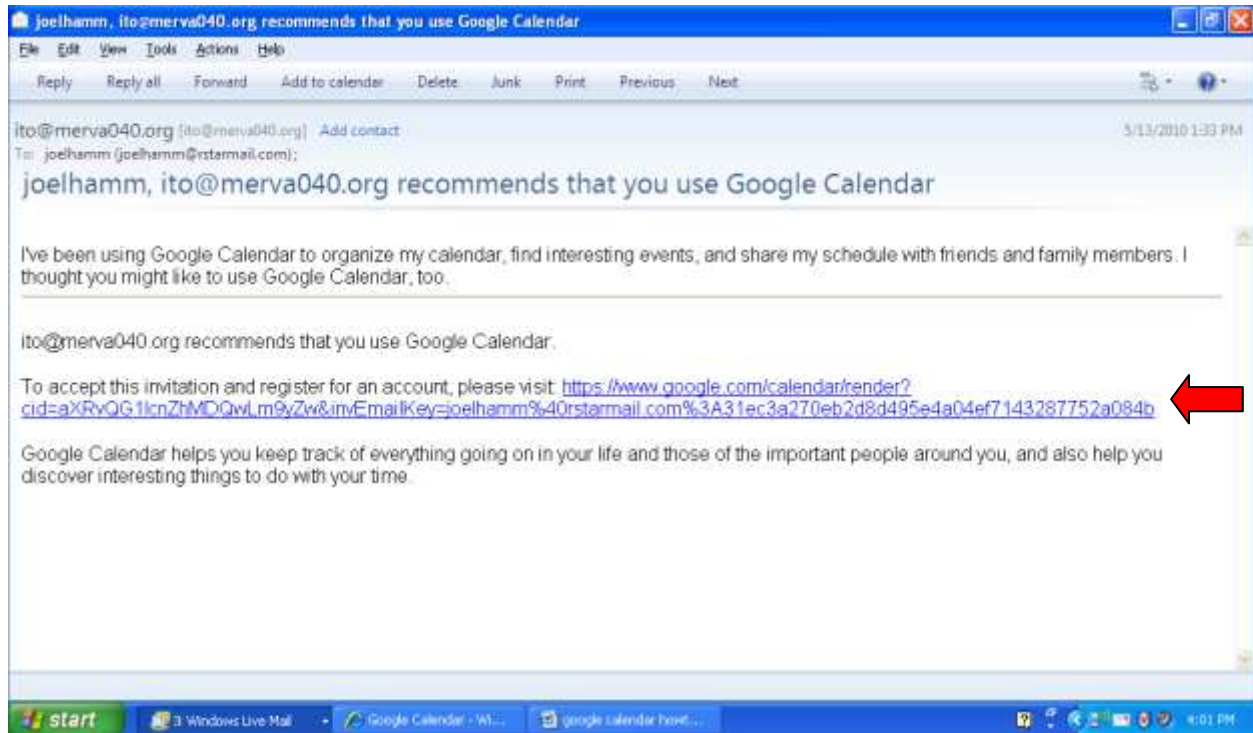
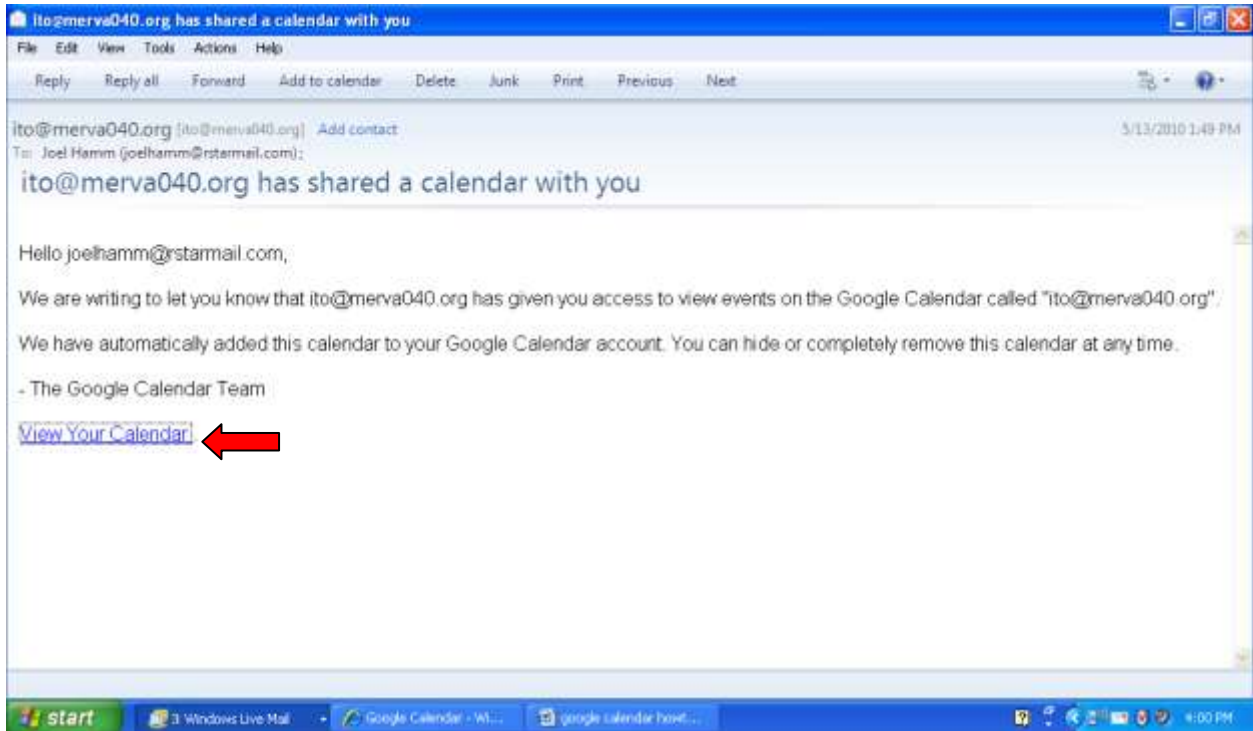


