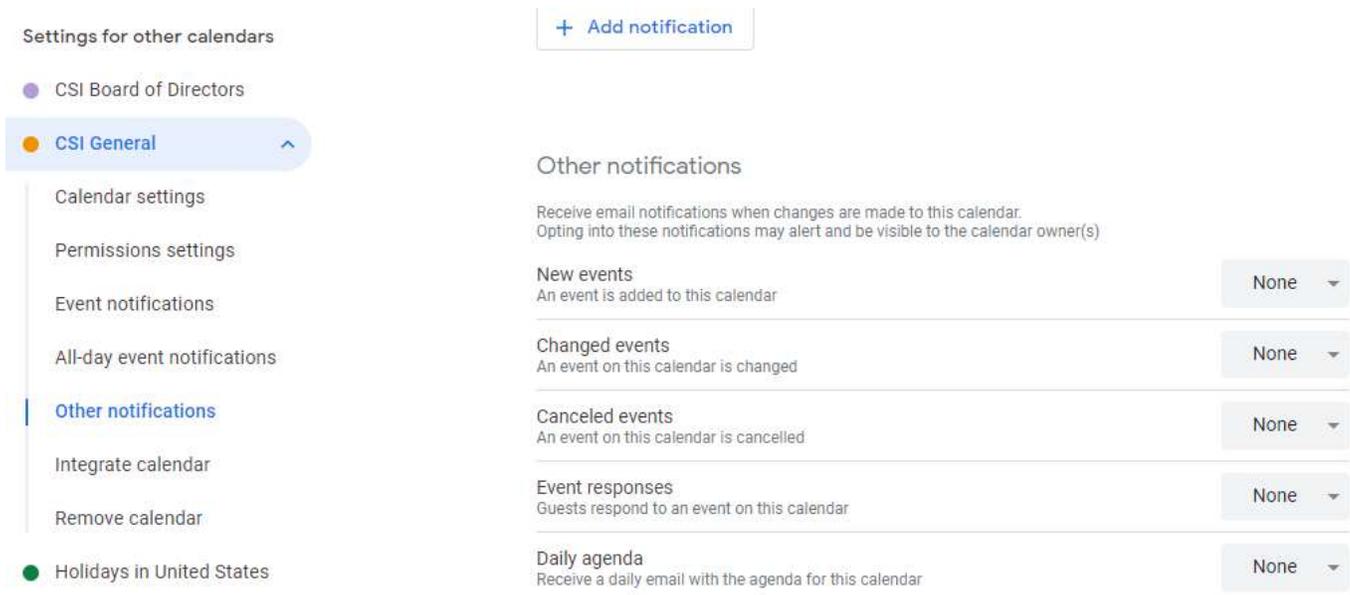
5. Click “Add”. The calendar will be added to your personal calendar and will automatically sync and populate your calendar with events.
6. You should see the calendar(s) pop up in the left hand side of your calendar:



- To set up notifications, hover over the calendar title. You will see three vertical “dots” pop up next to the calendar title and the cursor will read “Options for XX Calendar”.
- Click on “Settings”:



- In Settings, Scroll to “Other Notifications”:



- From here, you can choose to receive an email when an event is added, changed, or cancelled by choosing from the dropdown that says “None” and selecting “Email”. Your settings will automatically save.