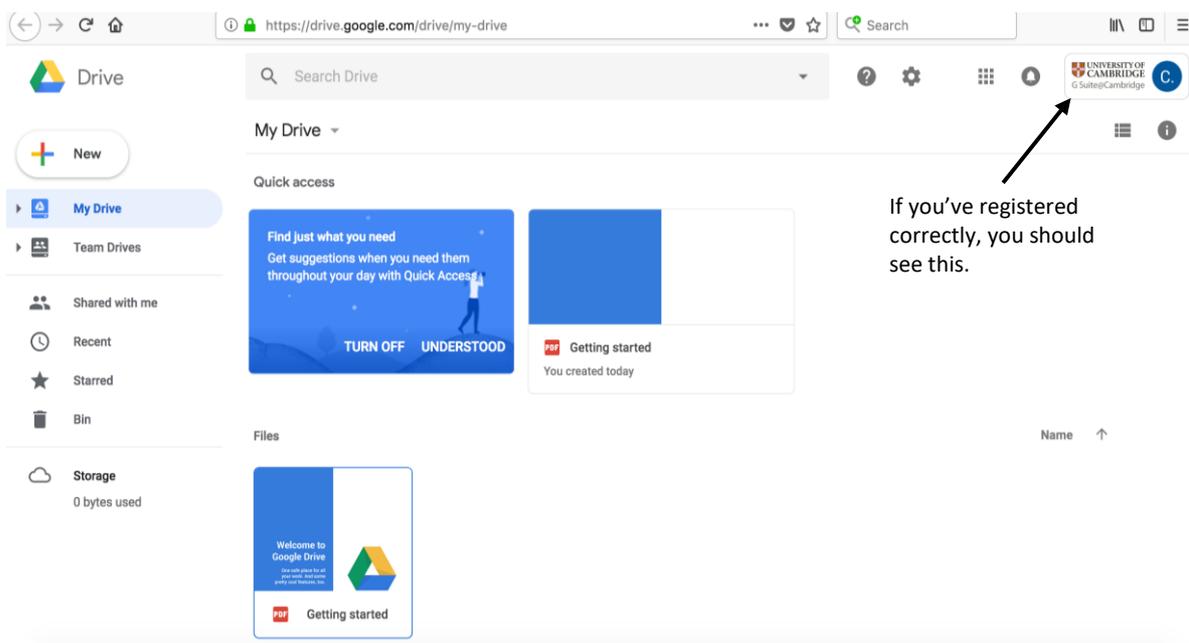


THE MCR CALENDAR

Set Up Instructions (2018)

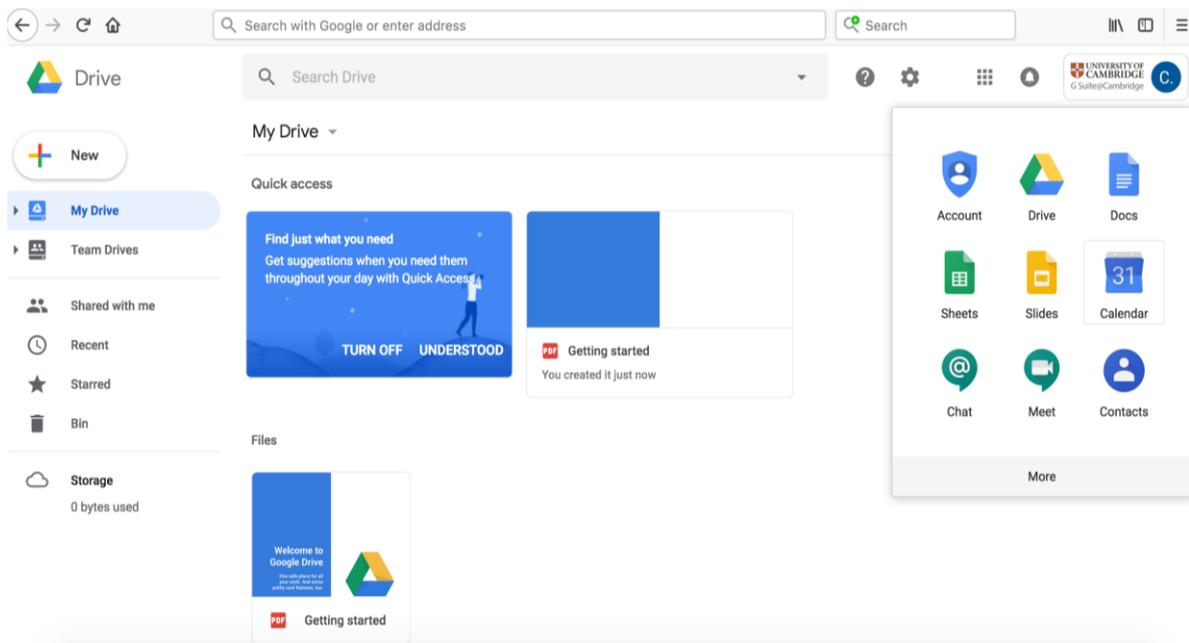
To set up the MCR calendar, you will first need to register for a Gsuite@cambridge account using your @cam email address. This is a set of Google services such as Calendar, Google Drive and Google Docs managed by the university. every year, the MCR elects a committee to oversee many aspects of life at Leckhampton. During the first fortnight, its members will be on hand to welcome you to Corpus and to answer your questions.

