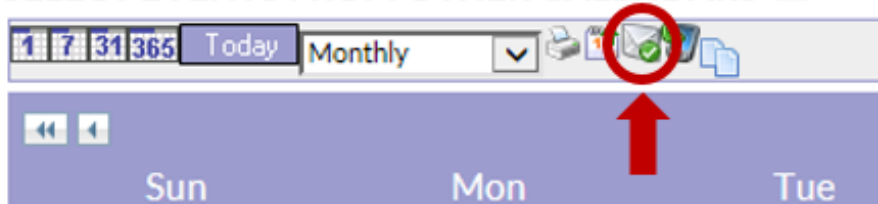


## How to Subscribe to Calendar Alerts via Email

1. If your child is in my class, and you would like to receive email alerts for items posted to my calendar, click on **Calendar** from the left navigation menu.
2. On the page that loads, click on the "**Subscribe to email alerts**" icon and create a new alert.


# CALENDAR

## SELECT EVENTS FROM OTHER CALENDARS




3. On the page that loads, complete the following tasks:
  - a. Enter a **Title** for your alert. You may wish to include your child's first name & the course name as you will receive a separate email alert for each class you choose to subscribe to.
  - b. Click the check box next to **Email Alerts** and then enter your **email address** (if it does not populate automatically).
  - c. Click **Add Alert** to save your changes.

### ALERT DETAILS

a.  Title

My Alerts Online

b.   Email Alerts

Email Address

Send alert results immediately

Send an alert summary daily

Send an alert summary weekly

Email Type

