

Academic & Deadlines Calendar Instructions

STEP 1 Click on the “+Google Calendar” button at the bottom of the calendar.



STEP 2 The Google Apps @ UA Login website will pop up. Log in and a pop up window will appear on your Google calendar page.

A light blue login form titled 'GOOGLE APPS @ UA LOGIN'. It features a '3i CALENDAR' header, a 'UA Username:' label with a text input field containing 'username' and '@alaska.edu', a 'Password:' label with a password input field, and a blue 'Sign in' button at the bottom.

STEP 3 Click on the “Yes, add this calendar” button.

A small dialog box with a title bar 'Do you want to add this calendar?' and a close button 'x'. The main text asks 'Would you like to add calendar: UAF Academic and Deadlines?'. At the bottom, there are two buttons: 'Yes, add this calendar' and 'No, do not add this calendar'.

STEP 4 The UAF Academic and Deadlines Calendar will be added under the “Other Calendars” listings.

A screenshot of a Google Calendar interface. At the top is the University of Alaska logo and the word 'Calendar' in red. Below is a red 'CREATE' button with a dropdown arrow. Underneath are three expandable sections: 'Mini calendar', 'My calendars', and 'Other calendars', each with a right-pointing arrow and a dropdown arrow. At the bottom, a checkbox is next to the text 'UAF Academic and D...'. The 'Other calendars' section is expanded, showing the 'UAF Academic and D...' entry.