There may be additional events listed in the Physics Community Calendar, instructions on how to access this below.

Accessing the Physics Community Calendar:

In cooperation with Christina Andujar and myself an MIT Physics Community Calendar was created for use in Microsoft Outlook.

If you want your Physics event on the calendar please email Christina Andujar (<u>candujar@mit.edu</u>) and myself (<u>higginsr@mit.edu</u>) with all of the information for the talk itself as well as how to access it (e.g. a zoom link).

When you set up this calendar, you will be able to view and open the individual appointments on this calendar to find the zoom details and eventually the DropBox link will be added with the video if the talk was recorded. Our hope is to have all events posted to this calendar during our time working remotely to help you have a place where the zoom links can live and login information can be accessed.

Windows Users:

Steps to access the calendar for those who use Microsoft Outlook:

- 1. Go to the calendar in Outlook
- 2. Click on "Open Calendar" and then "Open Shared Calendar..."
- 3. In the text box type: PHYSICS: Community Calendar
- 4. When you press "OK" the calendar should appear on your end.

Apple Users:

Steps to access the calendar for those who use Microsoft Outlook:

- 1. Go to the calendar in Outlook
- 2. Click on "View" then "Go to" and then "Calendar" and then "Open Shared Calendar..."
- 3. In the text box type: PHYSICS: Community Calendar
- 4. When you press "OK" the calendar should appear on your end.

Please note: For this calendar to appear you must type the name exactly as I have it listed, "PHYSICS: Community Calendar"