



OSS Appointments

a Division of Offshore Saving Solutions, S.A.

To share your calendar with specific users, follow these steps:

1. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select Share this calendar. (Alternatively, click the Settings link at the bottom of the calendar list, then select a calendar and click the Share this calendar link.)
2. Enter the email address of the person you want to share your calendar with. In this case, ossaqc@gmail.com
3. From the drop-down menu, select a level of permission, for our purposes, please select "See only free/busy (hide details)" then click Add. (Once you click Add, the person you selected to share the calendar with will receive an email invitation to view your calendar.)
4. OSS Appointments will accept your invitation. We will be able to see when you are busy, and when you are available for appointments, in accordance with the information you provided, and the times available on your calendar.

Receiving your appointments:

1. When an appointment is scheduled for you, it will be added to our calendar, and you will be invited to the event.
2. Please, accept these invitations by clicking "yes".
3. To view this event and the details follow these steps:
 - a. Move your cursor over the event. A window should appear. If it does not click on the event.
 - b. Now click "edit this event" in that window.
 - c. On the screen you will see general information, a map, and a description box. Under the "description" box is a document.
 - d. Click the document to open it. This is the Appointment Survey, with complete information regarding your appointment.
4. When you are done, close the windows.
5. If you make any changes to the appointment, including rescheduling, when you save it will ask if you want to notify other people. Please select Yes. Thank you.

Set up a gmail account:

1. Please enter: www.gmail.com into the address bar.
2. Click the "Create an Account" link on the bottom right of this page.
3. Follow the directions on this page, and in a few short moments you will have a set up your gmail account.

This is a link to a How To Video:

http://www.ehow.com/video_4984057_open-gmail-account.html