Subscribe to the Payroll Calendar

1. Go to:
https://calendar.google.com/calendar/embed?src=maine.edu_atbkn3iusd52ebc58pjfbqj80o%40group.
calendar.google.com&ctz=America/New_York. If you are not already logged into your UMS gmail
account you will need to login.

2. Click the "+" sign in the lower right corner of the calendar.

3. Your Gmail calendar will open with a message box asking you to confirm that you'd like to add the
calendar, click "Yes, add this calendar".
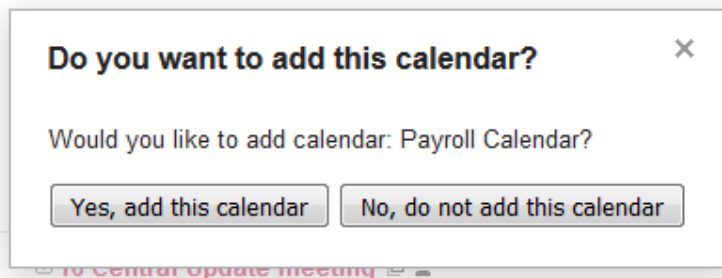
4. Hover over the calendar name under "Other Calendars" on the left side of your Google calendar page
and click the dropdown arrow that appears to adjust settings.
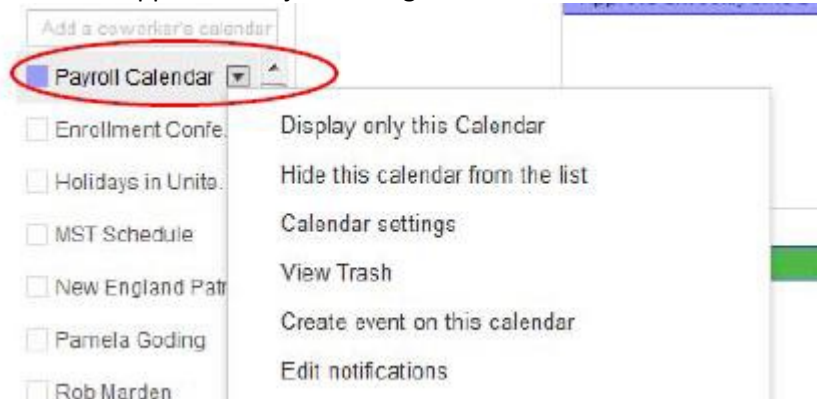
5. You may turn on notifications by selecting "Edit notifications" and then selecting "Add a notification"
at the top of the next page.

> Select "Add a notification" in the "All day events notifications" section.
> Change the dropdown menu to "Email"
> You may change the number of days and the time if you'd like, however, we recommend setting
> the notification for delivery 1 day before each event at 11 PM.

6. Click "Save"