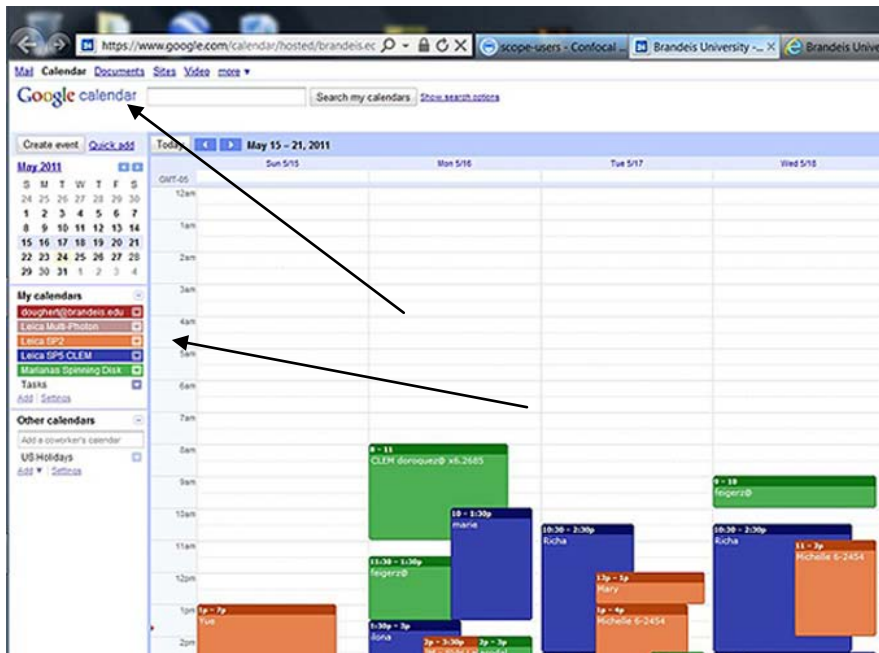


## Confocal Sign-in Calendar: Gmail

When signing – up you will need to access your Brandeis Gmail account. If you do not have one you will need to request it. You will also need links to each systems calendar. To add those links please contact Ed Dougherty (dougherty@brandeis.edu).



- 1) Check your Google calendar and be sure it's on **Eastern Standard Time**.
- 2) If you are booking time PLEASE be sure there are no conflicts with others.
- 3) Leave a number where you can be reached.
- 4) PLEASE show up on time.