**How to add Events to the department calendar**

**Open up any browser window (Chrome, Safari..)**

**Go to:** [**https://math.yale.edu/cas**](https://math.yale.edu/cas)

**Sign in using your Yale netid and password**

**Along top left, you will see the following options:**

**Click on: Content, Add Content, Event**

**Edit event – fill in time, date, location and event description**

**Click on Save – this box is found at bottom of form.**