## After you join the Winchester Composite Squadron Group

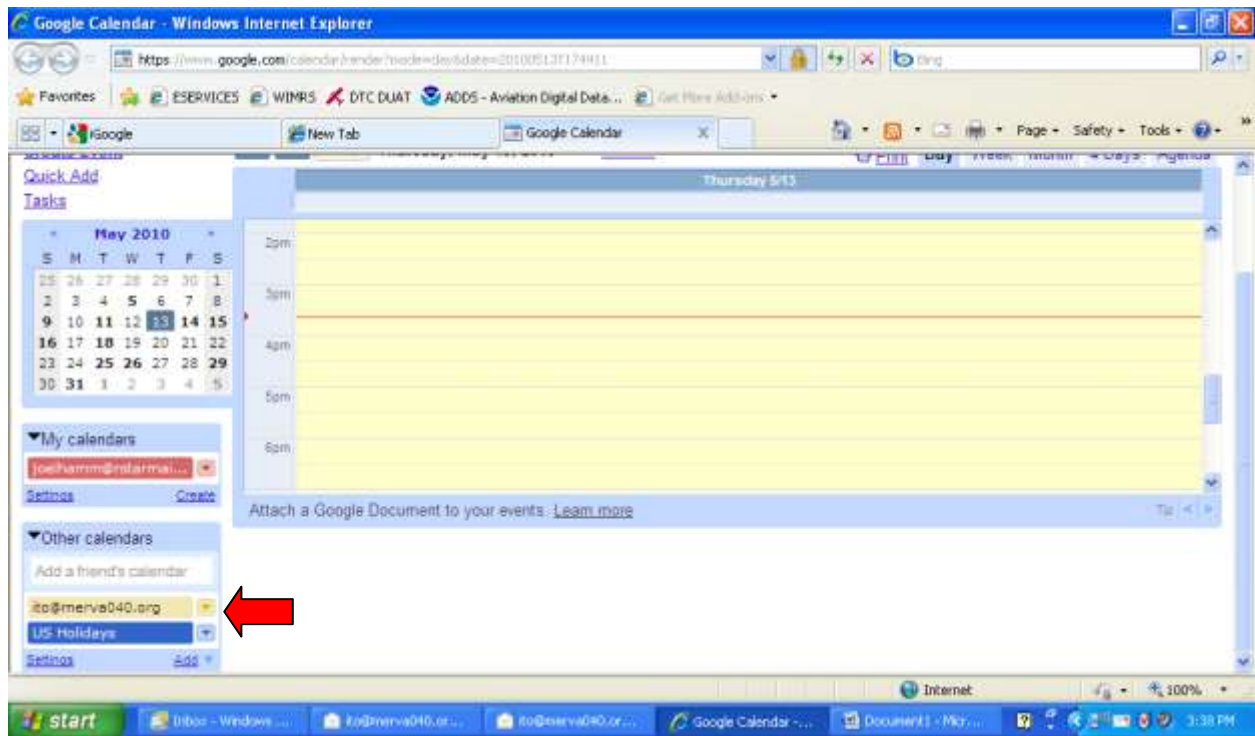
1. If you don't already have a Google calendar you'll get a recommendation to use google calendar. Click on url to create one.



