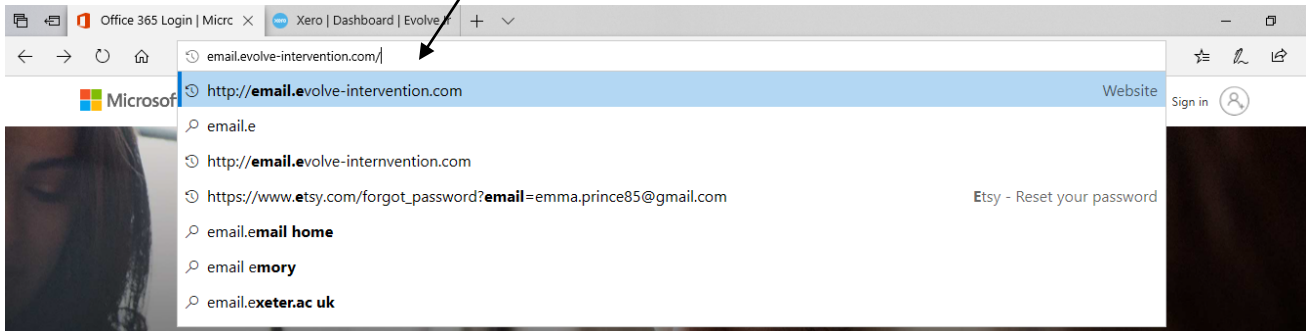
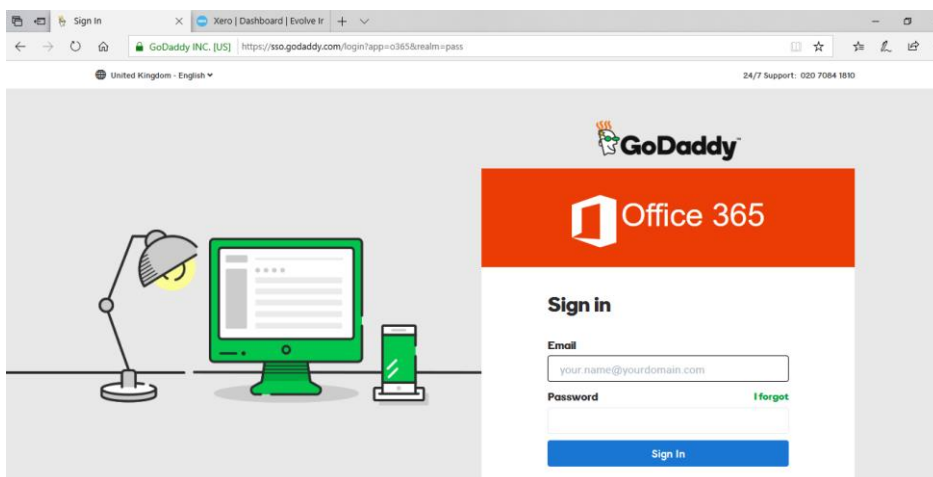


## Sharing your calendar

1. Log in to your email account on your computer by typing `email.evolve-intervention.com` into your browser and press Enter:



