

# Google Calendar



## Interesting items about Google Calendar

- You can run multiple calendars
- You can invite people to events on your calendar
- You can share with the world or just a few people
- You can Import or export your calendar files
- Works with your pda's and phones

## Google Calendar Page Overview

- Google calendar is rich in its capabilities so rather than overwhelm you, consider this document to be a survival guide.

The screenshot shows the Google Calendar interface for June 2009. The interface is annotated with several labels and arrows pointing to specific features:

- shortcuts**: Points to the navigation icons (back, forward, home, etc.) in the top left.
- search bar**: Points to the search input field at the top, containing the text "Search My Calendars" and a "Show Search Options" link.
- calendar view**: Points to the view selection tabs at the top right, which include "Day", "Week", "Month", "4 Days", and "Agenda".
- mini monthly calendar**: Points to a small calendar grid in the left sidebar showing the current month (June 2009).
- your calendars**: Points to the "My calendars" section in the left sidebar, which lists "Christine Archer" and "CTHO Travels".
- other calendars you can view**: Points to the "Other calendars" section in the left sidebar, which lists "eeePC\_calendar", "eeePC\_sharing\_calendar", and "English Department".
- calendar content**: Points to the main calendar grid area, which displays events such as "grocery card orders" and "TIE conference".
- task list**: Points to the "Tasks" panel on the right side of the interface, which shows a "Default List".

## Calendar Settings

- Here you can set your calendar preferences for items such as notification settings, time zone, time format, date format, first day of the week, invitations, default view etc
- Click settings at the top of any calendar page, select the general tab, and choose your preferences

The screenshot shows the 'Calendar Settings' page with the 'General' tab selected. It includes fields for Language (English (US)), Country (United States), Your current time zone (GMT-07:00 Mountain Time), Date format (12/31/2009), Time format (1:00pm), Week starts on (Sunday), Show weekends (Yes), Default view (Month), Custom view (4 Days), and Location (e.g., East Brunswick, NJ or 08816).

## Creating Events

- Options for creating events
  - Click on the day and start typing
  - Use the quick add feature
  - Use the create event link
  - Click on the down-arrow button on the calendar list
  - Sent a text message with details to 48368
- Use some of the other features to set privacy options, repeat the event, add attachments etc
- To edit or delete an event just click on the event and select edit or delete

The screenshot shows the event creation form with fields for What, When (6/7/2009 6:30pm to 7:30pm), Repeats (Does not repeat), Where, Calendar (Christine Archer), Description, Attachment (Add a Google document), and Options (Reminder: Pop-up 10 minutes). There is also a 'Guests' section on the right with options to add guests and modify event settings.

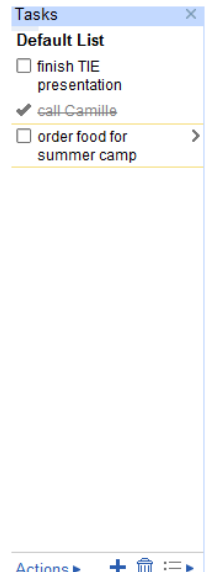
## Adding Calendars

- At the bottom of my calendars on the left, click the create link
- Enter the required information and click create calendar
- Select a calendar color by clicking on the down arrow next to the calendar name
- If you want to add a friend's calendar or a public calendar, click add at the bottom of the other calendar section and enter the email address of the friend, or select the calendar if it is public

The screenshot shows the 'Create New Calendar' form with fields for Calendar Name, Domain (Cherry Creek School District), Description, and Location. Below it is the 'Add Other Calendar' section with options to Browse Calendars, Friends' Calendars, Add by URL, and Import calendar. The 'Public Calendar Address' field is highlighted.

