



Google Calendar

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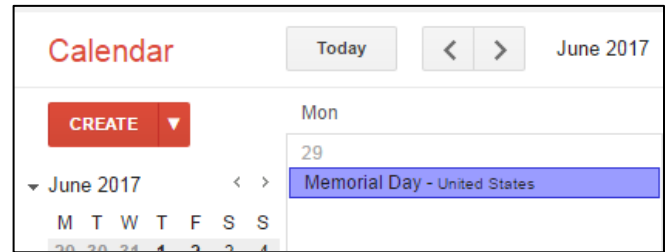
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Add an event

1. Open Google Calendar.
2. Click on the **Create** button



3. Add a Title and any event details.

Note: If you have multiple calendars, choose the calendar where you want to add the event from the "Calendar" dropdown menu.

4. At the top of the page, click **Save**.



← **SAVE** Discard

Untitled event

6/1/2017 1:30pm to 2:30pm 6/1/2017 Time zone

All day Repeat...

Event details Find a time

Where Enter a location

Video call Join meeting: val
Change name | Remove

Calendar Val Calvanezi

Description

Attachment Add attachment

Event color |

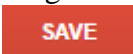
Notifications Notification 10 minutes ×
Add a notification

Guests Add guests

Guests can modify event invite others see guest list

Edit an event

1. Double-click on the desired event
2. The *Edit Event* screen opens.
3. Make your changes
4. Click **Save**



← **SAVE** Discard

Street Report duel

6/1/2017 8:00am to 8:30am 6/1/2017 Time zone

All day Repeat: Unknown Edit This event has a recurrence rule that cannot be edited in Google Calendar

Event details Find a time

Where Enter a location

Video call Add video call

Calendar Val Calvanezi

Description

Attachment Add attachment

Event color |

Notifications Notification 15 minutes ×
Add a notification

Show me as Available Busy

Visibility Calendar default Public Private

Making this event public will expose all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)

Guests Add guests

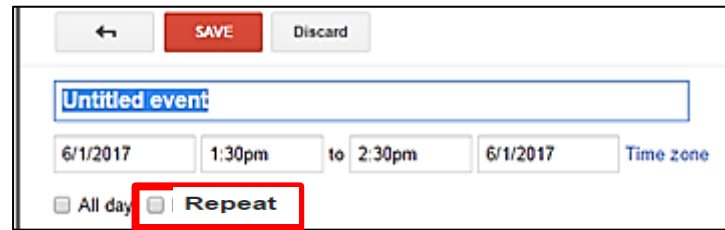
Guests can modify event invite others see guest list

➤ Recurring Events

Create a recurring event

When you create an event in Google Calendar, you can make it repeat on certain days

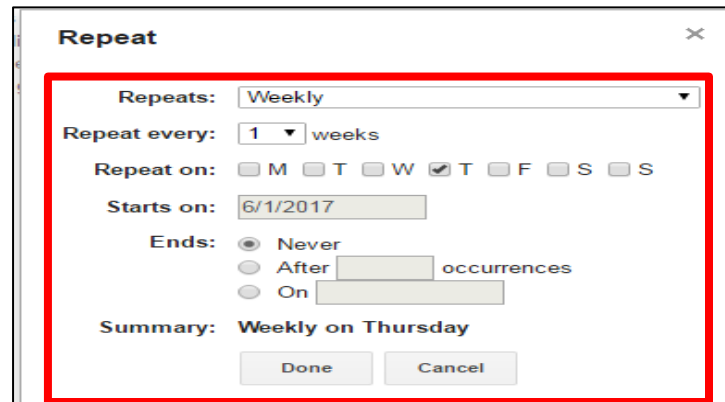
1. Open Google Calendar
2. In the top left corner, click **Create**.
3. Add the event title, date, and time.
4. Under the date and time, check the box next to **"Repeat."**



The screenshot shows the event creation interface. At the top, there are buttons for '←', 'SAVE', and 'Discard'. Below that is a text input field for the event title, currently containing 'Untitled event'. Underneath, there are fields for the start date (6/1/2017), start time (1:30pm), end time (2:30pm), and end date (6/1/2017), along with a 'Time zone' dropdown. At the bottom, there are two checkboxes: 'All day' and 'Repeat'. The 'Repeat' checkbox is highlighted with a red box.

In the *Repeat* pop-up box, select

5. Choose how often you want the event to repeat, and when you want the repeating event to end.
6. Click **Done**.
7. When you're done creating your event, click **Save** at the top of the page

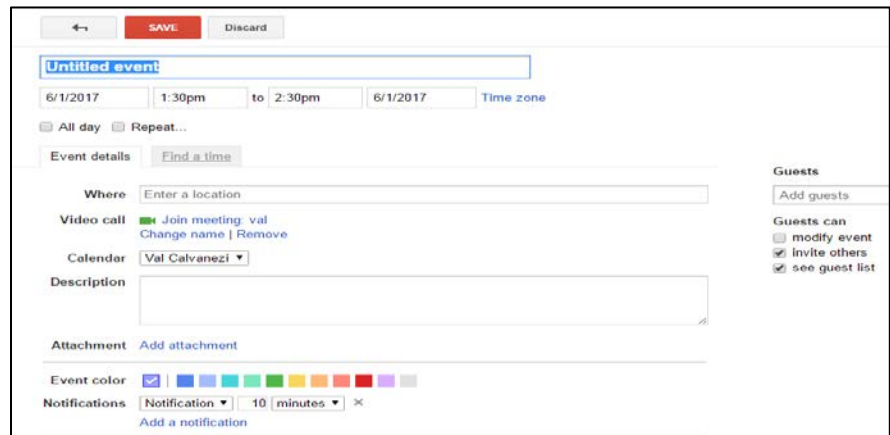


The screenshot shows the 'Repeat' pop-up box. It has a title bar with 'Repeat' and a close button. The main content area is highlighted with a red box. It contains the following options: 'Repeats:' with a dropdown menu set to 'Weekly'; 'Repeat every:' with a dropdown set to '1' and the text 'weeks'; 'Repeat on:' with radio buttons for M, T, W, **Th**, F, S, S, where 'Th' is selected; 'Starts on:' with a date field set to '6/1/2017'; 'Ends:' with radio buttons for 'Never', 'After [] occurrences', and 'On []'; and a 'Summary:' field set to 'Weekly on Thursday'. At the bottom, there are 'Done' and 'Cancel' buttons.

IMPORTANT: If you don't specify an end date, the event will repeat 365 times.

