



## Instructions for viewing meeting agendas using the Acme Public Events Google Calendar

1. To access an agenda once it is posted, double-click on the calendar event of interest. A box will pop up displaying details about the meeting that we have entered into the calendar. There will be two links at the bottom of the box. One will say "more details." Single left click this link.
2. A new window will open in your Internet browser, again showing details we have entered about the meeting. In the "description" line there will be a hyperlink to the agenda. Left click once and your agenda will open. The agendas contain links to our meeting materials.
3. If there is no hyperlink in the "description" line, we haven't uploaded the agenda yet...please be patient!
4. If you are experiencing difficulty, either [e-mail](#) or call Nancy Edwardson at 938-1350!