

SIS INTERNAL CALENDAR

This is a shared calendar for McGill School of Information Studies **student activities**, including meetings, workshops, bake sales, tours, symposia, events, etc.; **key SIS events**; and **select McGill dates**. To add a student event:



STEP 1: Log in

1. [Go to calendar](#)
2. Click the “+Google calendar” icon at bottom right corner.
3. **Log in with your student group’s Google account.**
4. If your group does not have a Google account, or if you want to request access to edit the calendar with a personal Google account, send an email from your McGill email account to sis(at)mcgill.ca. In the email, include your Google email address, name of your SIS student group, and name of your position in the group (e.g. Secretary). Allow 2-3 working days for the request to be processed.

STEP 2: Add an event

Double-click on the calendar. Add:

- Title (beginning with group acronym, as relevant)
- Date and time
- Location
- Description: notes/contact info

Click “SAVE”

← SAVE Discard changes Delete More Actions

CLAMSC Samosa & Bake Sale

11/26/2014 10:00am to 3:00pm 11/26/2014 Time zone

All day Repeat...

Event details Find a time

Where Education Building Lobby map

Video call Add video call

Calendar SIS School & Student Group Shared Internal Events Calendar

Created by cla.mcgill@gmail.com

Description Samosa and bake sale fundraiser for the CLA McGill Student Chapter. For more info, contact cla.mcgill@gmail.com

Contact

Have questions or need assistance? Please contact the McGill Information Studies Student Association (MISSA) Communications Officer ([click to view contact info](#)) or the School at sis(at)mcgill.ca.

Disclaimer

The School and MISSA are not responsible for errors or omissions in the internal shared calendar. For more information about events, contact the SIS group affiliated with the event. The platform used for the shared calendar is a pilot project and is subject to change based on the needs of the School, SIS community, and/or applicable policies.