

GOOGLE CALENDAR

Scoville Library
April, 2010

- Online calendar available via a Google account
- Let your co-workers, family, and friends see your calendar, and view schedules that others have shared with you.
- Two-way syncing to your mobile phone's built-in calendar or a mobile version of Google Calendar that's made for the small screen, you can access your calendar while you're away from your desk.
- Customizable reminders help you stay on schedule. You can choose to be notified by email or get a text message sent right to your mobile phone.

- Invite others to events on your calendar. Guests can RSVP to your events by email or via Google Calendar.
- Access your calendar however and whenever you want by syncing events with Microsoft Outlook, iCal
- Install the Google Chrome extension and quickly see the time until your next meeting. The extension also lets you open Google Calendar with one click.
- View Google Calendar from Gmail

GETTING STARTED

- Log in to your Google Account with your email and password
- If you don't yet have a Google account, go to google.com and create one.
- You don't need Gmail but there are features available only to users with Gmail, such as Gmail users can send event invitations directly from Gmail without accessing Google Calendar, and can easily add events from Gmail conversations.
- Click on Calendar Link
- A calendar is automatically created with the name associated with your Google Account

[Create Event](#)

[Quick Add](#)

[Tasks](#)

« April 2010 »						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

▼ My calendars

Claudia Cayne ▼ ▲

Scoville Library Pro ▼ ▼

[Settings](#) [Create](#)

▼ Other calendars

Add a friend's calendar

[Adult Program Cal](#) ▼ ▲

Boreas Bay Camp ▼ ▼

[Settings](#) [Add](#) ▼

- You can create multiple calendars with different names but the initial calendar will always be the default
- All of the calendars you create will be listed under 'My Calendars' on the left side of your page. For each of the calendars, you can add, delete, and edit events any time you like.
- If you have multiple calendars, it is important that you choose the correct one
- To create a calendar, click on Create under my calendars.

Calendar Settings

General

[Calendars](#)

[Mobile Setup](#)

[Labs](#)

[« Back to Calendar](#)

Save

Cancel

Language:

English (US)



Country:

United States



(choose a different country to see other time zones)

Your current time zone:

(GMT-05:00) Eastern Time



Label:

Display all time zones

[Show an additional time zone](#)

Date format:

12/31/2010



Time format:

1:00pm



Week starts on:

Sunday



Show weekends:

Yes

No

- Language
- Country
- Time zone - can have more than one
- Date Format
- Time format
- How week is displayed - which day of week will display first
- Show weekends
- You can alter the "Custom view (Next 4 Days)" tab in the top-right corner of your calendar to create your own customized calendar view. For more information, visit <http://www.google.com/support/calendar/bin/answer.py?answer=37191>

Default view:	<input type="text" value="Month"/>
Custom view:	<input type="text" value="4 Days"/>
Location:	<input type="text"/> e.g., East Brunswick, NJ or 08816
Show weather based on my location:	<input checked="" type="radio"/> Do not show weather <input type="radio"/> °C <input type="radio"/> °F
Show events you have declined:	<input checked="" type="radio"/> Yes <input type="radio"/> No

- View options - month, day, week, agenda or custom
- Location
- Weather
- Declined events

Automatically add invitations to my calendar:

- Yes
- Yes, but don't send event reminders until I have responded
- No, only show invitations to which I have responded

Alternate calendar:

No alternate calendar 

Display tips:

- Yes
- No

Enable keyboard shortcuts:

[Learn more](#)

- Yes
- No

Event notification settings

Alternate calendars - Chinese or Islamic

Display help tips

Keyboard shortcuts



[Create Event](#)

[Quick Add](#)

Quick Add



Example: Dinner with Michael 7pm tomorrow

Event | [Task](#)

When: Fri, April 23

What:

e.g., 7pm Dinner at Pancho's

Calendar:

Create event

[edit event details »](#)

Everything you put on any calendar is called an Event. 4 ways to add:

- Click on Create Event and fill in full template
- Click on Quick Add and fill in as in example
- Click on Date of event
- SMS text message containing your event's details to the shortcode "GVENT (48368)." For example, if you send a message with something like "Shopping with Sarah at Monterey Market 5pm Saturday," Google Calendar can figure out what you mean and pop the new event into your calendar.

Event Details

- What - description of event
- When - default is all day - uncheck the box to get specific time options
- If your event repeats, choose the interval from the pull-down menu
- You can delete individual events within a repeating event
- You can change an existing one-time event to a repeating event, by clicking on edit event details

- Where -When you enter a location for your events, you'll see a map of your location directly in your event details (via Google Maps). Click the **map** link to see a larger, interactive map.
- Reminder - default is for a pop-up message from the calendar 10 minutes prior
- You can edit to change the time and the method to email.
- You can also add a reminder via a different method or time.