Edit recurring event

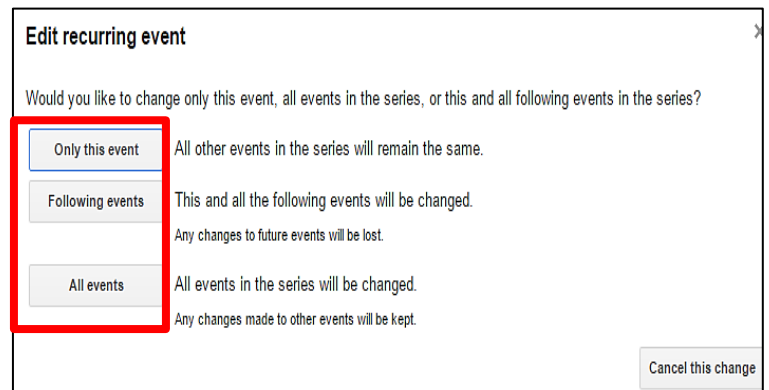
1. Open Google Calendar.
2. Double-click on the event you want to update.
3. The **Edit Event** screen opens.
4. Make changes to the event.
5. At the top of the page, click **Save**.



The screenshot shows the 'Edit Event' screen. At the top, there are buttons for '←', 'SAVE', and 'Discard'. Below that is a text input field for the event title, currently containing 'Untitled event'. Underneath, there are fields for the start date (6/1/2017), start time (1:30pm), end time (2:30pm), and end date (6/1/2017), along with a 'Time zone' dropdown. Below that, there are two checkboxes: 'All day' and 'Repeat...'. The 'Repeat...' checkbox is highlighted with a red box. The rest of the screen contains various event details like 'Where', 'Video call', 'Calendar', 'Description', 'Attachment', 'Event color', and 'Notifications'.

The *Edit Recurring Event* screen opens

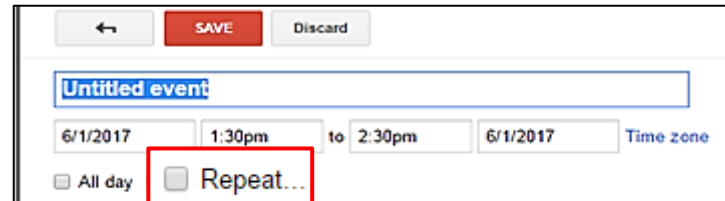
6. Choose which events in the series you want to update:
 - **Only this event:** This event will be updated, but the details for all the other recurring events will stay the same.
 - **Following events:** This event and all events moving forward will be updated. Any events from the past won't be updated.
 - **All events:** All events from the past and the future will be updated.



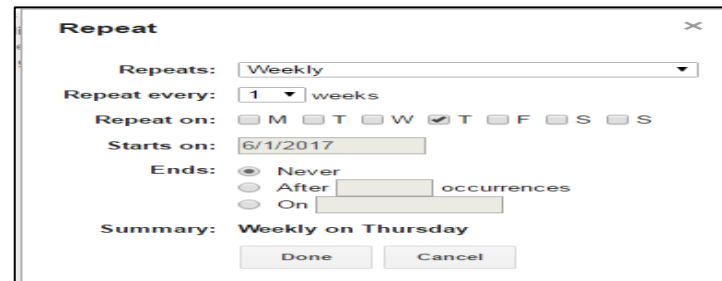
The screenshot shows the 'Edit recurring event' dialog box. It has a title bar with 'Edit recurring event' and a close button. The main content area contains the question: 'Would you like to change only this event, all events in the series, or this and all following events in the series?'. Below the question are three radio button options: 'Only this event', 'Following events', and 'All events'. The 'Only this event' option is highlighted with a red box. To the right of each option is a brief description of what will happen. At the bottom right, there is a 'Cancel this change' button.

Make an existing event repeat

1. Open Google Calendar.
2. Open the event you want to update.
3. Under the date and time, check the box next to "Repeat."
On next screen
4. Choose how often you want the event to repeat, and when you want the repeating event to end.
5. Click **Done**.
6. When you're done editing your event, click **Save** at the top of the page.



Screenshot of the Google Calendar event edit screen. The event title is "Untitled event". The date and time are 6/1/2017, 1:30pm to 2:30pm. The "Repeat..." checkbox is highlighted with a red box.

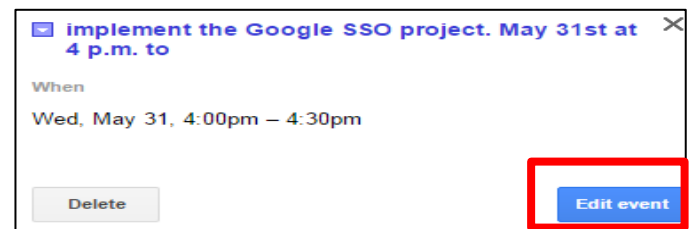


Screenshot of the "Repeat" dialog box. The "Repeats:" dropdown is set to "Weekly". The "Repeat every:" is set to "1" weeks. The "Repeat on:" is set to "T" (Thursday). The "Starts on:" is set to "6/1/2017". The "Ends:" options are "Never", "After" (with a blank field), and "On" (with a blank field). The "Summary:" is "Weekly on Thursday". The "Done" and "Cancel" buttons are at the bottom.

➤ **Visibility of Event**

Change the visibility for a single event

1. Open Google Calendar.
2. Open the event.
3. Click on **Edit event** button



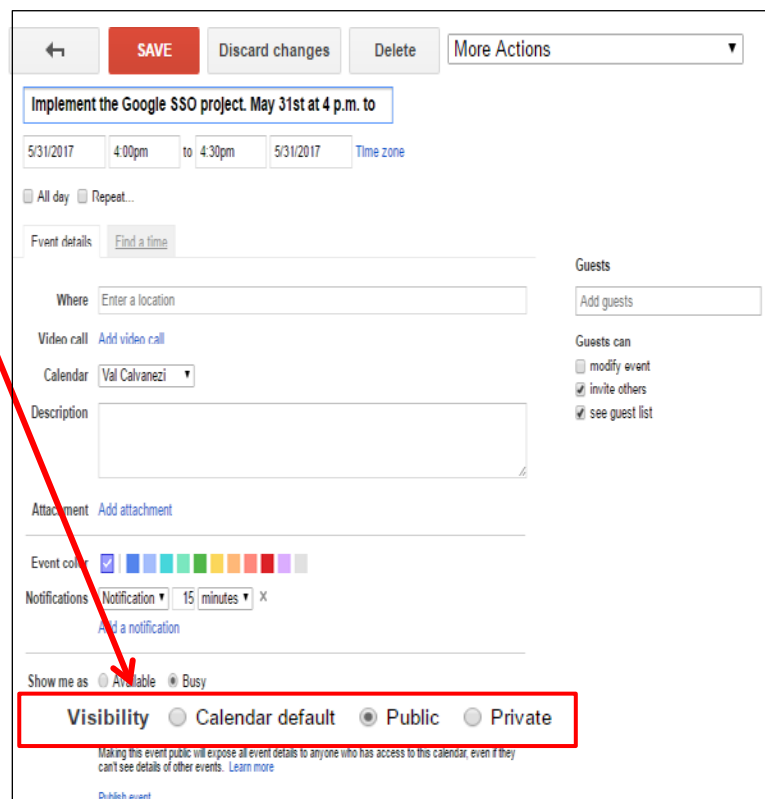
Screenshot of the Google Calendar event edit screen. The event title is "implement the Google SSO project. May 31st at 4 p.m. to". The date and time are "Wed, May 31, 4:00pm – 4:30pm". The "Delete" and "Edit event" buttons are at the bottom. The "Edit event" button is highlighted with a red box.