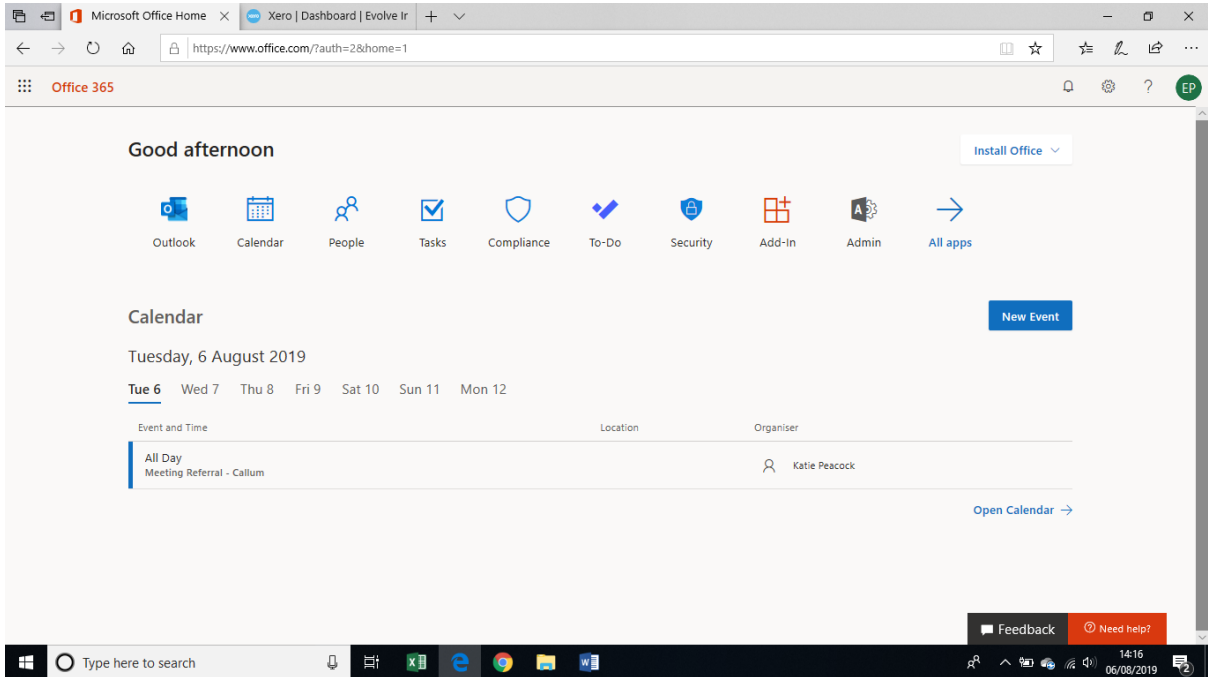
2. You should get taken to a screen that looks like this: (it is for 'GoDaddy', our email provider)



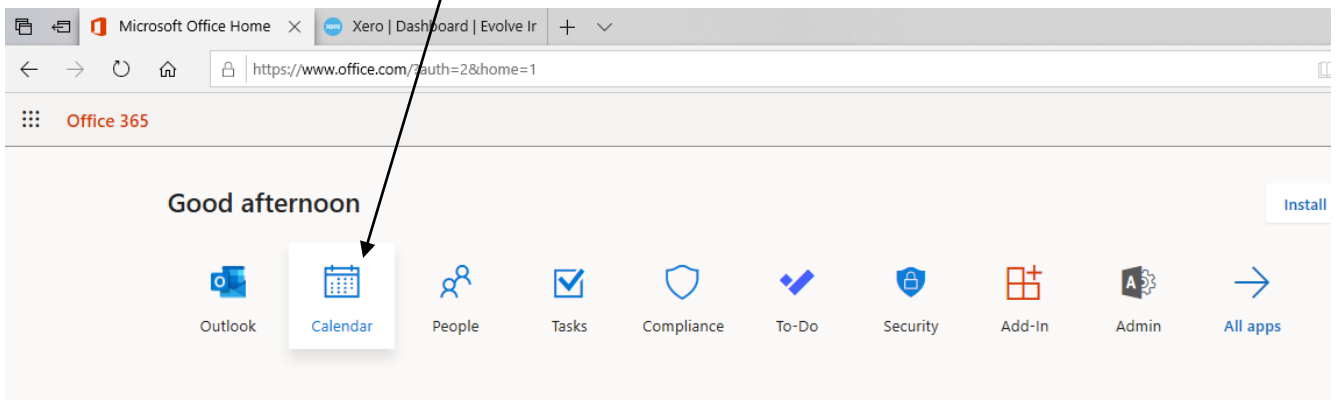
3. Type in your email address and password and click sign in: (it may ask you if you want your computer to 'remember' the password or keep you signed in, you can click either yes or no depending on what you prefer):



