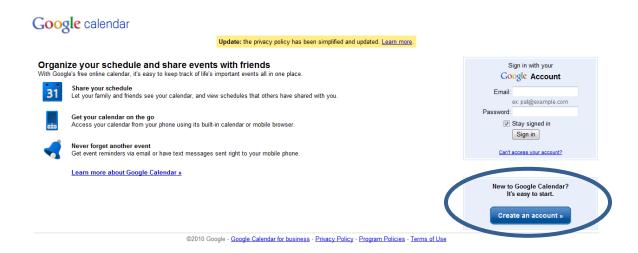
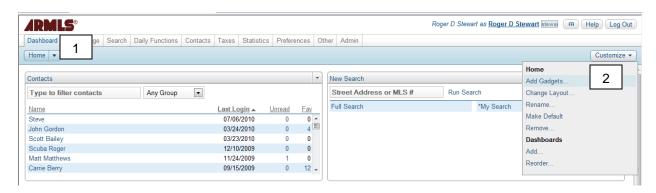


## **Adding Your Google Calendar to flexmls**

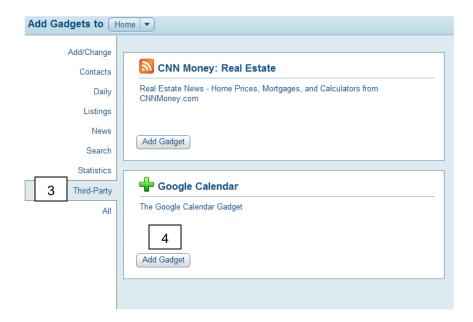
Are you looking for an easy way to access to all of your appointments from the office, at home, on the road, on your smartphone and even inside flexmls? Google calendar offers a way to accomplish all of this quickly and easily, here's how!



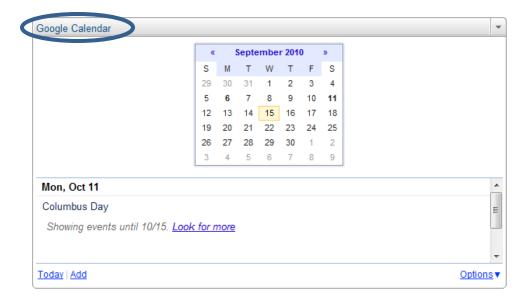
If you don't have a Google Calendar, go to <a href="www.Google.com/calendar">www.Google.com/calendar</a> and click *Create an Account* to create your own free calendar.



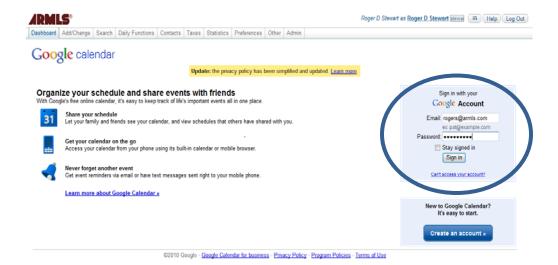
- 1. Make sure you are using the *Home* Dashboard.
- 2. Click the *Customize* button in the upper-right corner, and select *Add Gadgets* from the drop-down menu.



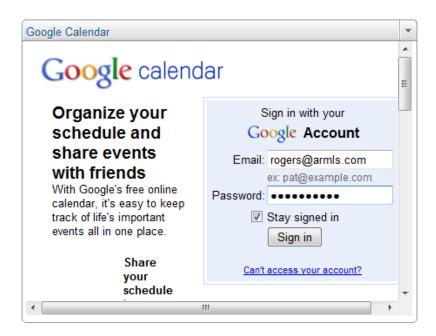
- 3. Select *Third-Party* from the option list on the left.
- 4. Click the Add Gadget button under the Google Calendar option
- 5. Click the *Return to Dashboard* button in the upper-right corner to return to the Dashboard.



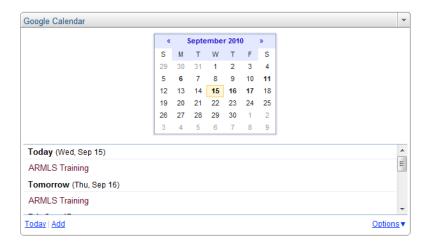
Now that the gadget has been added to your Dashboard, move it to where you want it located on the Dashboard by clicking the title bar at the top of the gadget and dragging it to the desired position then release the mouse button.



Once in position, click the *Google Calendar* title (also a link) which will take you to the Google login screen allowing you to login to your Google calendar account.



If you are using Mozilla Firefox, the calendar login screen will appear within the Google Calendar gadget. Enter your login information within the gadget window.



Once logged in, your calendar information will show up in your flexmls gadget. Click on any current appointment to see more details. Once the appointment details appear, click the *More Details* link to open a window and edit the appointment. Any changes made from here, at Google.com or from your Smartphone will automatically be updated across all other venues.