The *Edit event* screen opens

4. At the bottom of the page next to "Visibility," choose an option.
5. Click **Save** at top of page.

Visibility Options:

- **Private** – Only people who you've given access to make changes to your calendar will be able to see the details of your event. Anyone else who can view your calendar but can't make changes will just see the event as "Busy."
- **Calendar default** – Anyone who has access to view details for events on your default calendar will be able to see the name and time for your event from Gmail. Only people who can make changes to your events will be able to see other details from your email like confirmation numbers, flight status, or phone numbers.



Screenshot of the Google Calendar event edit screen. The event title is "Implement the Google SSO project. May 31st at 4 p.m. to". The date and time are 5/31/2017, 4:00pm to 4:30pm. The "Repeat..." checkbox is checked. The "Visibility" options are "Available" (selected), "Busy", "Public", and "Private". The "Public" option is highlighted with a red box. A red arrow points from the "Visibility" section to the "Private" option.

Important: If you share your calendar publicly, choosing this option will also make your event from Gmail visible publicly.

- **Public** – If you share your calendar publicly, your event will be visible to everyone viewing your calendar. This option is only available for an individual event, not as the default setting.

➤ Invite people to your Calendar event

You can add anyone with an email address to your event, even if they don't have Google Calendar.

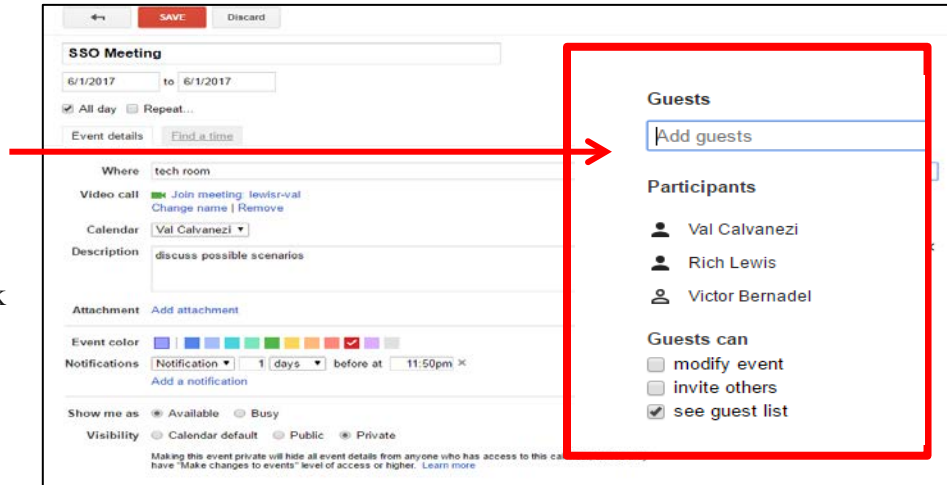
Invite guests to event

1. Open an event or create a new event by clicking on the **Create** button
2. Click on **Edit event**.



On next window, fill in desired information

3. On the right, find the "Guests" section
4. Start typing the name of the person in the box below *Guests*.
5. As soon as their name pops up, click on it and it will add it under *Participants*.



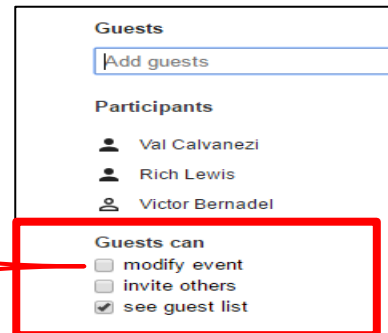
Note: See last entry on this page for *guests that are not in your contact list*.

Select the Permission level

6. Beneath the box for entering guests, (Guests can) you can select the permission level for your guests and the calendar entry.



Guests can options:

- *Modify the event:* make changes to any of the event details.
- *Invite others:* add new guests to the calendar entry.
- *See the guest list:* view who has been invited and their attendance response.



To mark a guest as optional:

When adding invitees to an event, you also have the ability to private communicate the importance of a meeting for each attendee by making the guest optional.

- a) If attendance is optional for someone, next to the guest's name, click the person's icon  and it will change to this icon  (see above image on right)

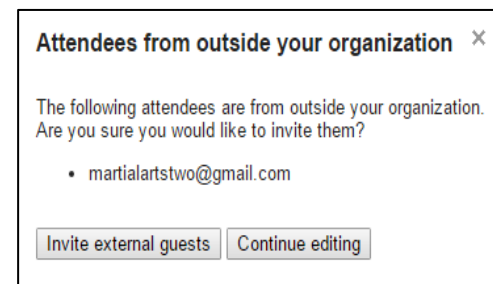
7. When you're done editing your event, click **Save**.

Guest not in your contact list

1. Enter the email addresses of the guests, separated by commas if more than one.
2. Hit the **Enter** key on your keyboard
3. Click **Save**

The dialog box on the right opens.

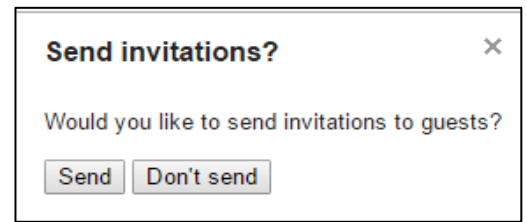
4. Choose the desired option.



Send event invitation to guests

When you save your event, an email invitation will be sent to your guests.

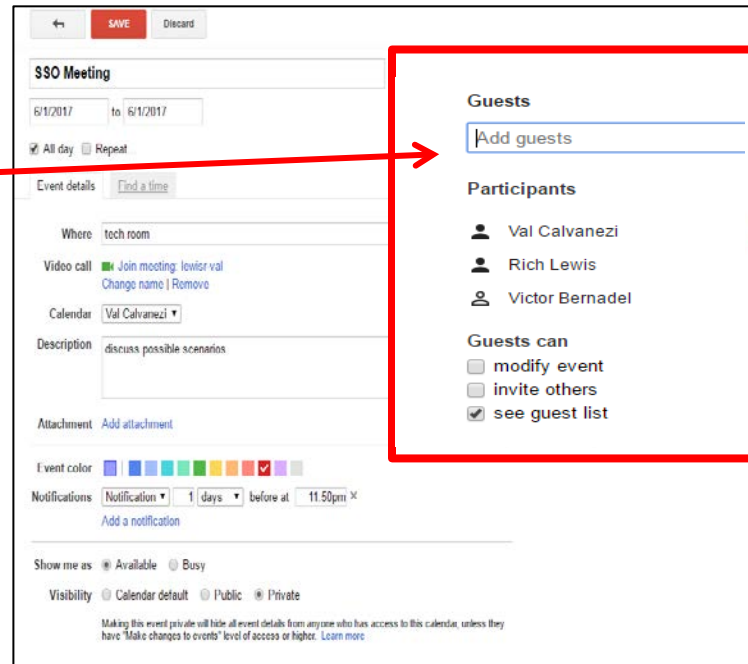
1. If you'd like to notify your guests of the event, click **Send**; if not, click **Don't Send** when the dialog box on the right appears.
 - If you click **Send** the guest will receive an email invitation.
 - If you click **Don't Send** the invitation will show up on the guest's calendar but they will not receive an email invitation. –