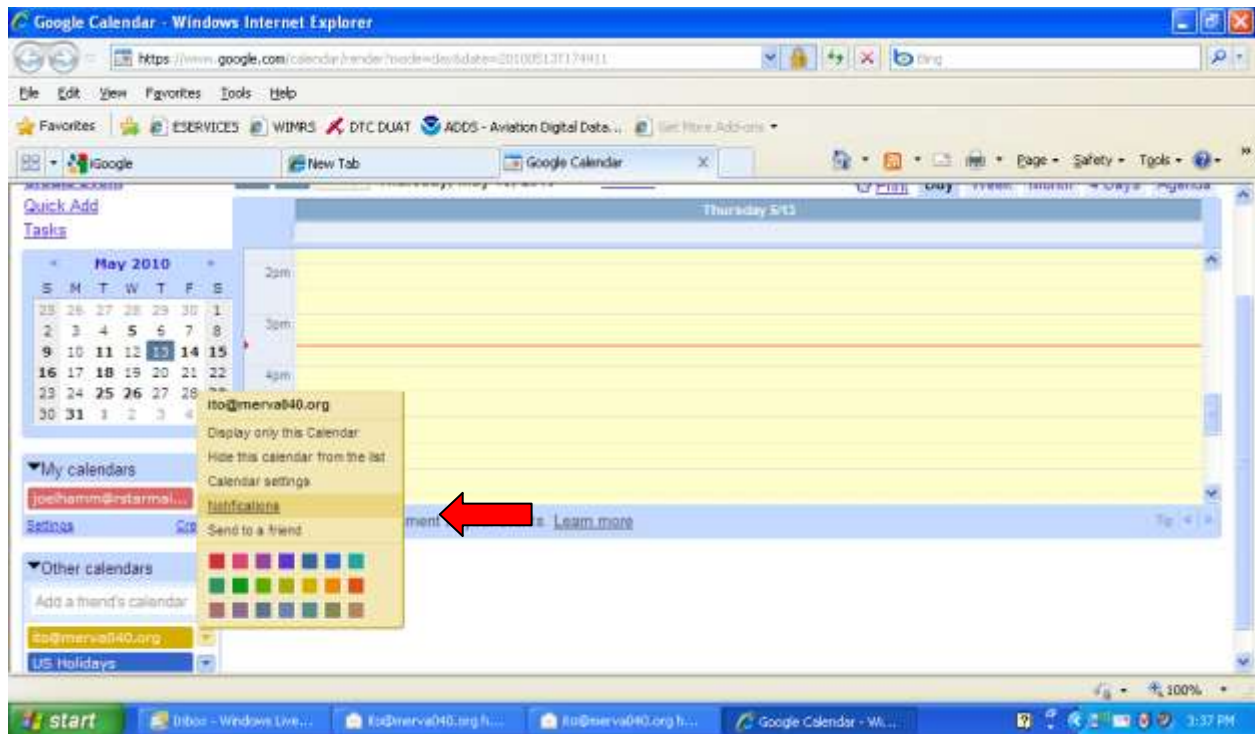
2. Then you will get a email saying that [ito@merva040.org](mailto:ito@merva040.org) has shared a calendar with you. Click on [view your calendar](#)



