

Calendar Subscriptions

To receive alerts when new events are added to a calendar, first, you must navigate to the calendar you wish to subscribe to.

Subscribing to Email Alerts



Hover over the icon and click **Subscribe to Email Alerts**.

Fill out relevant information:

Title: The name of your alert.

Alert Type: Choose the email alert option.

Select Email Type: Html or Text.

Notification Time: Chose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.

Security Measure: You will also be prompted to fill out a CAPTCHA to verify that you are a real person subscribing to the alert.

Once the fields have been filled in, click **Add Alert**.

NOTE: You will receive an email to the address you added with a link to confirm you signed up to receive the alerts. You will need to confirm this by clicking on the link before you receive alerts.