

## Subscribe to the Payroll Calendar

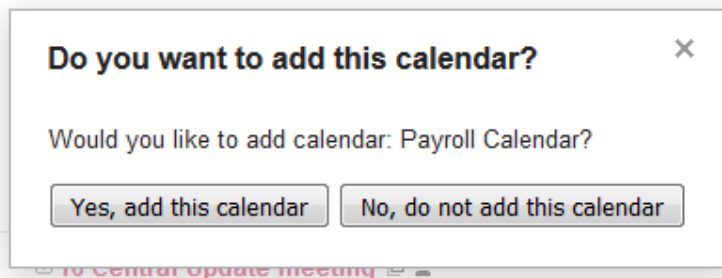
1. Go to:

[https://calendar.google.com/calendar/embed?src=maine.edu\\_atbkn3iusd52ebc58pifbqi80o%40group.calendar.google.com&ctz=America/New\\_York](https://calendar.google.com/calendar/embed?src=maine.edu_atbkn3iusd52ebc58pifbqi80o%40group.calendar.google.com&ctz=America/New_York). If you are not already logged into your UMS gmail account you will need to login.

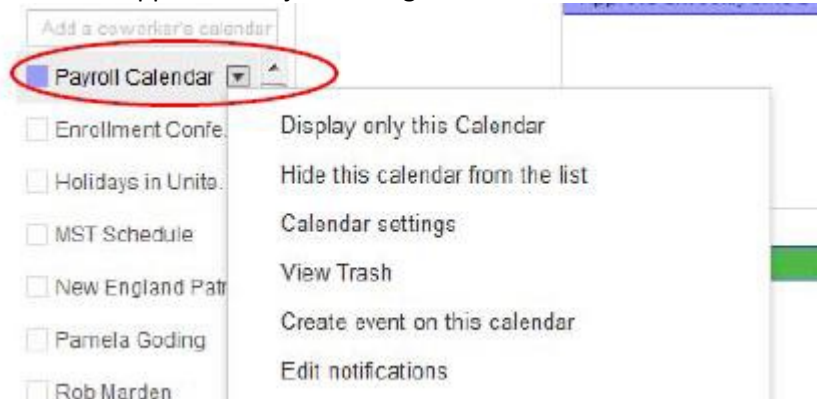
2. Click the “+” sign in the lower right corner of the calendar.



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.

## Payroll Calendar Details

[Calendar Details](#) [Edit notifications](#) [Trash](#)

[« Back to calendar](#)

### Event notifications: [?](#)

Unless otherwise specified by the individual event.

No notifications set [Add a notification](#)

Email notifications for events that were created on Google+ are sent by Google+. [settings](#). [Learn more](#)

### All-day event notifications: [?](#)

Unless otherwise specified by the individual all-day event.

No notifications set [Add a notification](#)

6. Click "Save"