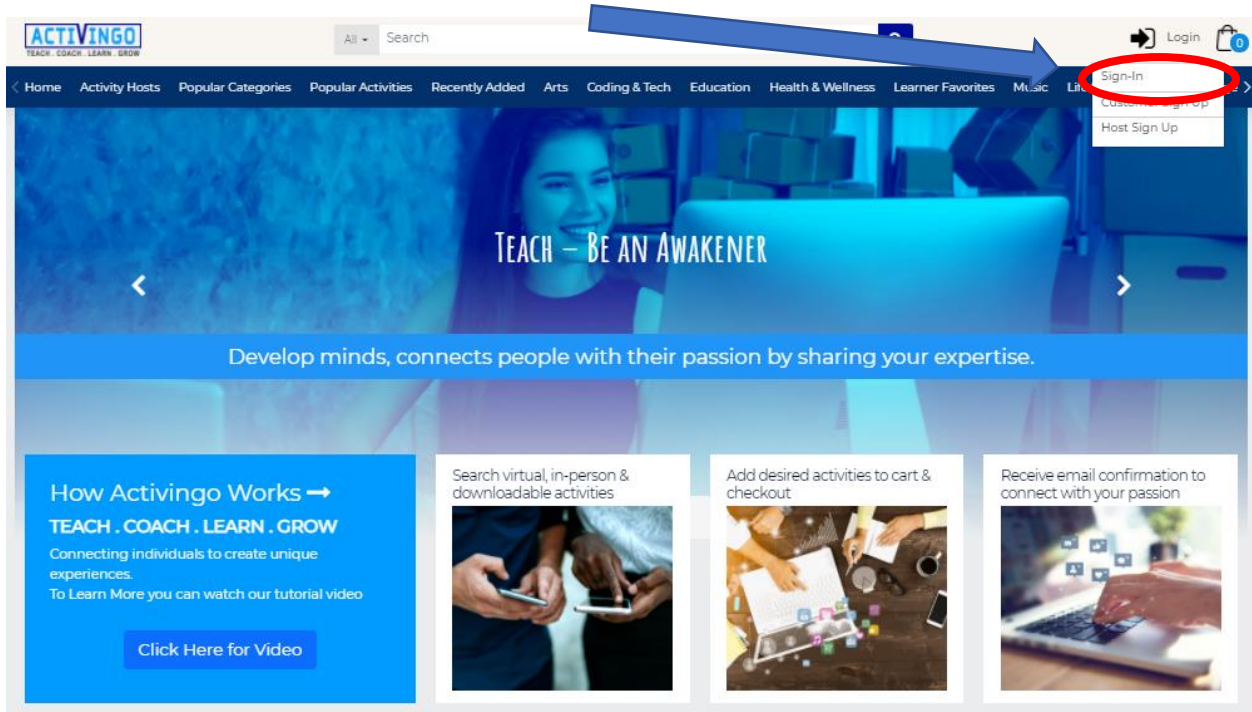
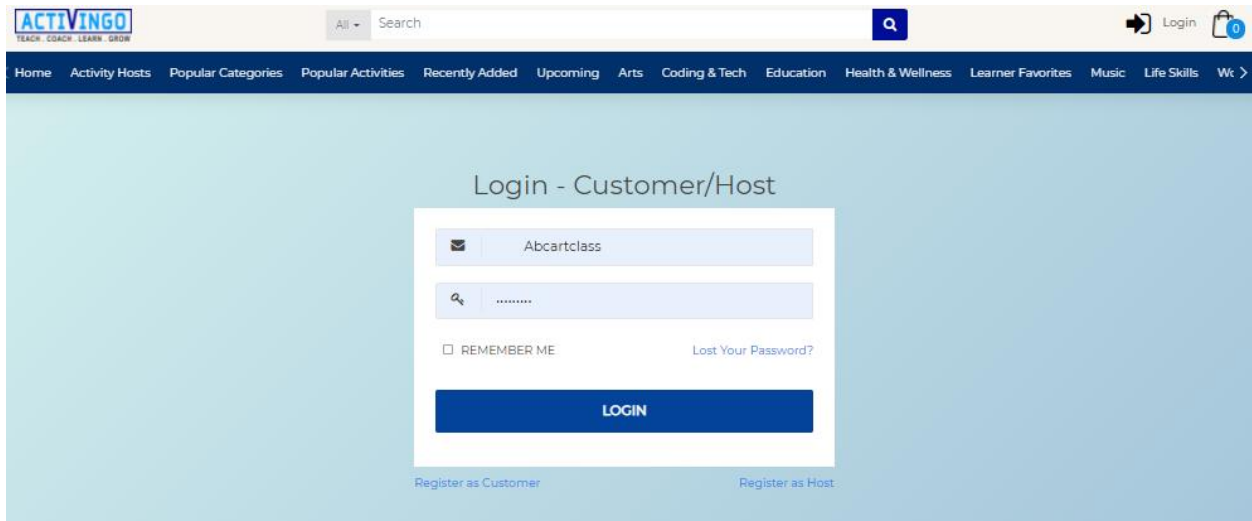


