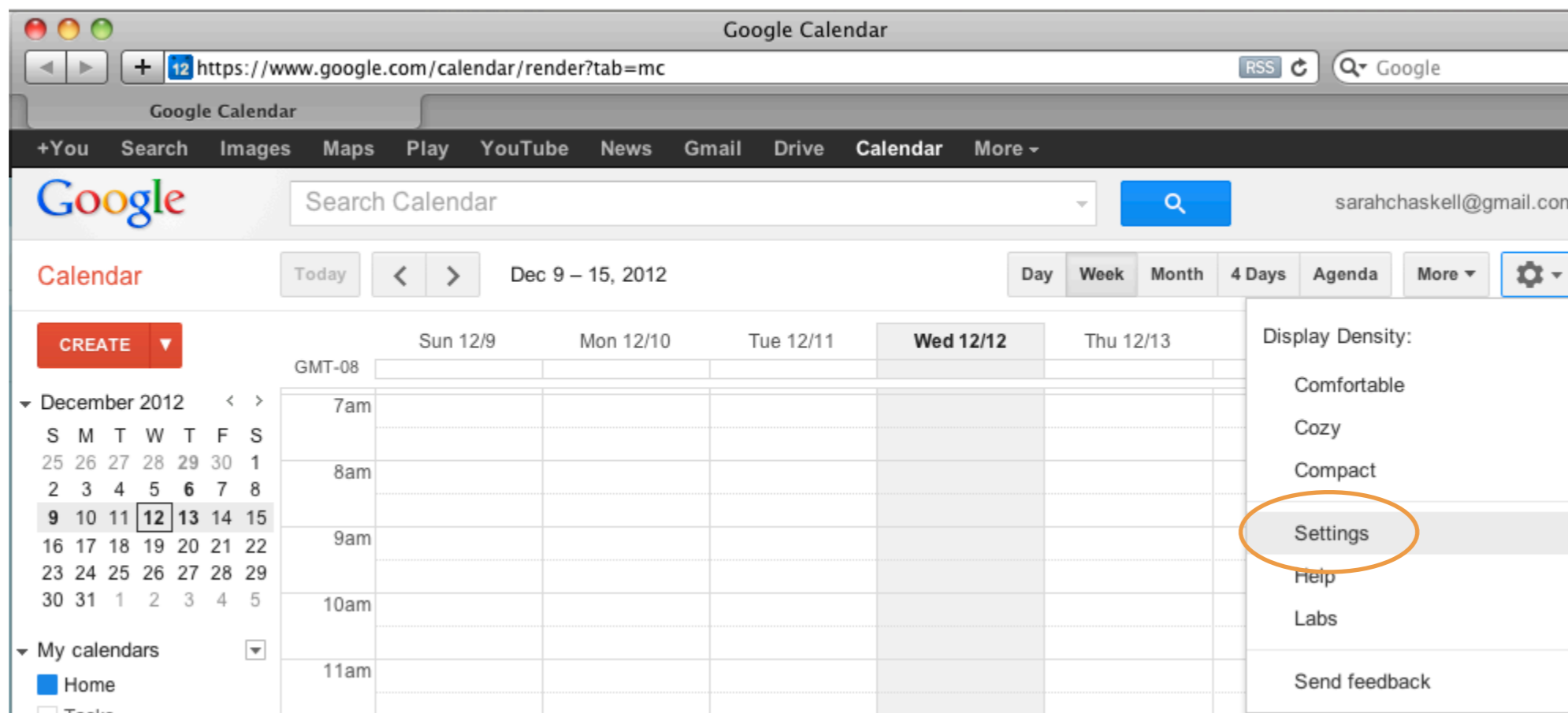



After logging into your Gmail account click on “Calendar” at the top of the page.



On the right hand side click on the  and choose “Settings.”

Show events you have declined: Yes
 No

Automatically add invitations to my calendar: Yes
 Yes, but don't send event reminders unless I have responded "Yes" or "Maybe"
 No, only show invitations to which I have responded

Automatically add Google+ hangouts to events I create: Yes
 No

[Learn more](#)

Scroll all the way down to the bottom and next to **Automatically add invitations to my calendar:** choose "Yes." Click "Save" and you're done! Now all future events added to FMYI will be automatically added to your GoogleCal as long as the person posting the event checks off "Send an email alert to attendees."