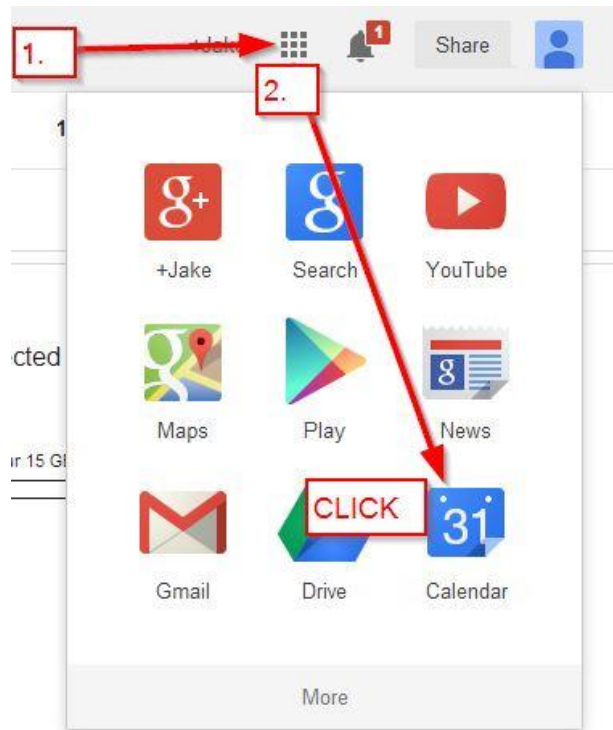


## How to make an appointment in Jake's calendar using Google Calendar in Chrome browser.

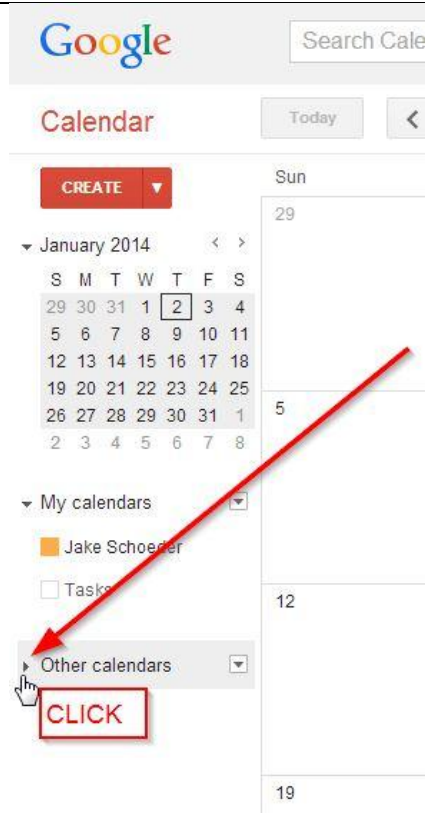
Using a Web browser, Chrome is preferred, open your email.

1. Click on the group of little squares as noted to the right.
2. Click on the Calendar icon.



Follow red arrow and text.

Accessing Jake's calendar



How to make an appointment in Jake's calendar using Google Calendar in Chrome browser.

<p>Follow red arrows and text.</p>	
<p>Follow red arrow and text.</p>	
<p>Follow red arrow and text.</p> <p>Remember to include/invite me in the Add Guest block.</p>	
<p>You will be able to see my busy times. When you add your appointment to the calendar the event will show in your calendar also. Remember to include/invite me in the Add Guest block</p>	