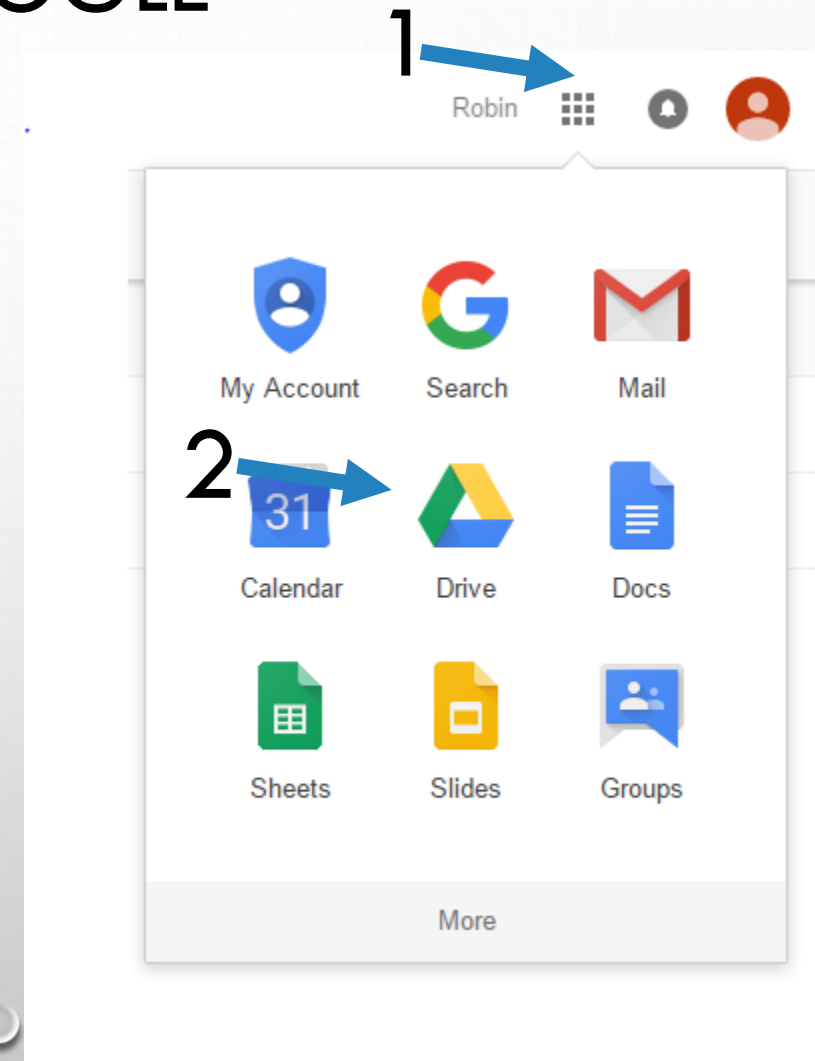


The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the slide.

