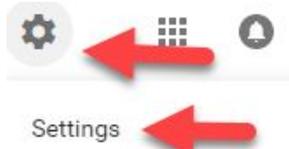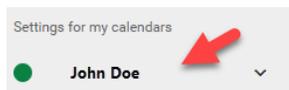# Tip of the Week

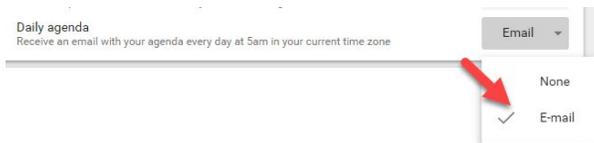## You can have your daily agenda sent to your email each morning.

1. While in your calendar, click on your **calendar settings**.

2. On the left under **Settings for my calendars**, click your calendar and go to the **General notifications** section.

3. In the **Daily Agenda** field, click the drop down arrow and select **E-mail**.

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.