Please note: if guests have turned off notifications for new events they will not receive an email invitation even if you click **Send**

Invite guests to an existing event

1. Open your calendar
2. Double-click on the previously created event to which you'd like to invite guests
3. In the next window, on the right
4. Find the "**Guests**" section
5. In the box below *Guests*,
6. Start typing the name of the person you want to invite.
7. As soon as their name pops up, click on it and it will add it under *Participants*
8. Next, 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).
9. Click **Save**.



Your guests will be able to respond to the event and have the option to leave comments in the event details.

Guest limit for invitations

You can invite up to 200 people to an event. You will see a warning in your calendar when an event exceeds 200 guests.

If you need to invite more people, you can invite people using Google Groups. With Groups, you can invite groups that have up to 100,000 people.

➤ Check availability of guests

Important: This only works if they shared their calendar with you.

1. Create or open an event

2. Click on **Find a time** link

3. To the right, under *Guests*, start to enter guest name

4. Click on name once it appears

5. Continue till all guests are added

Note: if new event, fill in the desired fields on this page.

6. To the left, of *Guests* section, each guests calendar will appear

7. Use the arrows at the top of the calendar to navigate between days.

8. Once you've found a time, click the time area within the calendar grid.

9. This time will update at the top of the page.

10. Click **Save**

The screenshot shows the event creation page for 'SSO Mtg'. At the top, there are buttons for 'SAVE', 'Discard changes', 'Delete', and 'More Actions'. Below this, the event title 'SSO Mtg' is displayed. A date and time range is shown: '6/8/2017 10:00am to 11:00am 6/8/2017 Time zone'. There are checkboxes for 'All day' and 'Repeat...'. A 'Find a time' button is highlighted with a red box. Below this is a calendar navigation bar showing 'Today', navigation arrows, 'Thursday, Ji', and 'Day'/'Week' views. A calendar grid is displayed with columns for 'Valerie Calvanezi', 'Debbie Mackay', and 'Pam Finnegan'. The grid shows time slots from 12:00am to 3:00am. A red box highlights the 'Find a time' button and the calendar grid. To the right, a 'Guests' section is visible, containing an 'Add guests' input field, a list of participants (Valerie Calvanezi, Debbie Mackay, Pam Finnegan), and options for 'Guests can' (modify event, invite others, see guest list).

Before

6/8/2017 10:00am to 11:00am 6/8/2017

After

6/8/2017 11:00am to 12:00pm 6/8/2017

➤ Email guests about event

Occasionally, you might want to email all or some guests after you already created and saved the event.

- **For example**, you might want to remind people who have not responded to an event to respond.
- **Or** you might want to email instructions to all guests who replied **Yes**.

1. Open event

2. In the *Guests* section, click **Email** guests

3. In the pop-up, you can choose to email all guests or a subset of guests, such as those who replied **Yes**.

Note: you can also manually enter additional emails into the address field.

4. Click **Send** when done.

The screenshot shows the 'Guests' section of the event page. It includes an 'Add guests' input field and a list of participants. A red box highlights the 'Email' button.

The screenshot shows the 'Send an email to guests' pop-up form. It includes a text area for the message, a 'To:' field with a dropdown menu (currently showing 'Awaiting response (1)') and a list of guests (currently showing 'Pam Finnegan' <finneganp@stratk12.org>), a 'Subject:' field (currently showing '[Update] Second Hill doc Camera'), and a 'Message:' field. There is a note: 'Note: event information will be included in the message.' and a checkbox for 'Send copy to me'. At the bottom, there are 'Send' and 'Don't send' buttons.

➤ Track responses to your event

When guests receive your invitation email, they can respond using the Yes, No, or Maybe links in the email.

To see who responded to your event:

1. Click the event.
2. Click **Edit event**.
3. In the "**Guests**" section, you'll see your guest list organized by how your guests responded.

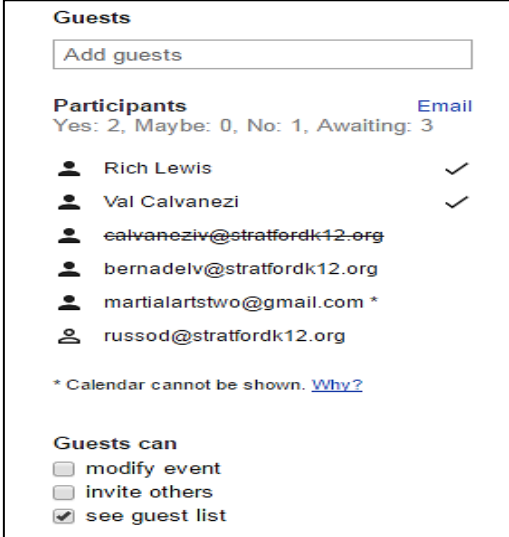
Example of what the invitee will see.

- **Participants:** attending/maybe attending/not attending/not responded
- **Checkmark** – yes
- **Name crossed out** –not attending
- *** icon** – person has not responded

- **Person icon**  - Attendance is optional

➤ Respond to event invitations







When you get an invitation to an event, it appears on your calendar and in your email.



Guests

Add guests

Participants Email
Yes: 2, Maybe: 0, No: 1, Awaiting: 3

	Rich Lewis	✓
	Val Calvanezi	✓
	ealvaneziv@stratfordk12.org	
	bernadelv@stratfordk12.org	
	martialartstwo@gmail.com *	
	russod@stratfordk12.org	

* Calendar cannot be shown. [Why?](#)