HOW TO ADD ATTACHMENTS TO GOOGLE CALENDAR

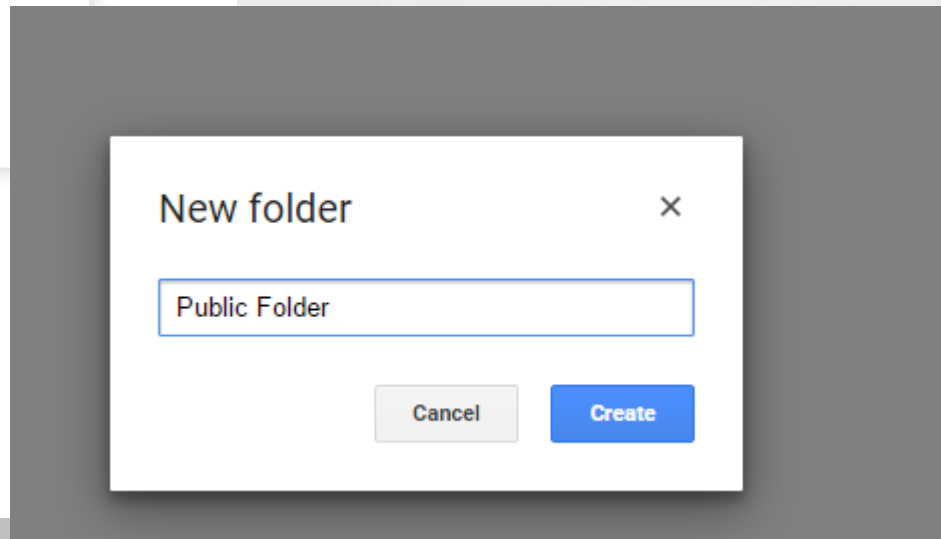
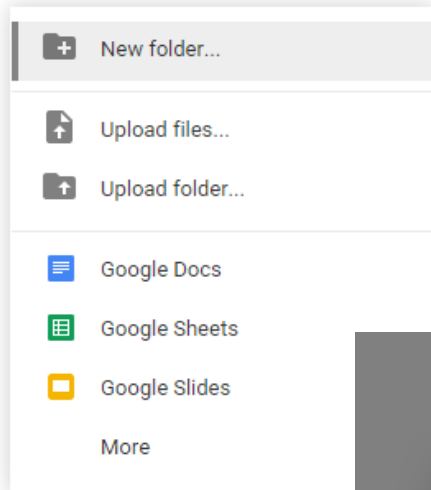
SIGN INTO GOOGLE

- GO [HTTPS://WWW.GOOGLE.COM](https://www.google.com)
- SIGN IN WITH RSD17 EMAIL
- CLICK ON GRID ON TOP RIGHT AND CLICK DRIVE