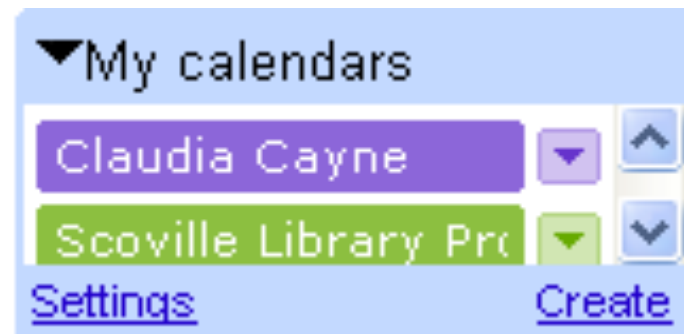
Privacy

- Default - mimics the setting for your entire calendar
- Private - only you and others you have invited can see the event
- Public - This option will make the event's details available to those with free/busy access to your calendar. If you're sharing your calendar's free/busy information with a specific person or with the world, this setting will enable them to view all of the details for the specific event. Please note that selecting this option will not make the event's details available in public search indexes.

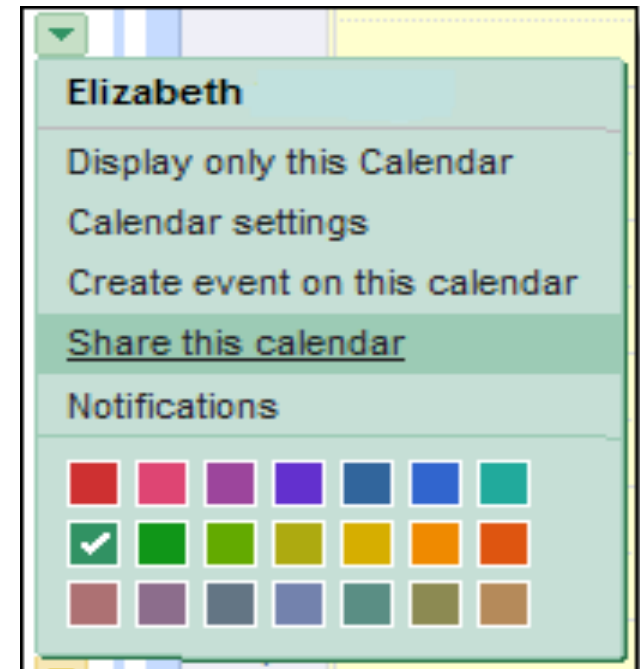
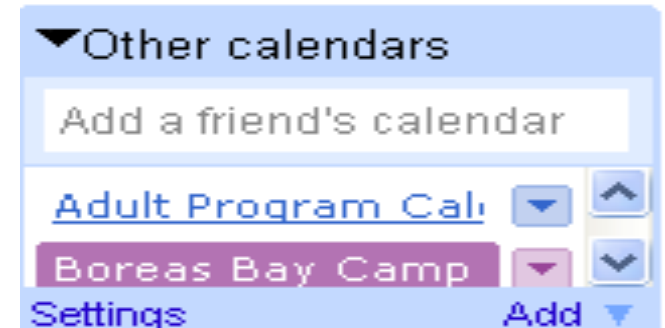
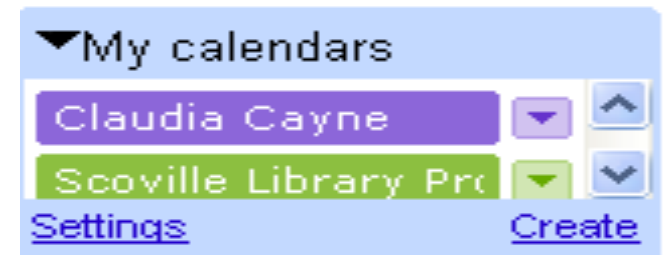
MANAGING CALENDARS

If you've got a few lives you're trying to balance, you can create additional calendars to stay organized.

1. Click the **Add** button on the left of your main calendar page.
2. Select **Create a new calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page. Give your calendar a name, description, time zone, and add the email address of anybody you'd like to share it with.
4. Click **Create Calendar**.



- Each calendar has its own settings
- Your calendar page will show all calendars you have created and calendars shared with you
- Clicking on the calendar to toggle on or off its display on your calendar page
- If you have multiple calendars, it's a good idea to make them different colors
- Click on the arrow next to calendar to edit settings



SHARING CALENDARS

You'll be the best judge of if and how you'd like to share your calendar information with others.