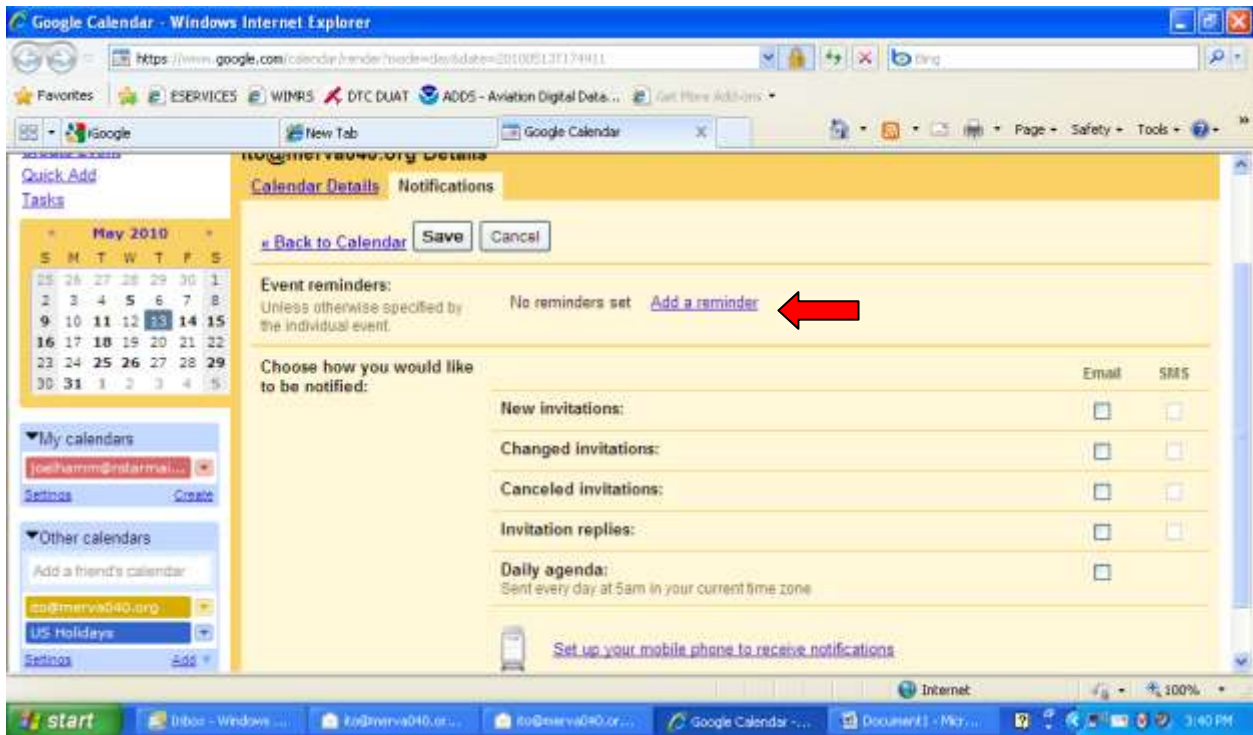
3. Right Click on down arrow by [ito@merva040.org](mailto:ito@merva040.org) calendar