Activity calendar synchronization with personal calendars on Activingo

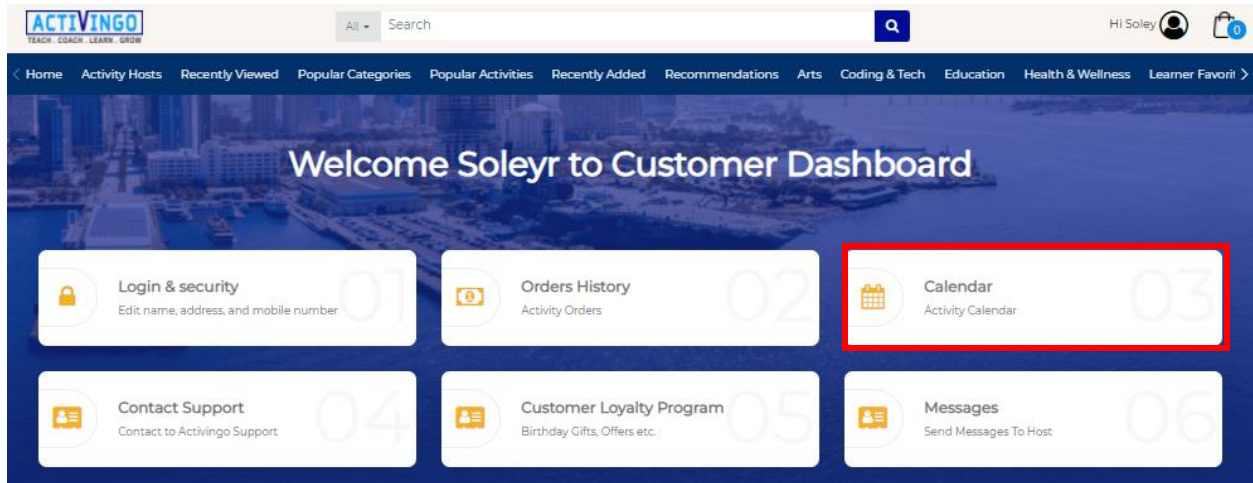
Step 1: On Activingo.com, go to **"SIGN IN"** on top right corner of the Homepage by first clicking on "Login"



