How to sign-up for email alerts about the SEER calendar

- 1. Go to: <u>https://calendar.uga.edu/</u>
- 2. Log in in the upper right corner, using your MyID. This function is limited to UGA-affiliated folks.
- 3. Select the down arrow next to the image that replaces the log-in button
- 4. Select Settings
- 5. Select Communications (in the middle of a navigation bar below the top)
- 6. Select Digest
- 7. Select "Create an Email Digest"
- 8. Choose the title, send day, number of results, days ahead that you prefer.
- 9. In Groups, select "Scientists Engaged In Education Research (SEER) Center"
- 10. Making any other selections may limit the items from the SEER calendar that are included in your digest.
- 11. Select Save Changes at the bottom of the form.