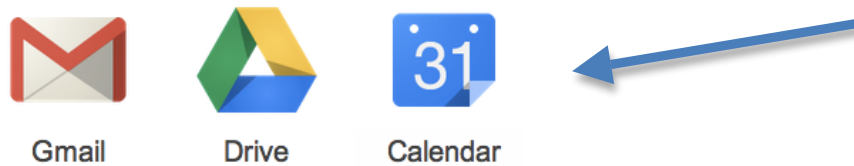


# ACCESS THE CROSSROADS SOUTH GOOGLE CALENDAR

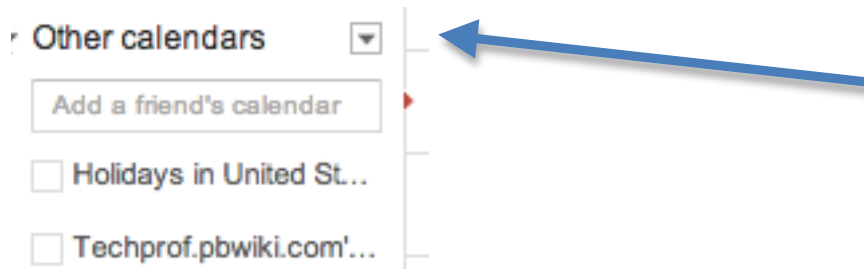
1. Sign into [www.google.com](http://www.google.com)
2. Click on the app grid in the upper right corner



3. Click on the Calendar App



4. On the left side there is a section: Other Calendars. Click on the Pull Down Arrow



5. Type in an email to add the calendar: [xrdscalendar@gmail.com](mailto:xrdscalendar@gmail.com) and hit return
6. In a few seconds, you should see the Crossroads email under My Calendars
7. You can view the Crossroads Calendar, but are not able to post to it.
8. If you would like to synch this calendar with your phone, Click on the gear icon on the top right and in the pull down menu click on Synch with Mobile Device.

