

DM Travel Calendar

How to add the DM Travel Calendar to your other Google Calendars

You'll receive an email entitled '<someone> has shared a calendar with you'. If you have Google Calendar already setup, the body will be:

Hello <your name here>,

We are writing to let you know that <sender name here> has given you access to view events on the Google Calendar called "DM Travel".

We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time.

- The Google Calendar Team

View Your Calendar. [← will be hyperlink to the Calendar](#)

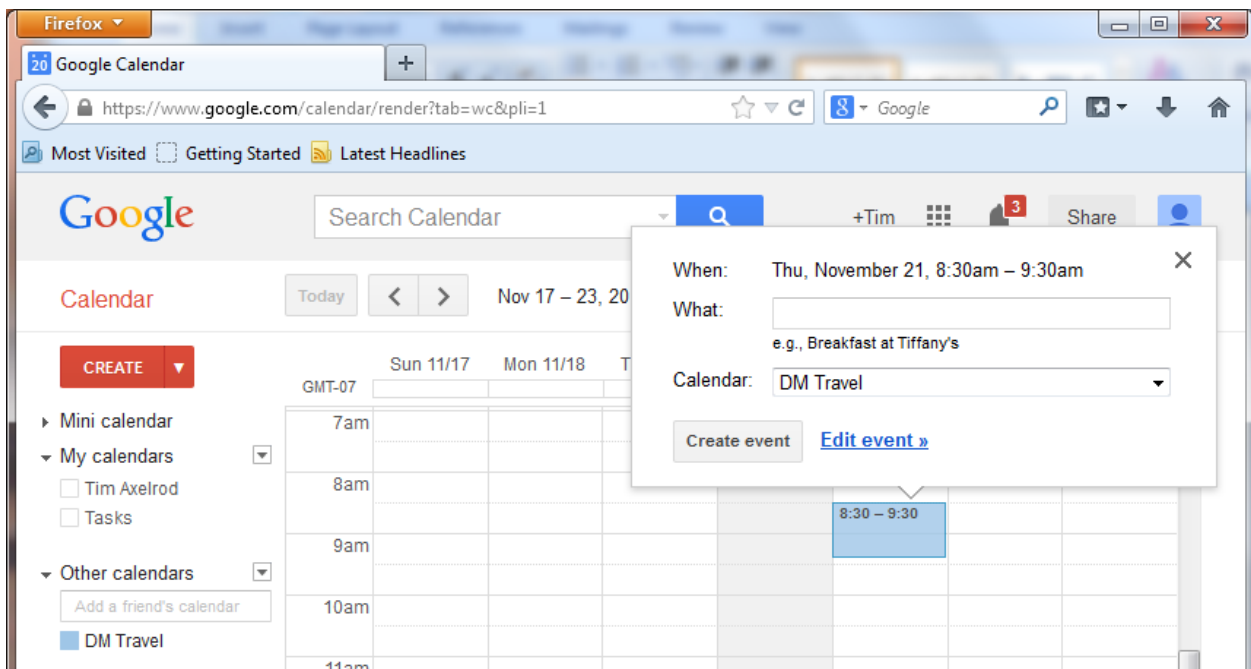
If you don't already have Google Calendar setup, the email will tell you how to do that.

How to post your Travel Dates

Bring up your Google calendar page: <https://www.google.com/calendar>

Under 'Other Calendars', select 'DM Travel'.

Click anywhere in the calendar body to bring up the short-cut event form, then select 'Edit events'.



Enter your 'Event Title' (will be greyed-in where you see 'TSA to Tahiti').

Check 'All Day' if appropriate.

Select or enter the start and end dates of your travel.

Select calendar 'DM Travel' if it is not already chosen.

Turn off Reminders by selecting the 'X'.

Leave the Privacy setting as 'Default'.

Finally, select 'Save'.

The screenshot shows the Google Calendar 'Add Event' form in a Firefox browser. The event title is 'TSA to Tahiti'. The start date is 12/2/2013 and the end date is 12/5/2013. The 'All day' checkbox is checked, and the 'Repeat...' checkbox is unchecked. The 'Event details' section is expanded, showing the 'Where' field, 'Video call' link, 'Calendar' dropdown (with 'DM Travel' selected), and 'Description' field. The 'Add guests' section is visible with an 'Enter email addresses' field and an 'Add' button. The 'Guests can' section has three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked). The 'Event color' section shows a row of color swatches with the first one (green) selected. The 'Reminders' section has a dropdown set to 'Pop-up', a field for '10 minutes', and an 'X' to remove the reminder. The 'Show me as' section has 'Available' selected. The 'Privacy' section has 'Default' selected. A link 'Learn more about private vs public events' is at the bottom.