Shared Calendars

For detailed info:  
http://www.caes.uga.edu/intranet/coextopr/calendars/

For questions or assistance with the ETS Calendar, contact:  
Sunshine Jordan  
(706) 542-7786  
suni@uga.edu

The Cooperative Extension (CoEx) Planning Calendar and Extension Training System (ETS) Calendars are available to assist you in planning events and trainings. These calendars can be viewed within Microsoft Outlook.

- **Cooperative Extension (CoEx) Planning Calendar**

  This calendar contains items important to program planning and event scheduling. Examples include dates for outside professional organizations’ conferences and meetings, or anything that might be important to extension personnel.

  To access it, go to the calendar section within Outlook. Click "Open Calendar" and choose "From Address Book". Search for the name Cooperative Extension or the email coex@uga.edu and double-click on it in the search results window, then click "OK". You should now see The CoEx Planning Calendar.

- **Extension Training System (ETS) Calendar**

  Only training sessions that have been submitted and approved through the Extension Training System are listed here. To view this internet calendar you must subscribe to it in Microsoft Outlook. To access it, go to the calendar section within Outlook. Click "Open Calendar" and choose "From Internet". Then type the following address:  
  http://www.caes.uga.edu/Applicatons/Trainings2/static/eventcalendar.ics

  When asked “Add this Internet Calendar to Outlook and subscribe to updates?”, click "Yes".

  If you need to see proposed training session, which have not yet been approved, they are listed on a separate calendar. You can subscribe to proposed calendar the same way as the approved calendar using this address:  
  http://www.caes.uga.edu/Applications/Trainings2/static/eventcalendar_proposed.ics

- **Public Events Calendar**

  The Public Events Calendar showcases educational opportunities for the public. This calendar is featured on the Extension website.

  Faculty can add an event to this calendar by submitting an online request. Events will not be displayed on the website until they have received proper approval.

  For questions or assistance with the Public Events Calendar, email: caesweb@uga.edu