- 1) First click on this link <https://drive.google.com/a/cam.ac.uk> and sign in using your CRSid (eg. cd612) and password. Accept the terms and conditions and you should be redirected to you Gsuite@cambridge google page. A test email will be sent to you, confirming that everything has been set up correctly.



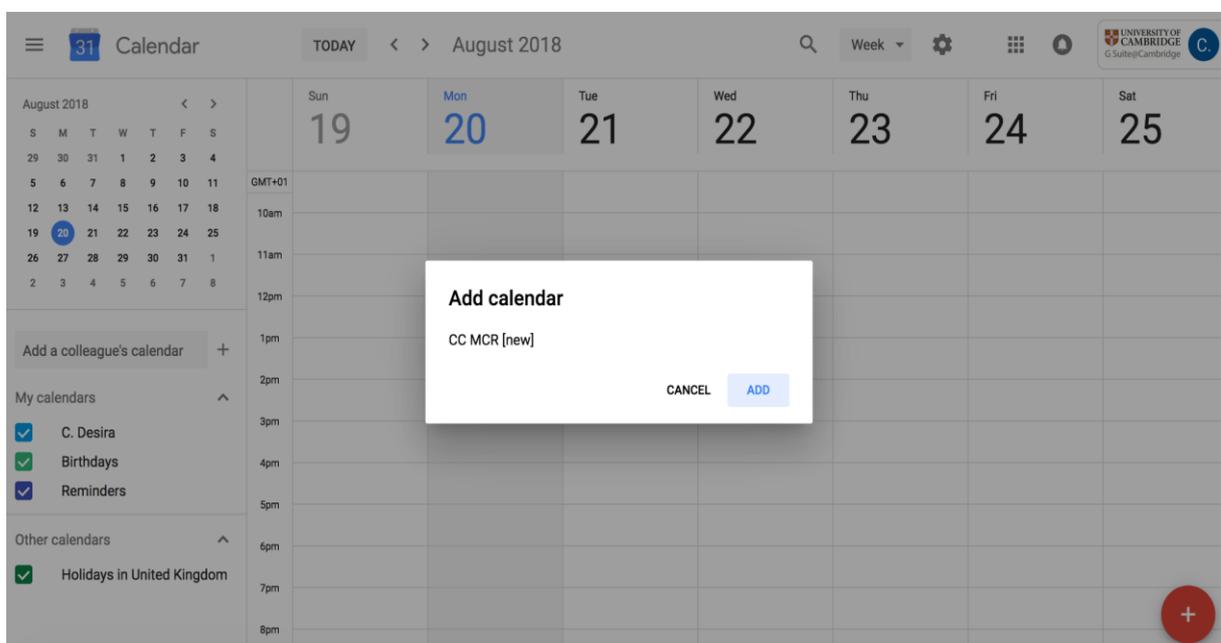
If you've registered correctly, you should see this.