- **See only free/busy (hide details):** You have a calendar for your small business and want your clients to see when you're free, but don't want them to see all your appointment details.
- **See all event details:** Friends will be able to see all details but not edit
- **Make changes to events:** Friends can see and make changes
- **Make changes AND manage sharing:** Friends can see, share and invite others

INVITING FRIENDS TO YOUR CALENDAR

Access settings for calendar you wish to share

1. Enter the email address of the user with whom you want to share your calendar.
2. From the drop-down menu, select the desired level of permission, then click **Add Person** .

Note: Once you click **Add Person**, the person you selected to share the calendar with will receive an email invitation to view your calendar.

By making your calendar public, you're sharing your event information with the entire world. You can limit it to free/busy



Share with specific people

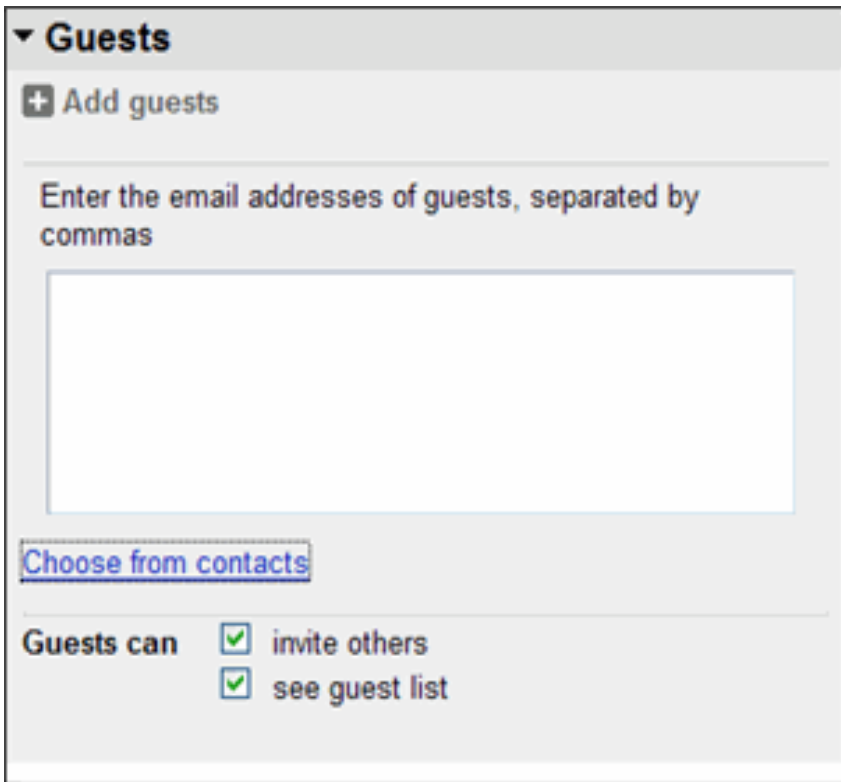
PERSON PERMISSION SETTINGS

Enter email address See all event details Add Person

EVENT INVITATIONS

Invitations let you circulate information about a particular event (without requiring you to share your entire calendar with others).

- Click on the event to which you'd like to invite guests
- Click the **edit event details** link.
- In the Guests box on the right, enter the email addresses of the people you're inviting
- Select the level of control you'd like your guests to have (e.g. whether they can invite more people to your event, view who else has been invited).



The screenshot shows a 'Guests' section with a dropdown arrow on the left. Below the title is an 'Add guests' button with a plus icon. A text input field is labeled 'Enter the email addresses of guests, separated by commas'. Below the input field is a blue link that says 'Choose from contacts'. At the bottom, there is a 'Guests can' section with two checked checkboxes: 'invite others' and 'see guest list'.

EVENT INVITATIONS

- You may invite 500 guests per event
- To check who's invited to an event, just click on the event; the attendees will be listed in the **Who** section of the event bubble.
- As an event organizer, you have the option to show or hide the guest list (including all responses) from your invited guests. Keep in mind that people with permission to edit your calendar will always be able to view the guest list for events scheduled on that calendar.
- In the event details page, you'll see a list of options in the **Guests can** portion of the **Guests** section. By default the "see guest list" option will be selected. To hide the guest list, simply deselect this option and click **Save**.

RSVP TO AN INVITATION

- When people invite you to events using Google Calendar, these events will automatically appear on your calendar with a question mark. To RSVP directly on your calendar, follow these steps:
- Click on the event title to open the event.
- Select the Yes, Maybe, or No radio button in the Going? section. If you'd like, include a short message in the Add a note box.
- Note: If you'd like to change your attendance status, revisit the event's page and click on Change your response
- You'll also get an email with the text of the invitation. If you're a Gmail user, you can RSVP to the event directly through the email invitation.