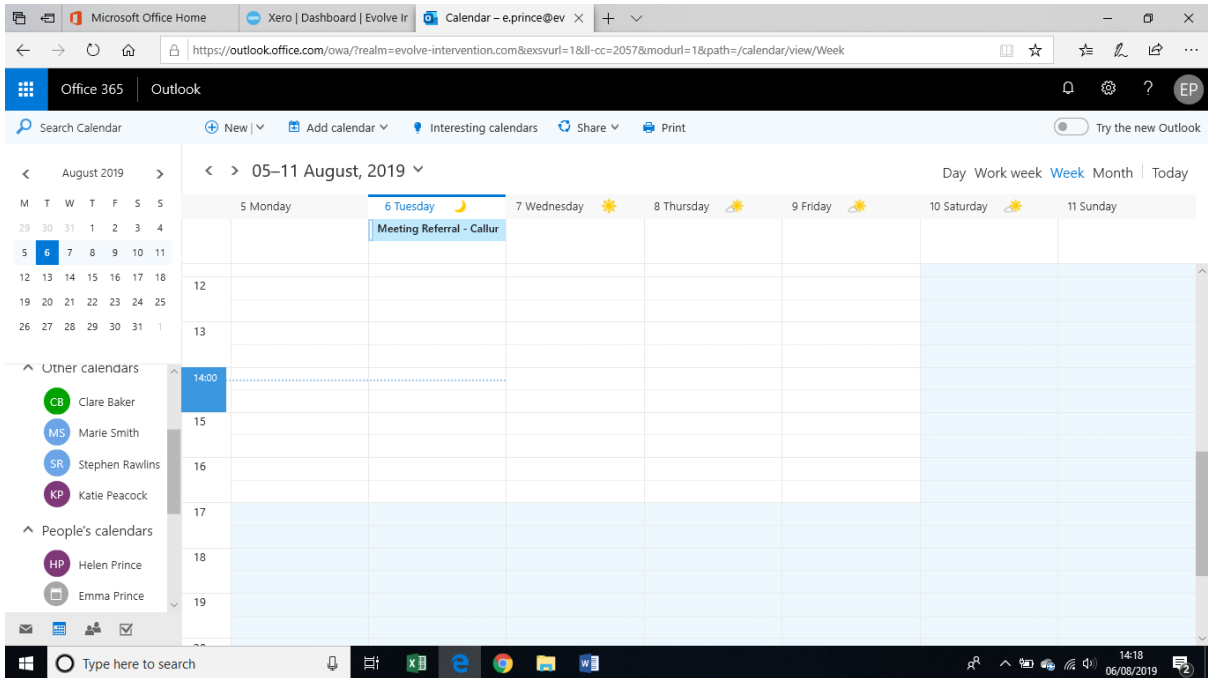
4. Once you are signed in your screen should look something like this:



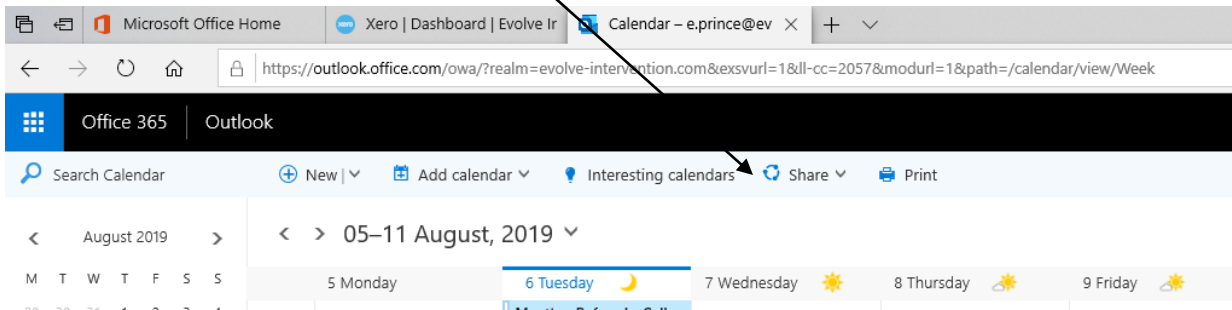
5. Click on the 'Calendar' icon:



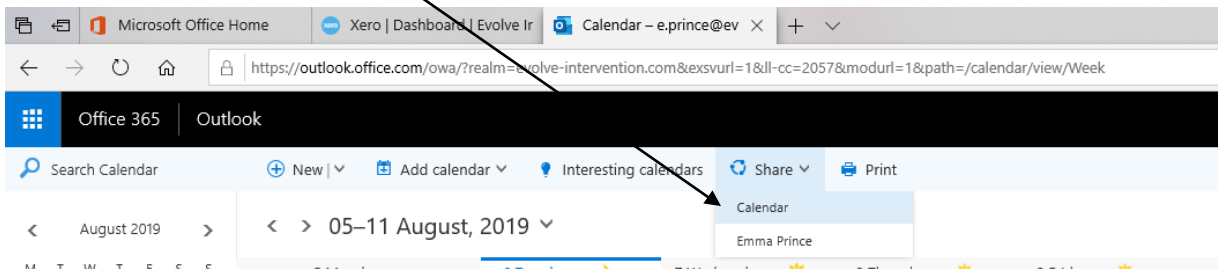
6. This should either open a new window that has your calendar in it or take you straight there from the screen, you should see something like this:



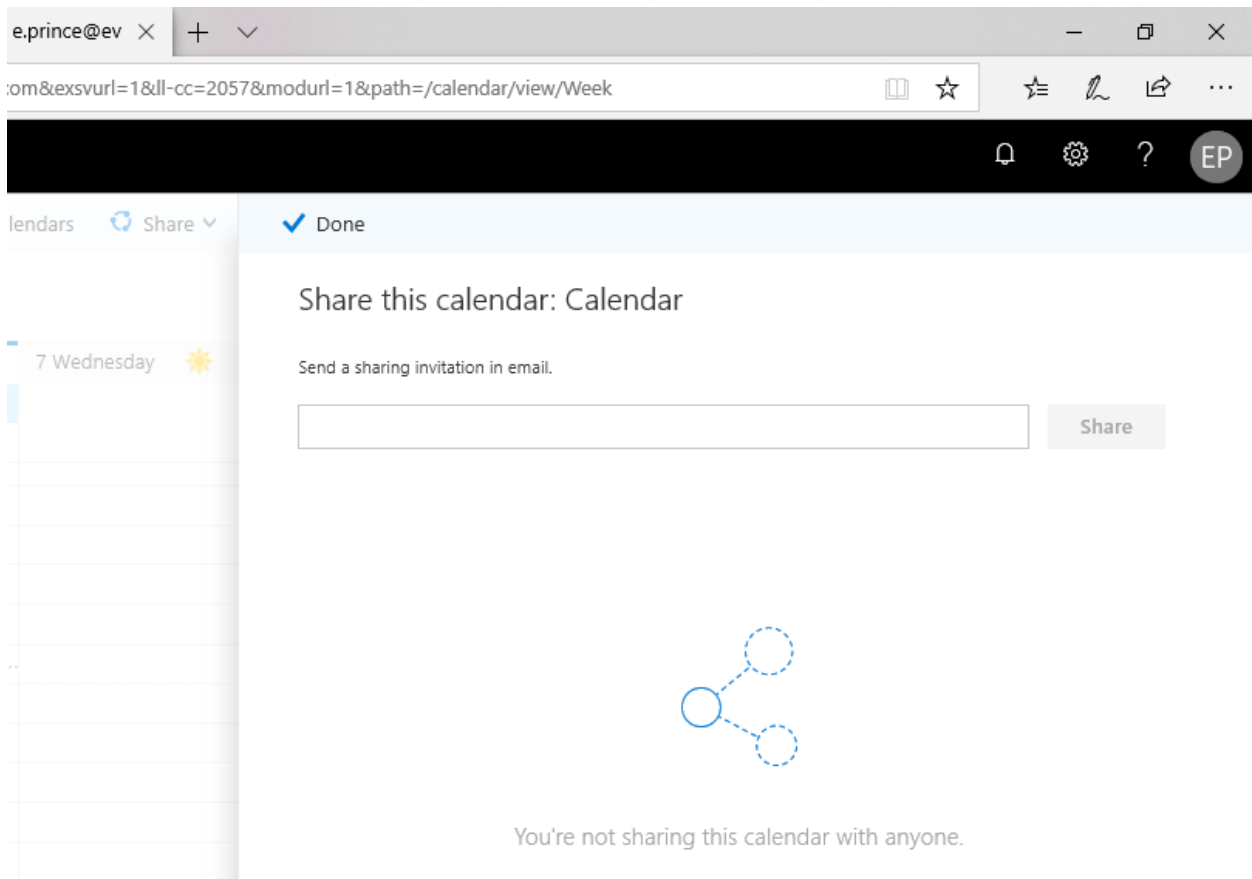
7. Click on the part that says 'Share':



8. Select your calendar:



9. A little box will pop up that looks like this:



10. Type my email address in, ensure it says 'Can view all details' and then click 'Share' and I should then be able to see everything.