Guests can

- modify event
- invite others
- see guest list

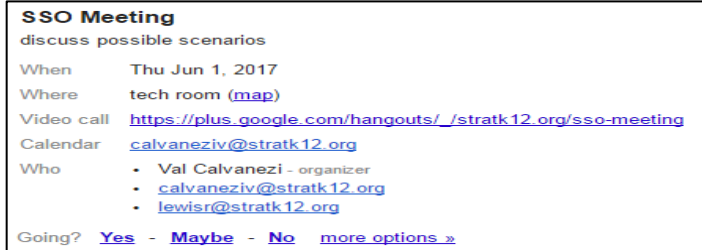
Respond Back by

Email

1. Open the invitation email.
2. In the "Going?" section, click **Yes**, **No**, or **Maybe**.

Calendar

1. In the calendar grid, click on the event.
2. In the dialog box, select your response.

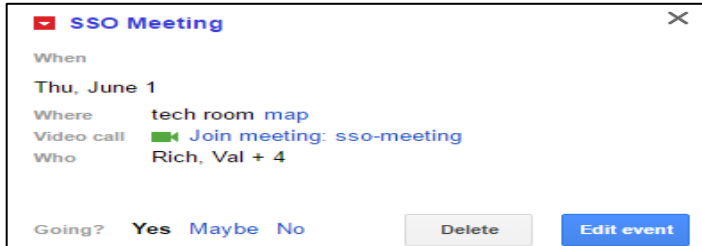


SSO Meeting
discuss possible scenarios

When Thu Jun 1, 2017
Where tech room ([map](#))
Video call https://plus.google.com/hangouts/_/stratk12_org/ss0-meeting
Calendar [calvaneziv@stratk12.org](#)
Who


- Val Calvanezi - organizer
- [calvaneziv@stratk12.org](#)
- [lewisr@stratk12.org](#)

Going? [Yes](#) - [Maybe](#) - [No](#) [more options >](#)



SSO Meeting ✕

When
Thu, June 1

Where [tech room](#) [map](#)
Video call  [Join meeting: sso-meeting](#)
Who Rich, Val + 4

Going? [Yes](#) [Maybe](#) [No](#) [Delete](#) [Edit event](#)

Change your response

1. Select the event on your calendar.
2. Choose another option.

Troubleshoot problems

Invitation not received

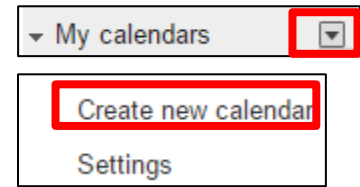
If a guest didn't receive an invitation for your event, here are a few things you can try:

- Try removing the guest from the event and adding them again. This should resend the invitation.
- Ask the guest to check the spam folder in their email.
- Ask the guest to make sure that they didn't turn off email notifications for new events. If they use Google Calendar, ask the guest to check their email notifications while on a computer.

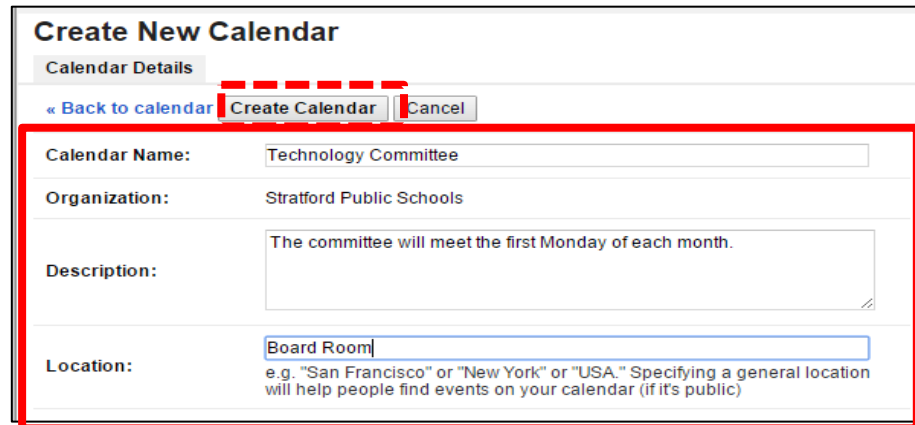
➤ Create New Calendar

Create new calendar

1. Open Google Calendar
2. Click the down arrow next to the right of “*My Calendars*,”
3. Select “**Create New Calendar**,”

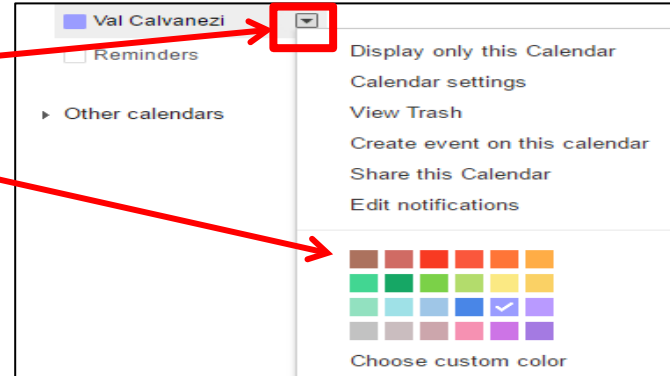


4. Enter a **Calendar Name**
5. Add a description, and any other desired information.
6. Click “**Create Calendar**” at top or bottom of window.
7. Click *Back to calendar* link to view your calendar.



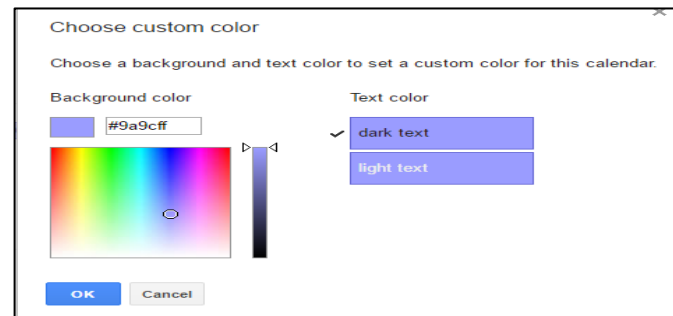
Add a color to the calendar

1. Click the drop-down arrow for the calendar you want to adjust.
2. Select a color from the color palette and the text will now be in that color with the same color box in front of the calendar name
or
3. Click “**Choose Custom Color**” to create a new color not listed.



The Choose custom color box opens.

4. Click on an area of the color palette to select the color you want. You can drag the marker on the palette to customize the color with greater precision.
5. Select “**Dark Text**” or “**Light Text**” in the *Text Color* section and
Click “**OK**” to save your changes.



Note: Changing the color of the calendar also changes the color of any event that was automatically assigned when adding the appointment, although manually assigned colors don't change when you update the calendar's color.

➤ **View another user's calendar**

If other users have shared their calendars with you, you can view those calendars. If a user hasn't yet shared his or her calendar with you, you can send a request to that person.

1. Open Google Calendar.
2. In the **Other calendars** list on the left, click the **Add down-arrow**, and then select **Add a friend's calendar**.
3. Enter the appropriate email address, and then click **Add**.
 - If the user *has* shared his or her calendar, it appears in your list under Other calendars, and the user's events appear on your calendar.
 - If the user *has not* shared his or her calendar, you'll see a page on which you can send a request to the user.
4. Edit the default message if you like, and then click **Send Request**.


Tip: To hide or show the user's events on your calendar, simply click the calendar in your list.