- 2) Navigate to the calendar. The page will look the same as the standard calendar with the exception that in the top right-hand corner you should see the University of Cambridge logo.

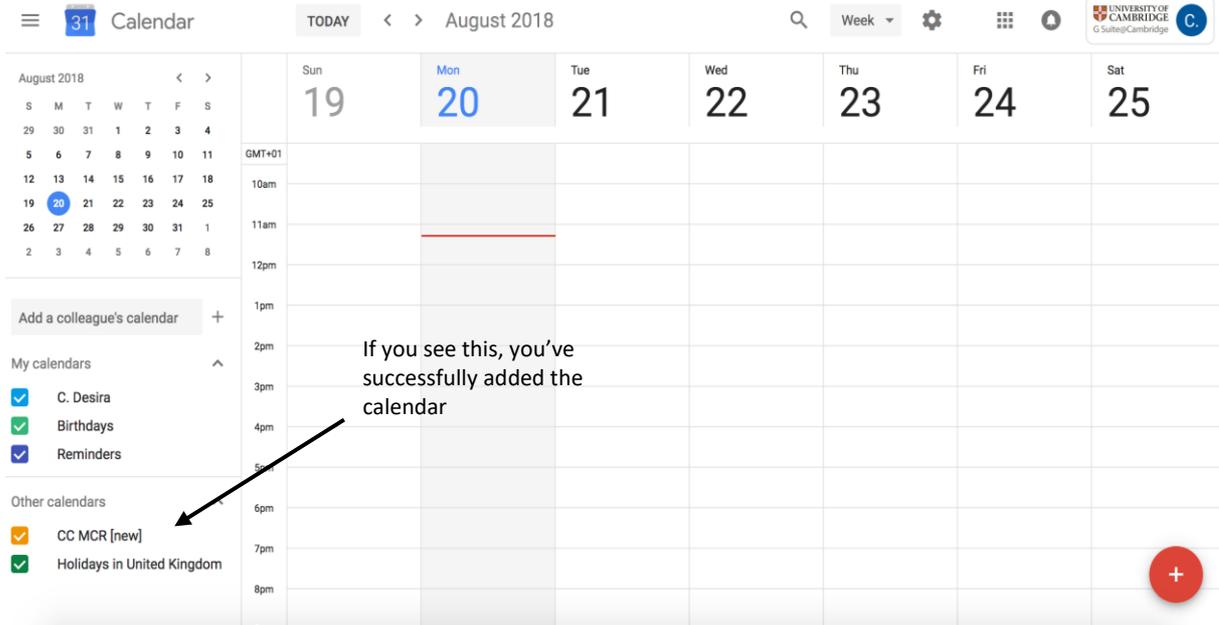


- 3) Click on this link and add the CC MCR calendar:
<https://calendar.google.com/calendar/b/1?cid=Y2FtLmFjLnVrX3VtZW45NWkwZ3NwZHE5cDUzMGdtazRubzdnQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

Note: Make sure you click this link whilst you are signed into your university managed google account and NOT your personal google account.



- 4) After following these steps, you should see the CC MCR calendar selected in the bottom left corner of your screen. Whilst selected, you will now see all events throughout the year (social, welfare etc.)



- 5) Google Calendar on the desktop only allows you to see one account on screen at a time. To see the MCR calendar on your phones alongside your personal calendars, you'll have to add the Cambridge account to your device's calendar app. This is simple for iOS and Android Google Calendar apps (Settings -> Manage accounts -> Add another account).

Note: It is not possible to import this calendar to Outlook Calendar.

*Please email me if you have any problems.
Christopher Desira
MCR Computer Officer
Email: mcr_computerofficer@corpus.cam.ac.uk*