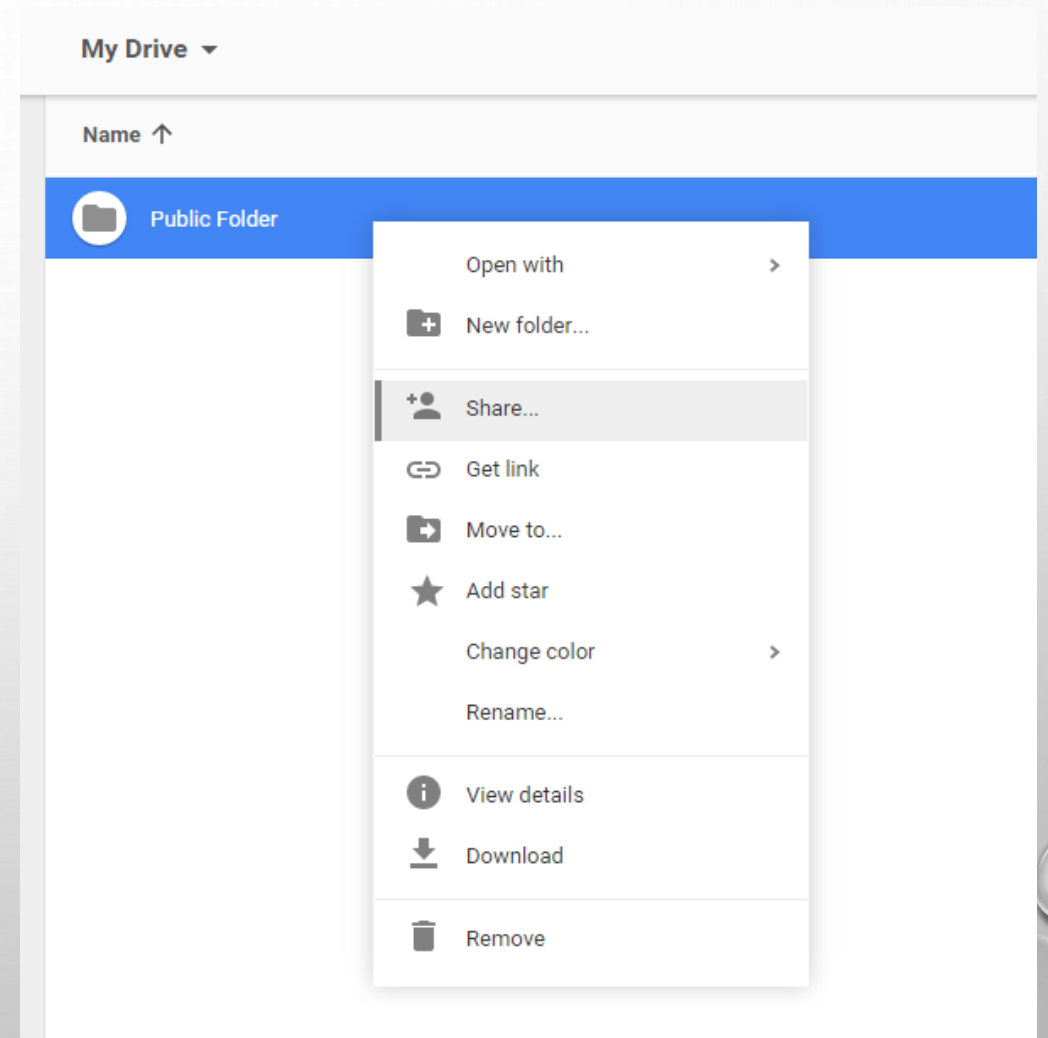
CREATE A FOLDER ON GOOGLE DRIVE

- RIGHT CLICK ON BLANK AREA AND CLICK NEW FOLDER
- NAME THE FOLDER WHATEVER YOU WOULD LIKE.




SETTING PERMISSIONS FOR FOLDER

- RIGHT CLICK ON THE FOLDER AND CLICK SHARE




SETTING PERMISSIONS FOR FOLDER CONT.

- AFTER YOU CLICK ON SHARE YOU WILL NEED TO CLICK ADVANCED LOCATED ON THE BOTTOM RIGHT OF THE SCREEN THAT POPPED UP.

Share with others Get shareable link 

People

 Can edit ▾

Done Advanced

SETTING PERMISSIONS FOR FOLDER CONT.


- AFTER YOU HAVE CLICK ADVANCED YOU WILL CLICK ON CHANGE NEXT TO PRIVATE.
- SELECT THE OPTION ON- PUBLIC ON THE WEB. THIS WILL ALLOW STUDENTS/PARENTS TO BE ABLE TO CLICK ON YOUR ATTACHMENTS.
- MAKE SURE ACCESS IS SET TO ANYONE – CAN VIEW AND NOT CAN EDIT
- CLICK DONE WHEN YOU SEE PUBLIC ON THE WEB AND BEEN SET.

Sharing settings

Link to share (only accessible by collaborators)






<https://drive.google.com/a/students.rsd17.org/folderview?id=0B27QxT62zFC2OGNwI>

Who has access

 Private - Only you can access

[Change...](#)

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On - Regional School District 17**
Anyone at Regional School District 17 can find and access.
-  **On - Anyone at Regional School District 17 with the link**
Anyone at Regional School District 17 who has the link can access.
-  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

ATTACHMENTS

- PUT ALL YOUR ATTACHMENTS FOR THE CALENDAR IN THIS FOLDER.
- WHEN YOU ARE ADDING AN ATTACHMENT TO YOUR CALENDAR DO THE FOLLOWING
 - CLICK ADD ATTACHMENT IN THE EVENT
 - CLICK GOOGLE DRIVE LOCATED ON THE TOP
 - CLICK ON FOLDERS
 - CLICK ON THE FOLDER YOU CREATED FOR THE PUBLIC
 - CHOOSE THE FILE INSIDE THAT FOLDER.
- THESE STEPS WILL ENSURE THAT YOUR FILE IS ABLE TO BE READ BY STUDENTS/PARENT