NOTIFICATIONS

Google Calendar offers a variety of notification options for both email and SMS. You can set notifications for any of the following:

- New Invitations
- Changed Invitations
- Cancelled Invitations
- Invitation Replies
- Event Reminders
- Daily Agenda (email only)

Event reminders:

Unless otherwise specified by the individual event.

By default, remind me via Pop-up 10 minutes before each event [remove](#)
[Add a reminder](#)

Choose how you would like to be notified:

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



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

SYNCING YOUR CALENDAR

You can sync Google Calendar with Microsoft Outlook, iCal and a variety of mobile devices, including iPhone and Blackberry.

For specific instructions:

<http://www.google.com/support/calendar/bin/topic.py?hl=en&topic=15305>

MOBILE DEVICES

- Google Calendar for mobile browsers offers a number of great features:
- The interface is automatically optimized for the device you're using.
- Keep track of your schedule, without having to sync your mobile device with your computer.
- Add events and invite guests.
- Just go to **<http://www.google.com/calendar>** in your phone's web browser to access Calendar
- At this time, Google Calendar is available in two mobile versions: a **basic version** and an **optimized version** available for Android, iPhone and Palm webOS devices.

More Info: **<http://www.google.com/support/mobile/>**

IMPORTING EXISTING CALENDARS

You can import existing calendars from Outlook, Yahoo and iCal or from a CSV file.

For specific instructions:

**[http://www.google.com/support/calendar/bin/topic.py?
hl=en&topic=15285](http://www.google.com/support/calendar/bin/topic.py?hl=en&topic=15285)**

DELETING A CALENDAR

To permanently delete a calendar from your calendar list, just follow these steps

Click **Settings** at the bottom of the calendar list on the left side of the page.

Click the **Unsubscribe** or **Delete** link next to the calendar you want to delete

- **Delete** will permanently erase the calendar.
- **Unsubscribe** will only remove your access to the calendar. (Others will still be able to use it normally.)
- Keep in mind that it's not possible to delete your primary calendar. You can clear the events on your primary calendar, rename this calendar, and schedule new events to effectively replace your original primary calendar.

TASKS

The Tasks gadget is a way to create to-do lists and keep yourself on track.

It is on the left side of the page under Quick Add

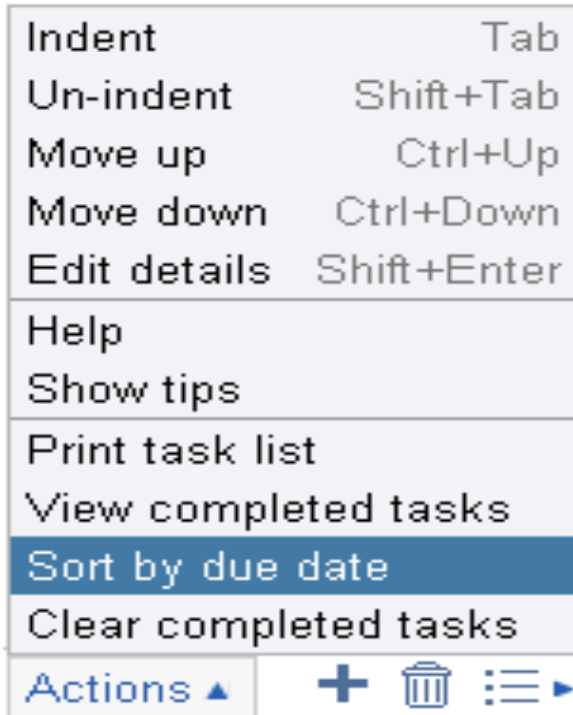
Clicking on it opens the Tasks gadget



- Tasks that have due dates will automatically appear on your calendar in the All Day event section.
- To create a task with a due date in Calendar, click on an empty space in Month view or in the All Day section and select the **Task** option.
- To attach a due date to an existing task, click the right arrow next to the task in question in the Task list. Then, click on the calendar icon to select a date.
- To modify a task's date, simply drag the task to a new date (as you would with a calendar event).
- To mark a task as complete from within Calendar, click on the checkbox next to the task.



- The bottom of the Tasks gadget allows you to work with your tasks list(s)
- You can move the tasks around, delete, print, clear.
- You can create multiple tasks lists and delete, refresh and rename existing lists.



More information on Tasks:
<http://www.google.com/support/calendar/bin/answer.py?answer=146986>

