How to add notifications from the Penn State New Kensington campus calendar to your Google Account

We encourage you to receive notifications from the Penn State New Kensington campus calendar to remind you of upcoming scheduled campus events. The default setting is a pop-up reminder 15 minutes before an event is about to start. However, you will only see this pop-up reminder if you are currently logged into your account in a browser window. Fortunately, there are other ways for you to receive this information from the calendar.

Customizing your event notifications:

- You must first opt-in to receive event notifications from the Campus Calendar
- You can receive the event notifications in the following ways
  - Receive an email message reminding you before each event
  - Receive a pop-up notification in your browser
  - Receive a text (SMS) message to your phone
  - Receive a daily digest email of all upcoming events for the day (sent around 5:00a.m.)
- You may also select the interval of your reminders
  - 15 min before event? An hour before event? Etc.

Steps to customize your reminders:

- Sign in to your Google account then navigate to the Calendar tool
- CLICK 1: click on the gear tab in the top right of your calendar (settings)
- CLICK 2: select “settings” from the drop-down menu
• CLICK 3: select “Calendars” tab under Calendar Settings
• CLICK 4: locate the Penn State New Kensington campus calendar and select “Notifications”

Now edit your preferences. Select the options that suit you best.
Remember to click “SAVE” before leaving this page

EDIT PREFERENCES area 1:
• Select “email” or “pop-up” (or both) and select your desired time interval. These settings apply to existing events on the calendar and only remind you as they approach.

EDIT PREFERENCES area 2:
• Check the “email” or “SMS” boxes beside your desired method of messaging. These items apply to new, changed or cancelled events. If you want to receive texts, follow the brief instructions to configure your phone.