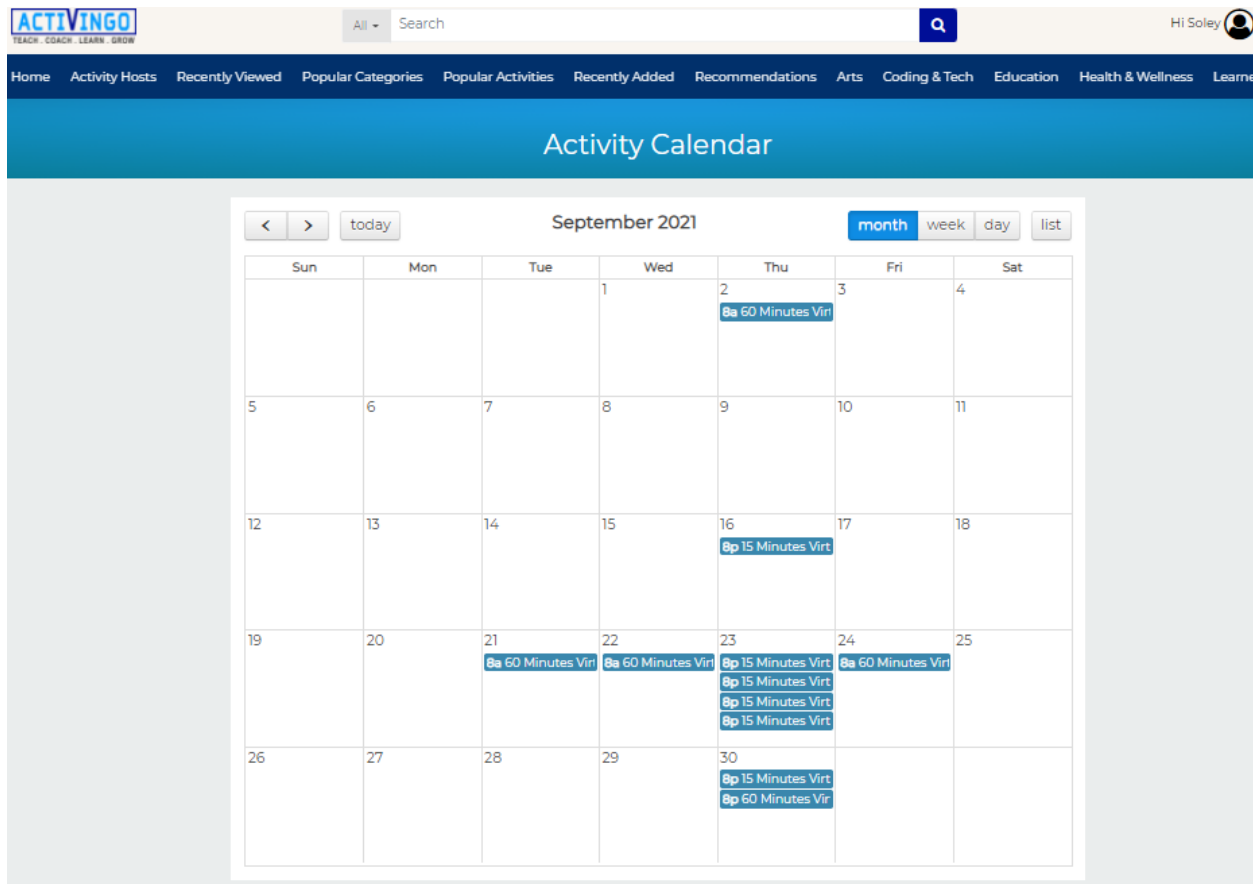
Step 2: Step 2: Login by putting in your username/email address and password



Step 3: You can access any of the 6 modules available to you. To access your activity calendar, click on "Calendar"



Step 4: Click on the Activity you want to add to your personal calendar



Step 5: Once the booking detail box opens. Click on “Add to Calendar” to select the calendar option and add the activity to your personal calendar.

The image shows a 'Booking Detail' dialog box with the following information:

- Booking Id:** BK16319098694683
- Activity Name:** 15 Minutes Virtual Ongoing activity Complimentary Session to Create eLearning in Adobe Captivate for all
- Host Name:** Samantha Del Vecchio
- Date:** 2021-09-23
- Time:** 06:00 pm
- Timezone:** MST
- Activity Type:** Virtual

At the bottom of the dialog box, there is a red-bordered button labeled "Add to Calendar" with a calendar icon. To the right of this button is a red-bordered menu with two options:

- Google (online)
- Office 365 (online)

A "Close" button is located at the bottom right of the dialog box. The text "AddEvent.com" is visible at the bottom right of the menu.