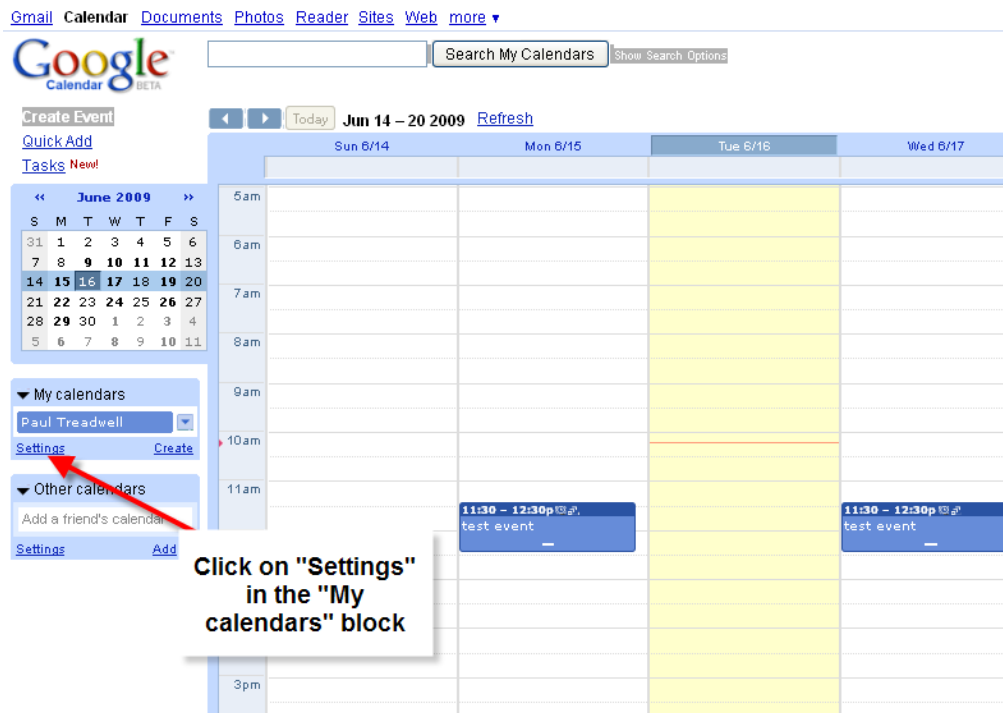


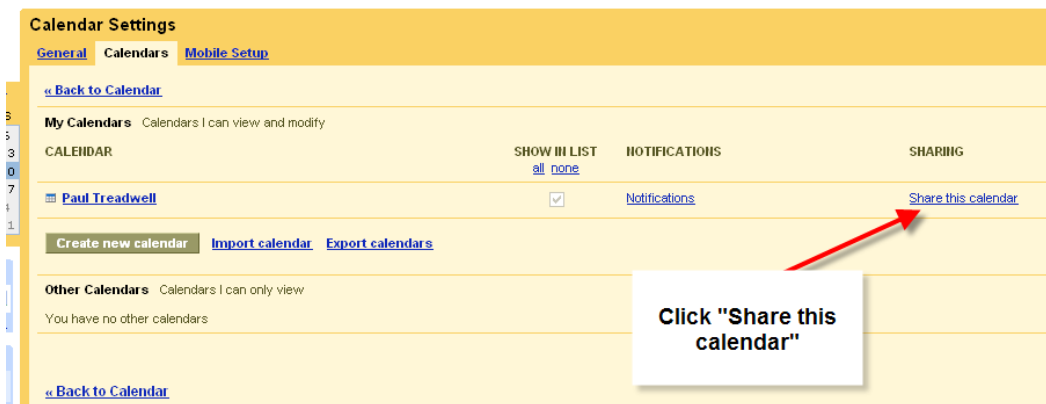
# Google Calendar for CCE Blogs

This document illustrates the steps you will need to go through in order to make use of the Wordpress Google Calendar widget on your blog.

Visit your calendar and login. From your main calendar view, select the "Settings" link in the "My calendars" block on the left hand menu bar. (If you have more than one calendar be sure the right one is displayed in the selection dropdown of this block)



This will open the settings option pane:



In the "Calendar Settings" pane click on the "Share this calendar" link. Then check the "Make this calendar public" box and click on the save button.

The screenshot shows the Google Calendar interface. At the top, there are navigation links: Gmail, Calendar, Documents, Photos, Reader, Sites, Web, and more. Below these is the Google logo and a search bar for "Search My Calendars". On the left side, there are options to "Create Event", "Quick Add", and "Tasks". A calendar grid for June 2009 is visible, with dates 14 through 20 highlighted. Below the calendar is a list of "My calendars" and "Other calendars". The main content area is titled "Paul Treadwell Details" and has three tabs: "Calendar Details", "Share this calendar", and "Notifications". The "Share this calendar" tab is active. It contains a "Back to Calendar" link, "Save", and "Cancel" buttons. A checkbox labeled "Make this calendar public" is checked, with a red arrow pointing to it. Below this checkbox is a note: "This calendar will appear in public Google search results." and another unchecked checkbox: "Share only my free/busy information (Hide details)". There is a section for "Share with specific people" with a "Person" dropdown, an "Enter email address" input field, and "Permission Settings" options. A white callout box with the text "Select 'Make this calendar public'" is overlaid on the "Share with specific people" section. At the bottom of the "Share this calendar" section, there is a "Tip: Sharing with coworkers?" and a "Back to Calendar", "Save", and "Cancel" buttons.

This will open a warning box:

The screenshot shows a warning dialog box with a grey header and a white body. The text inside the dialog reads: "Warning: Making your calendar public will make all events visible to the world, including via Google search. Are you sure?". At the bottom of the dialog, there are two buttons: "Yes" and "No". The dialog is overlaid on a blurred background of the Google Calendar settings page.

Click "Yes". This will return you to the calendar details pane:

**Paul Treadwell Details**

Calendar Details [Share this calendar](#) [Notifications](#)

[« Back to Calendar](#)

**Calendar Name:** Paul Treadwell

**Calendar Owner:** Paul Treadwell <paul.treadwell@gmail.com>

**Description:**

**Location:**

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on yo

**Calendar Time Zone:**  
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.  
Country:  (choose a different country to se  
Now select a time zone:   Display all time zones

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

(Calendar ID: paul.treadwell@gmail.com)  
This is the address for your calendar. No one can use this link unless you have made your calendar public.  
[Learn more](#)  
[Change sharing settings](#)

[Reset Private URLs](#)  
[Learn more](#)  
This is the private address for this calendar. Don't share this address with others unless you want them to se

[« Back to Calendar](#)

On this page, in the Calendar Addresses section, click on the orange "XML" button. This will open a new, smaller window, on top of the Details page:

**Calendar Address**

Please use the following address to access your calendar from other applications. You can copy and paste this into any feed reader.

<http://www.google.com/calendar/feeds/paul.treadwell%40gmail.com/public/basic>

**This is the address you will need to copy and send to CCE IT**

Copy the address from that window and email it to CCE IT. Once we have this we can activate your Google calendar widget:

ny output format to AV. Ripping a  
my machine. Once it was finished  
ad to a Connect meeting room,

use [Riva FLV Encoder](#). I've been  
given that it is free and works  
in needs, as well.

- [LITTLE3 RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

#### Upcoming Events

- Tomorrow
  - [test event](#)
- Jun 19
  - [test event](#)

 [Entries](#)  [Comments](#)

**Calendar events  
displayed in  
sidebar**

