
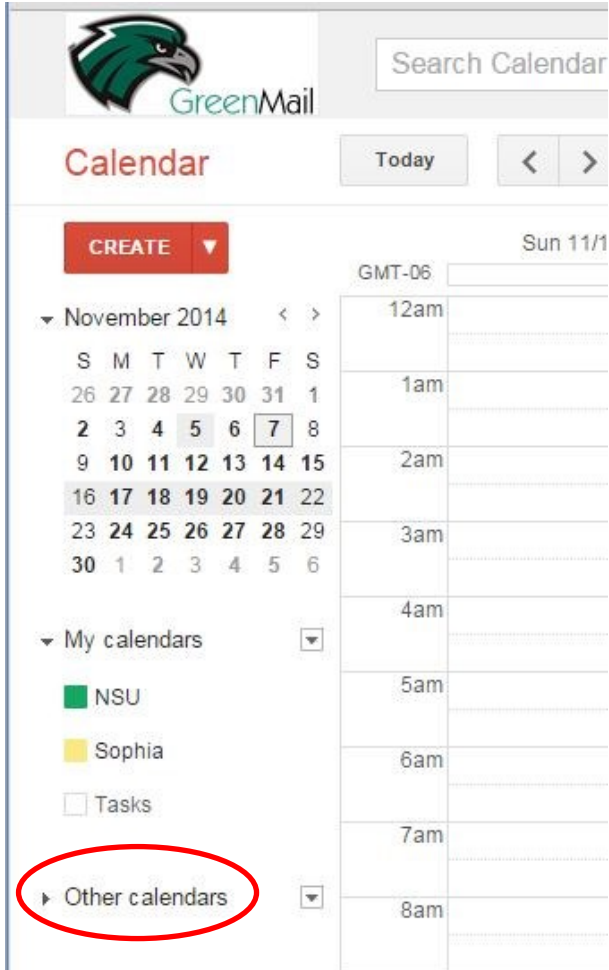


## Add the Institutional Review Board Meeting Dates to Your GreenMail Calendar

### 1. Access your **GreenMail Calendar**

- a. Login to your GreenMail account (NSU email account)
- b. Select the **Google Apps** icon in the upper right-hand corner of the screen 
- c. Select **Calendar**

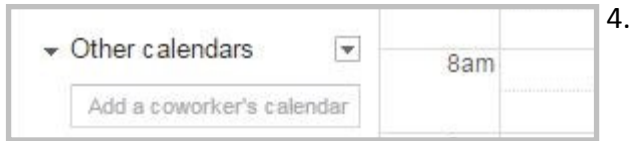
### 2. Select **Other Calendars**



The screenshot displays the GreenMail web interface. At the top left is the GreenMail logo featuring a green eagle head. To its right is a search bar labeled "Search Calendar". Below the logo is the word "Calendar" in red, followed by a "Today" button and navigation arrows. A red "CREATE" button is visible. The main content area shows a calendar for November 2014, with the date "Sun 11/1" and "GMT-06" displayed. The calendar grid shows dates from 26 to 31. Below the calendar is a section titled "My calendars" with a dropdown arrow, listing "NSU" (green square), "Sophia" (yellow square), and "Tasks" (white square). At the bottom of this section, the link "Other calendars" is circled in red.

## Add the Institutional Review Board Meeting Dates to Your GreenMail Calendar (cont.)

3. In the search box labeled **Add a coworker's calendar**, start typing "Institutional Review Board"



4. Select **Institutional Review Board**



5. **Institutional Review Board** will appear in your list of Other Calendars and the IRB Meetings will appear in your calendar.