4. Click on Notifications

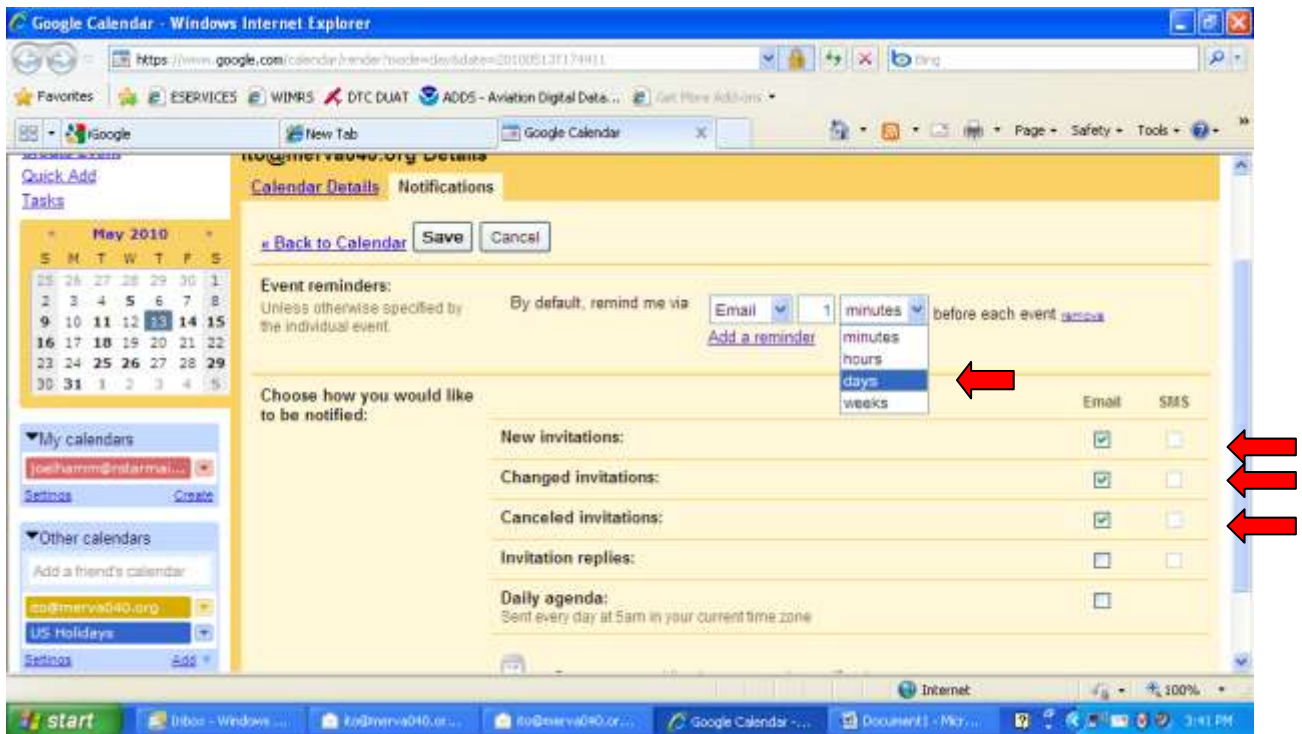


5. Click on Add a reminder. Default in NO reminder so you need to add one.

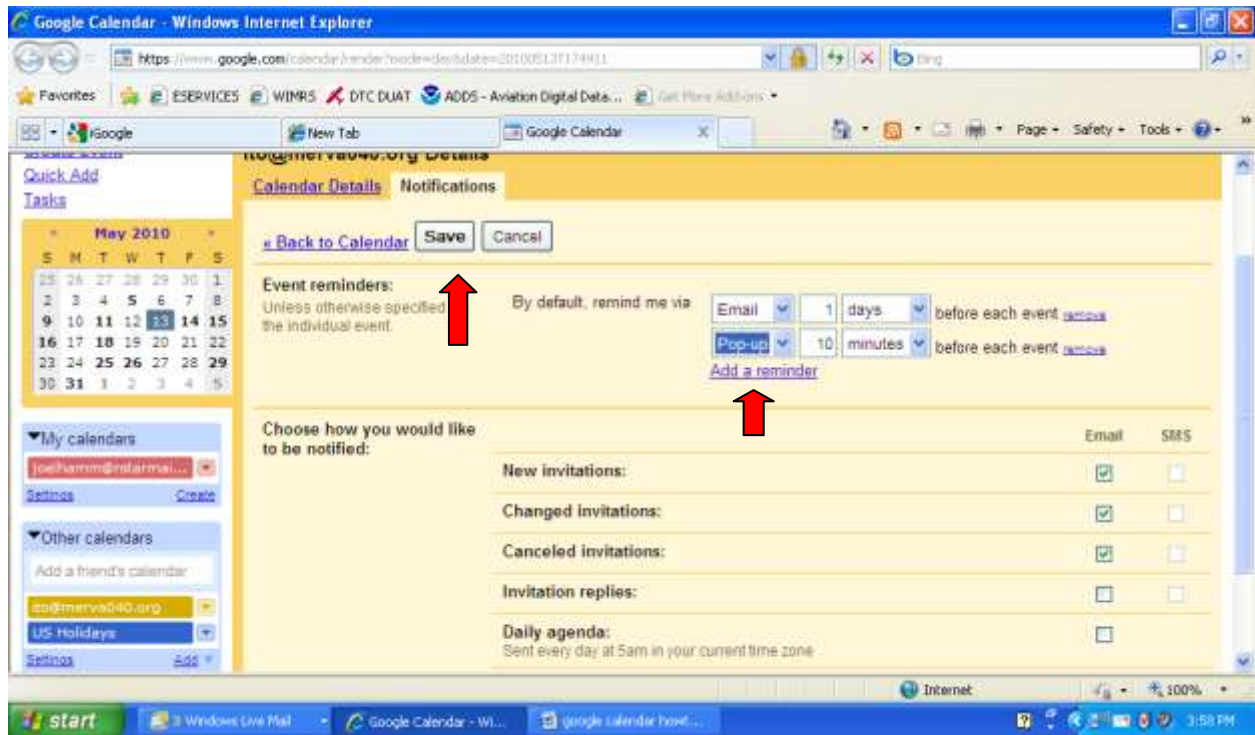


6. Select how soon you want to be reminded and by what method

7. Click on what you want to be reminded of (new invitations, changed invitations etc)



8. Add another reminder if you want and click on save



9. Congratulations you are done! You are on track to get emails from cap ito