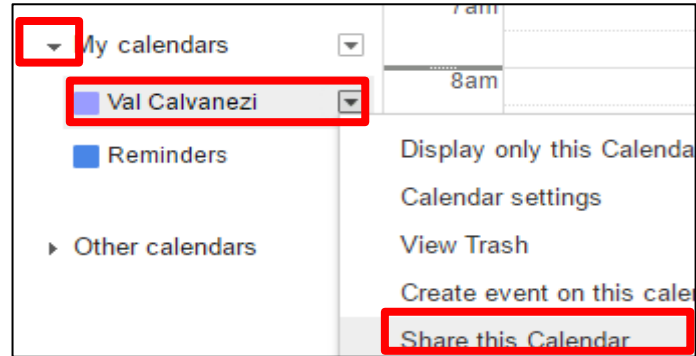
➤ Share Your Calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

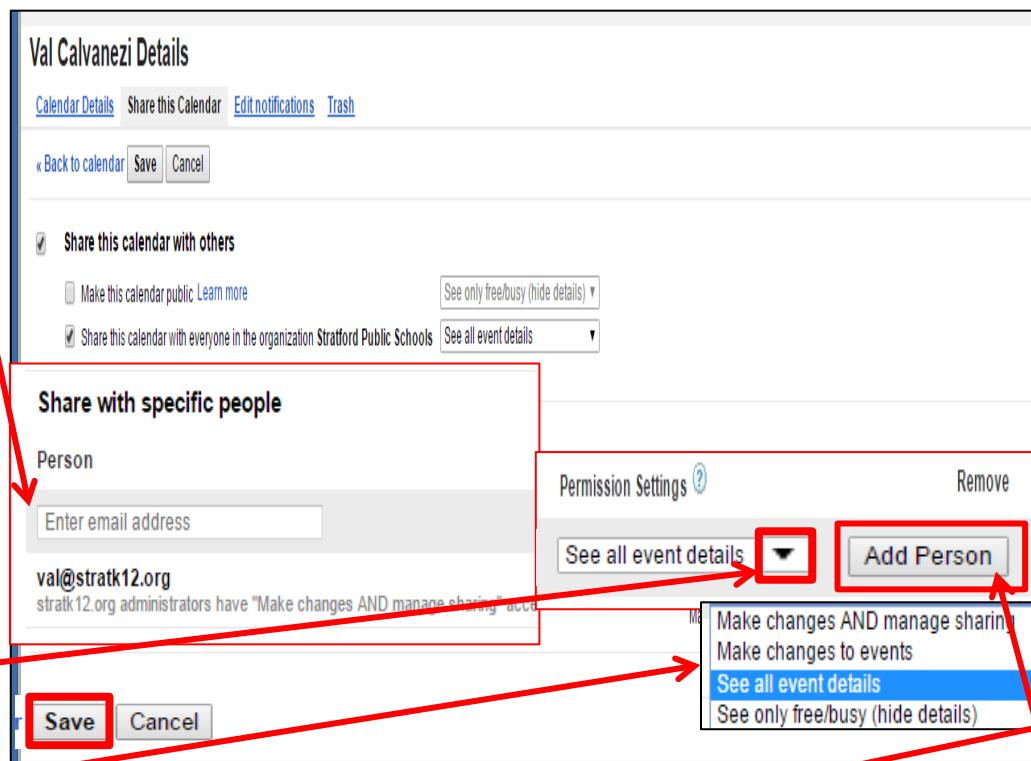
Note: You can share the main calendar for your account, or another calendar you created.

Share an existing calendar

1. Open Google Calendar.
2. On the left, find the "My calendars" section. You might need to click it to expand it.
3. To the right of the calendar you want to share, click the Down arrow .
4. Click **Share this Calendar**.



5. Under "Share with specific people," add the email address of the person you want to share with.

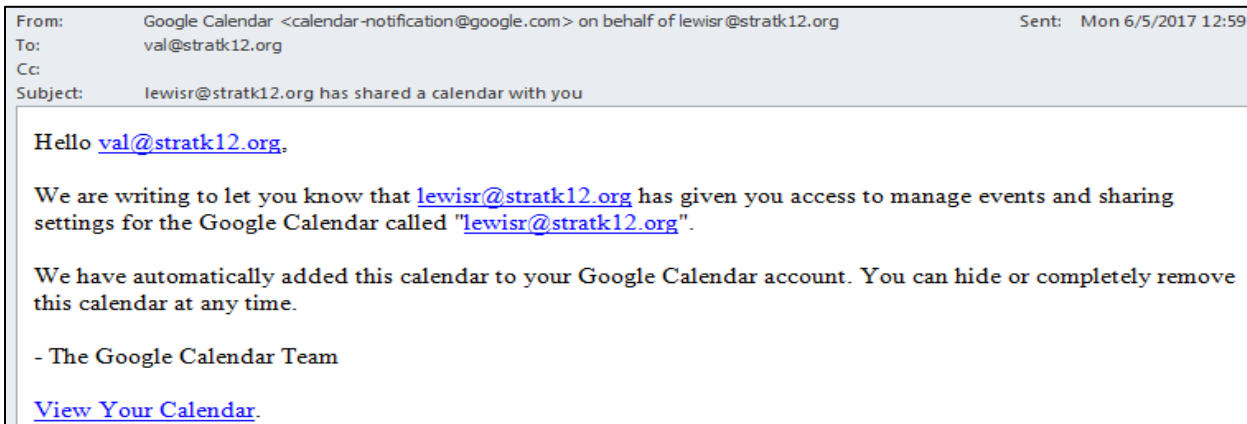


6. Under "Permission Settings" on left, click on the downward arrow
7. In the drop-down menu, choose an option.
8. If someone isn't already added, click **Add person**.
9. Click **Save**.

Note:

- If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendars" list.
- If you shared your calendar with an email group, they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

An email is sent to the person you just shared with



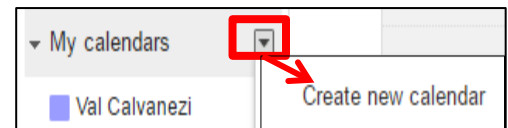
Create a new calendar to share

You can create a new calendar and invite other people to view or edit it. When you create an event, you'll see an option to choose which calendar to add the event to.

1. On your computer, open Google Calendar. You can't create or share calendars from the Google Calendar app.

2. On the left, next to "My Calendars," click the Down arrow .

3. Click **Create new calendar**.



On next screen

4. Add the calendar name.

5. Under "**Share with specific people**," add the email address of the person you want to share with.

6. Under "*Permission Settings*," choose an option in the drop-down menu. Learn more about these options below.

7. If someone isn't already added, click **Add person**.

8. Click **Create calendar**.

The screenshot shows the 'Create New Calendar' form. The 'Calendar Name' field is empty. The 'Organization' is 'Stratford Public Schools'. The 'Share with specific people' section has an input field for 'Enter email address' with 'val@stratk12.org' entered. The 'Permission Settings' dropdown is set to 'See all event details' and the 'Add Person' button is visible. The 'Create Calendar' button is highlighted with a red box.