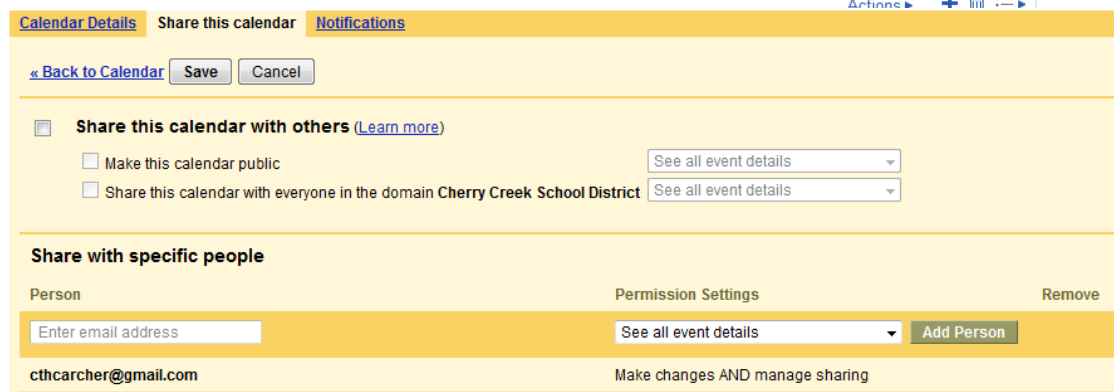
## Tasks

- Great way to keep a to-do list and help you stay organized
- To add a task, click the + icon on the bottom of the gadget window or press enter
- Select the checkbox next to the item when complete
- Select task and click trash can to delete
- You can add more details and notes to your tasks by clicking the > symbol to the right of the item



## Sharing your calendar

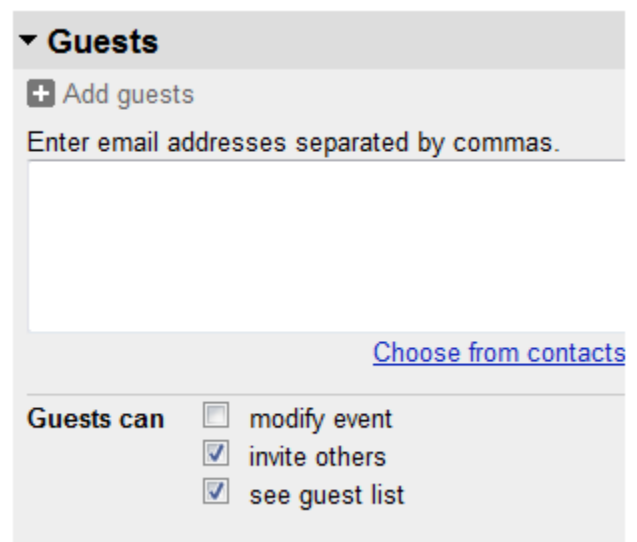
- This allows you to bring on other contributors or viewers. Simply add their email address and invite them. Be sure to check advanced preferences for more options.
- Go to calendar settings and select share this calendar.
- Set your preferences and save



## Invitations

To invite someone to your event, just follow these steps:

- Click on the event (or create a new event) and select edit event details.
- In the Guests section, click on Add Guests.
- Enter the email addresses of the guests, separated by commas.
- Select the appropriate level of control for your guests.
- Click Save.
- If you'd like to notify your guests of the event, click Send; if not, click Don't Send.



## Calendar Notifications


- Options for receiving notifications
  - text messages
  - emails
  - POP-UPS
- Go to settings for your calendar and select notifications
- Select the reminder method from the drop down menu and enter the corresponding time
- Click save

[← Back to Calendar](#)

**Event reminders:**  
Unless otherwise specified by the individual event. By default, remind me via   minutes before each event [remove](#)  
[Add a reminder](#)

Choose how you would like to be notified:

	Email	SMS
<b>New invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Changed invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Cancelled invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Invitation replies:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Daily agenda:</b> Sent every day at 5am in your current time zone	<input type="checkbox"/>	

 [Set up your mobile phone to receive notifications](#)