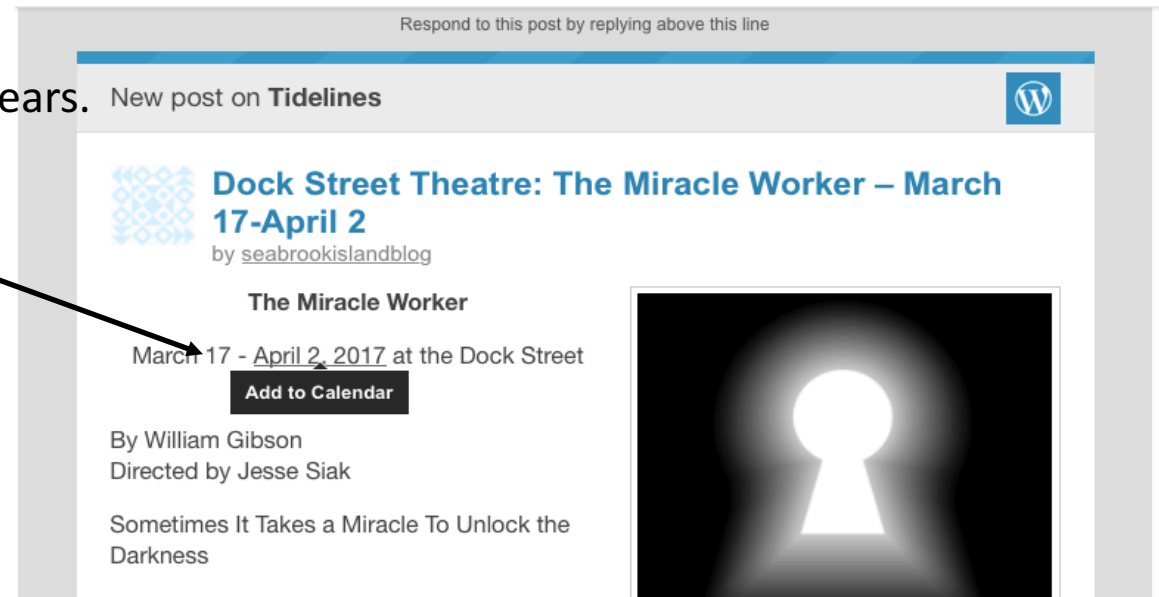


Here's how to add events from a *Tidelines* post received In Gmail to your Google calendar. Although tested on only a few calendars, it worked with those tested. If you use another email service, try these directions and it may work for you as well.

In the post, with your mouse, hover over the underlined date. An **“Add to Calendar”** pop-up appears.

Click on it.

Another pop-up appears.



This pop-up will allow you to create a calendar entry.

You can change the date and add a time by clicking the dropdown icon next to either the date or the time.

You'll also see other events on that day in **your** calendar so you know if there is a potential conflict before you add it to your calendar.

To add the event, click **“Add to Calendar.”**

At this time, this feature works when logged into **Gmail in your browser (Safari, Chrome).**

It won't work if you're using a third party e-mail client, (like Thunderbird, Zimbra, Pegasus, etc.) or from your mobile device.

We have not tested it on other email services such as aol or yahoo.

