HOW TO CREATE A WEEKLY NEWS DIGEST AND/OR ADD UMN CROOKSTON CALENDAR EVENTS TO YOUR GOOGLE CALENDAR

CREATING A WEEKLY NEWS DIGEST VIDEO TUTORIAL
You may create a weekly digest of events and have it sent to your Inbox once a week. To create a news digest, follow the events digest tutorial to build your digest to include only the events and information you want to receive: https://z.umn.edu/create_digest

ADDING UMN CROOKSTON CALENDAR EVENTS TO YOUR GOOGLE CALENDAR
1. Navigate to the UMN Crookston Events Calendar webpage located at https://events.crk.umn.edu/
2. Click on “All Events” in Figure 1 below.

Figure 1: Choosing all events
3. Scroll down to “Subscribe to These Events” on the right hand side, and Click on Google Calendar at the top of the list in Figure 2 below.

4. Your Google Calendar will open, and you may add the calendar events according to the filter(s) you choose. Reminder: It is important to add the appropriate filters when you add events to the campus calendar in order for those who subscribe to see the according to their filter.
4. Events will be filtered according your choice of “Target Audience” (Figure 4 below) as well as any other criteria you choose and added to Google Calendar by clicking the same ‘Google Calendar’ link as instructions above.

For questions regarding this tutorial or the events calendar, contact Cassandra Mortera at morth004@crk.umn.edu or Elizabeth at ltollefs@crk.umn.edu