- If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendar" list.
- If you shared your calendar with an email group, they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

Important: To get your new calendar to show up on your Android phone or tablet, you'll need to turn on sync for that calendar.

Add people individually

You can also share your calendar by adding individual email addresses or if you created a contact group

1. Follow the directions in one of the sections above about how to share.
2. Add each person's email address by starting to type in the beginning of their email address. Once it appears, click on it to select it.
3. For contact groups, start to type in the name of the contact group and once it appears click on it to select it.

Share with people who don't have Google Calendar

The only way to let people who don't have Google Calendar view your calendar is to make it public.

Share a calendar with everyone in your organization

Select the option to "Share this calendar with everyone in the organization."

How this setting works

- People in your organization can find your calendar.
- People outside your organization won't be able to see your calendar.
- If you invite someone outside your organization to a meeting, they can see information about the meeting.

Options

- **See all event details:** People in your organization can see the details of your calendar events unless you mark them as private.
- **See only free/busy (hide details):** People in your organization can see when your time is booked or free, but they can't see names or details of your events.

Remove people from sharing settings, or stop sharing publicly

1. On your computer, open Google Calendar.
 2. On the left, find the "My calendars" section. You might need to click it to expand it.
 3. Find the calendar you want to stop sharing it. To the right of it, click the Down arrow ▾.
 4. Click **Share this Calendar**.
 5. To stop sharing publicly, uncheck the box next to "Make this calendar public."
 6. To stop sharing with specific people, click Delete next to the person you want to remove.
- If you share multiple calendars, repeat these steps for any other calendars that you want to stop sharing.

➤ Create and share a group calendar

When using Google Calendar at work or school, you can create a shared calendar that's accessible to everyone in your organization (or a subset of people you choose). For example, you might want a shared group calendar for the holidays your company observes and another one for your organization's "All Hands" meetings.

Create a group calendar

1. Sign in to your account and display your Google Calendar.
2. In the drop-down menu for **My calendars**, click **Create new calendar**.
3. Fill in the name of the calendar (for example, "All Hands Meetings"), and the calendar description, location, and time zone.
4. Check the box to **Share this calendar with others** and then check the option to share with everyone in your organization.

The settings under **Share this calendar with others** override the **Share with specific people** settings.

For example, when you share your group calendar with everyone in the organization, if you give them permission to **See all event details**, every user within the organization will see all event details, even if you also set **See only free/busy** under **Share with specific people**.

5. Click **Create calendar**.

The calendar will now appear under **My calendars**.

To create events on the calendar, select it under **My calendars**, click the drop-down arrow, and select **Create event on this calendar**.

You can now distribute the shared calendar in a couple of ways, as described below.

Share a group calendar


For all existing users: distribute the calendar via invitation

1. If it doesn't already exist, [create a group](#) that contains the people you want to have access to the calendar.
2. Find the shared calendar under **My calendars**, click the drop-down arrow, and select **Share this Calendar**.
3. Under **Share with specific people**, type the name of the group in the **Enter email address** box.
You can also add individual email addresses.
4. If desired, change the permissions. The default is to allow everyone in the group to **See all event details** for the calendar, but not make changes.
5. Click **Save**.

Your users will receive an email message about the calendar. They can simply click a link in the email to add the calendar to their **Other calendars** list. If users don't click the link, the calendar will not be automatically added.

➤ Transfer Google calendars or events

Transfer a calendar you created

1. On your computer, open Google Calendar.
2. On the left side of the page, click **My calendars**.
3. Hover over the calendar you want to add someone to, and click the Down arrow. 
4. Click **Share this calendar**.
5. In the "*Share with specific people*" section, enter the email address or group you want to make an owner.
6. Under "*Permission settings*," select **Make changes AND manage sharing**.
7. Click **Add person**.
8. At the bottom of the page, click **Save**.

The person or group you added will now also own the calendar.

To remove someone as an owner, the owner can click **Unsubscribe**, or another owner remove them from the calendar.

Important: If the person who created the calendar is removed from the "*Share with specific people*" section, the calendar will be deleted for everyone if nobody else on the calendar had "Make changes AND manage sharing" permissions.

Transfer an event to a calendar you don't own

If you created an event, you can make someone else its owner. Once someone else is the owner, they can change any of the event details.

1. On your computer, open Google Calendar.
2. See the event details by clicking the event you want to change.
 - In "Agenda" or "Monthly" view, click the event, then **Edit Event**.
 - In "Day," "Week," or "4 Days" view, click the event name.
3. At the top, click the "More actions" drop-down ➤ **Change owner**.
4. Enter a new owner and a message to send them.
5. Click **Change owner**.
6. The new owner will get an email with a link. Until the new owner accepts ownership, you'll be the event owner.


Transfer an event to a calendar you own

1. On your computer, open Google Calendar.
2. See the event details by clicking the event you want to change.
 - In "Agenda" or "Monthly" view, click the event, then **Edit Event**.
 - In "Day," "Week," or "4 Days" view, click the event name.
3. On the event details page, look for the "Calendar" section. If you have multiple calendars, you'll see a dropdown menu.
4. Select the calendar where you want the event to show up.
5. At the top of the page, click **Save**.

➤ **Calendar Settings**


You can change your calendar's view, notification, and event settings.

Set up/change your calendar settings

1. On your computer, open [Google Calendar](#).
 2. In the top right, click Settings  > Settings.
 3. At the top, click the **General**, **Calendars**, or **Labs** tab.
 4. Make your changes.
 5. When you're done, go to the bottom of the page and click **Save**.
-

Change your calendar spacing

You can change how far apart events and calendar information are spaced on the page.

1. On your computer, open [Google Calendar](#).
2. In the top right, click Settings .
3. Choose **Comfortable**, **Cozy**, or **Compact**. **Cozy** and **Compact** have narrower borders and spaces.

➤ **Calendar Appointments**

You can set up appointments on your calendar that people can reserve. For instance, administrators can have their teachers reserve time during office hours each week.

Create appointment slots

1. Using your work or school account on a computer, open Google Calendar.
2. Make sure that you're in **Week** view or any **Day** view.
3. Click anywhere in the calendar. In the event box that pops up, click **Appointment slots**.
4. Enter the details, including a title, and pick the calendar where you want the event to show up.
5. To add more information, like a location, description, or to make the appointment block repeat, click **Edit details**.

Add others to the appointment

To add others to the appointment, open the event and click **Add guests**. For example, a professor might want her assistant to be there during office hours.

Note: Don't invite people who want to reserve an individual appointment slot. Anyone that you add here will be invited to every appointment throughout the block of time, and will also get an email each time someone reserves an appointment.

Invite others to book appointments

After you've set up appointment slots, you can invite people to book time.

To invite people to book appointments, don't invite them to the appointment slot. Instead, get a link to send them for your appointment slots page:

1. Open Google Calendar.
2. Click the appointment slots event to open it.
3. Copy and paste the calendar's appointment page link found at the top of the event.
4. Send this link to people who want to book an appointment.

