Stay in the loop with Missouri NEA's e-Calendar

The Missouri NEA electronic calendar makes it easy to add all the MNEA events and deadlines to your personal calendar. With just a few clicks, you will be able to import the entire calendar into your favorite calendar utility. When MNEA makes changes to the calendar, they will automatically update your MNEA calendar on your phone or computer. Most events and important dates from the MNEA Planner and MNEA Timeline for Action are included in the electronic file; so, give your fingers a rest and import the MNEA calendar today.

There is no need to load a new program on your computer, tablet or mobile device. You can import the MNEA calendar right into the program you already use to keep track of your schedule. The MNEA calendar contains staff contact information, locations and website references for each event or deadline. You can set up reminder notifications, so you don't miss important deadlines; share the calendar with members; and embed the calendar on your local website or blog.

Here's how...
Log into your email account that populates your calendar on your phone and other devices. Follow the steps below using either the iCal or HTML link provided.

**ICAL**
https://calendar.google.com/calendar/ical/mneawebbie%40gmail.com/public/basic.ics

**HTML**
https://calendar.google.com/calendar/embed?src=mneawebbie%40gmail.com&ctz=America%2FChicago

### Using Outlook
1. Sign into your account. Click on the calendar icon.
2. In the menu, click “Open Calendar” and choose “From Internet;” or in the “Tell me what you want to do” box, type “Open Calendar.” Then, choose “From Internet.”
3. Copy and paste the iCal link from above in the field provided, making sure no space is copied before or after the link.
4. Click the “Ok” button.
5. Click “Yes” when asked to “Add this Internet Calendar to Outlook and subscribe to updates?”
6. Click into each calendar event to set up a notification if you wish.

### Using Yahoo
1. Sign into your account. Click the Calendar icon in the upper right corner.
2. Click the Settings icon next to “Others,” and choose “Follow Other Calendars.”
3. Name your new calendar “Missouri NEA Calendar” or something similar.
4. Copy and Paste the iCal link from above into the iCal Address field provided.
5. Choose to refresh “Automatically” for your calendar to update when MNEA changes their calendar.
6. If you wish, you can set up reminders for the deadlines and events.
7. Click the “Continue” button.