



July 22, 2013

Office of Water Quality Water-Quality Information Note 2013.06

Subject: New Online OWQ Water-Quality Events Calendar

OWQ is implementing a new online calendar for important water-quality related listings of online USGS seminars, upcoming USGS course registration deadlines, meetings, and more. This calendar replaces the OWQ SharePoint calendar, which was discontinued this Spring.

By using the new Bison Connect calendar tool, USGS personnel can

- easily browse the calendar on the OWQ web site
- quickly copy individual events to their own calendars
- display the OWQ calendar in their own Bison Connect calendar

There are two ways to use the calendar:

1 - Browse online: The calendar will be available online at the OWQ internal web site:

<http://water.usgs.gov/usgs/owq/calendar.html>

The calendar is best viewed using the Chrome Browser, and *you must be logged into Bison Connect.*

2 - View from within your Bison Connect Google calendar:

1. Open your USGS Google calendar in Chrome.
2. In the left column, navigate to "Other Calendars," click on the arrow/triangle to the right, and select "Add by URL."
3. When prompted, add the URL below and follow the prompts:
http://www.google.com/calendar/ical/doi.gov_n8o40vk3tg6s7m8t02t82651q4%40group.calendar.google.com/public/basic.ics

Why add the calendar to your Bison Connect calendar?

The benefits of adding the OWQ calendar to your Bison Connect calendar include:

- Immediately see upcoming events right in your calendar.
- The calendar is updated automatically as events are added or edited.
- When scheduling meetings or webinars, easily see when other key water-quality events are scheduled to avoid scheduling conflicts.
- Only display the calendar events when you want to.

Not familiar with viewing "Other Calendars" in your Bison Connect Calendar?

For instructions on how to view multiple calendars in your calendar, see the [DOI tips - How to View Multiple Calendars](#).

Please send questions, comments, and recommendations to Cian Dawson (cbdawson@usgs.gov).

WaQI Notes are archived on the Office of Water Quality web site,
<http://water.usgs.gov/usgs/owq/WaQI/index.html>

Signed,

The Office of Water Quality

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Distribution: All WMA Employees