Note: People need to use Google Calendar to make a reservation. They can create a Google Account to get started.

How appointment blocks show on your calendar

- Your appointment block will show as a single event on your calendar and the calendars of anyone you invite.
- You can see that the appointment block is different from other events by the grid symbol in the upper left corner.

Make an appointment

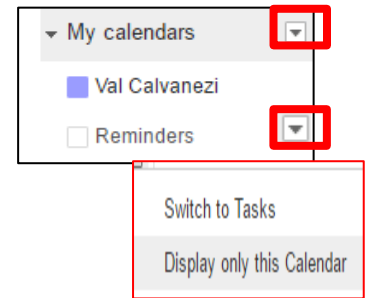
1. Visit the link for the appointment page. You may get this in an email, or in a calendar that's been shared with you. Find and click the link for the appointment page.
2. On the appointment page, click an available appointment button **Save**.
3. If you later want to cancel the appointment, delete or decline the appointment event from your calendar. Then others can book the appointment.

➤ Reminders

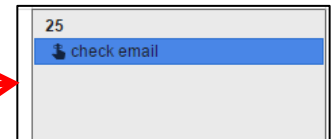
Add personal reminders

Note: Reminders you create in Inbox also show up in Calendar.

1. Click on the downward arrow next to **My calendars**,
2. Click the Down arrow next to **Reminders** and
3. Select **Display only this Calendar** from dropdown menu

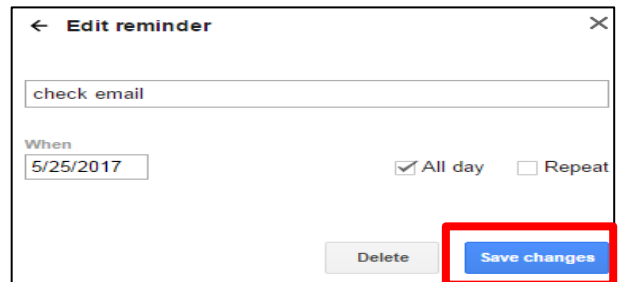
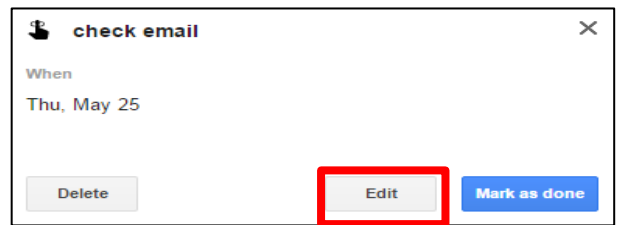


4. Click an empty time slot in your calendar.
5. At the top, click **Reminder** tab.
6. Add your reminder.
7. Choose a date, if not all day, add a time, and frequency for your reminder.
8. Click **Create**
9. The reminder shows up on your calendar



Change a personal reminder

1. Do one of the following options:
 - If you have a single reminder in a time slot, click the reminder and then click **Edit**.
 - On next screen, update reminder and click **Save changes**.



If you have multiple reminders in the same time slot, hover over the reminder block, click the reminder, and click **Edit**.

Complete or remove personal reminders

1. Mark it done. The reminder stays on your calendar, but it's crossed out.
2. Delete it, which removes the reminder completely.
3. Hide all reminders temporarily.

Mark a reminder done:

Do one of the following options:

- If you have a single reminder in a time slot, click the reminder, and then click **Mark as done**.
- If you have multiple reminders in the same time slot, hover over the reminder block, click the reminder, and click Mark as done .

Delete a reminder:

Click the reminder you want to update.

1. Do one of the following:
 - If you have a single reminder in a time slot, click **Delete**.
 - If you have multiple reminders in the same time slot, click Edit and then click **Delete**.

Hide all reminders:

1. Under **My calendars**, click **Reminders**.

➤ How to Color Code Calendar Entries in Google Calendar

The entries that you input into your Google calendar can be edited to correspond to a color coding system of your own choosing.

By default, your calendar entries will all display as the same color on the calendar, but with a large number of calendar events, this can become confusing.

1. Open a Web browser window and navigate to the Google Calendar page at Google.com.
2. Type your Google Account email address and password into the fields at the right side of the window and click "Sign In."
3. Navigate through your calendar until you find an event whose color you want to change, and then double-click it. To create a new event, double-click the correct date and time on the calendar.
4. Edit the name and description values for the calendar entry as necessary.
5. Click your desired color for the event from the color choices to the right of "Event Color."
6. Click the "Save" button at the top of the window when you're done making changes to the calendar event.

➤ How to Make Different Color Notifications for People Sharing Google Calendar

Google Calendar enables you to manage your time and keep track of important dates across multiple synced devices. If you share your calendar with other people, each user can adjust color notifications on an individual basis.

1. Log in to your Google account and select the "**Calendar**" tab in the tool bar at the top of the page.
2. Click the downward-facing arrow beside the name of the calendar you wish to share in the left side panel. Select "**Share this Calendar**" from the resulting dialog box. Type the email address of the person you wish to share with in the space provided on the resulting page and click the "Share" button. If that person does not have a Google account, you'll be prompted to invite him to create one.
3. Change the calendar color by clicking the downward-facing arrow beside the name of the calendar you've just shared. Select a color from the resulting dialog box, or select "Choose custom color" and adjust the color using the pop-up shading box and click "OK."

Tip

- Note that all events pertaining to the calendar you select will appear in the color you select for your view only. Shared users must select a custom color for their display. Encourage a uniform color for each calendar to maintain consistency, especially if events are work-related or otherwise collaborative.

➤ How to Create Tasks in Different Colors on Google Calendar

If you have a critical upcoming conference, for example, you might want to make that event stand out.

People with whom you share your calendar will be more likely notice that event -- especially if all the other events or tasks have the same color.

Google Calendar allows you to change the color of any event in your calendar.

1. Navigate to your Google calendar Web page and find the "My Calendars" section. This section contains calendars you have created.
2. Click the calendar you'd like to update and then move to the miniature calendar in the page's top left corner. This calendar shows the current month's days. Rectangular outlines appear around days that have events.
3. Click a day that has events. Google calendar will display those events in the weekly calendar that appears in the center of the page.
4. Double-click the event whose color you would like to change. The Event Details page opens and displays details about your events.
5. Find the colored squares in the page's Event Color section. A check mark appears in the square whose color matches the event you double-clicked. Click the square that contains the color you'd like to use for your event.
6. Click the "**Save**" button to return to the calendar. You'll see that the event has the new color that you selected. Change the colors on other events as needed using these steps.

Tip

- If you decide that you don't want to change units after reviewing the colored squares on the Event Details page, you can return to the calendar page by clicking the "**More Actions**" button next to the *Save* button.
- A pop-up window will ask if you wish to discard changes or continue editing.
- Select "**Discard Changes**" to return to the page that contains your calendar.