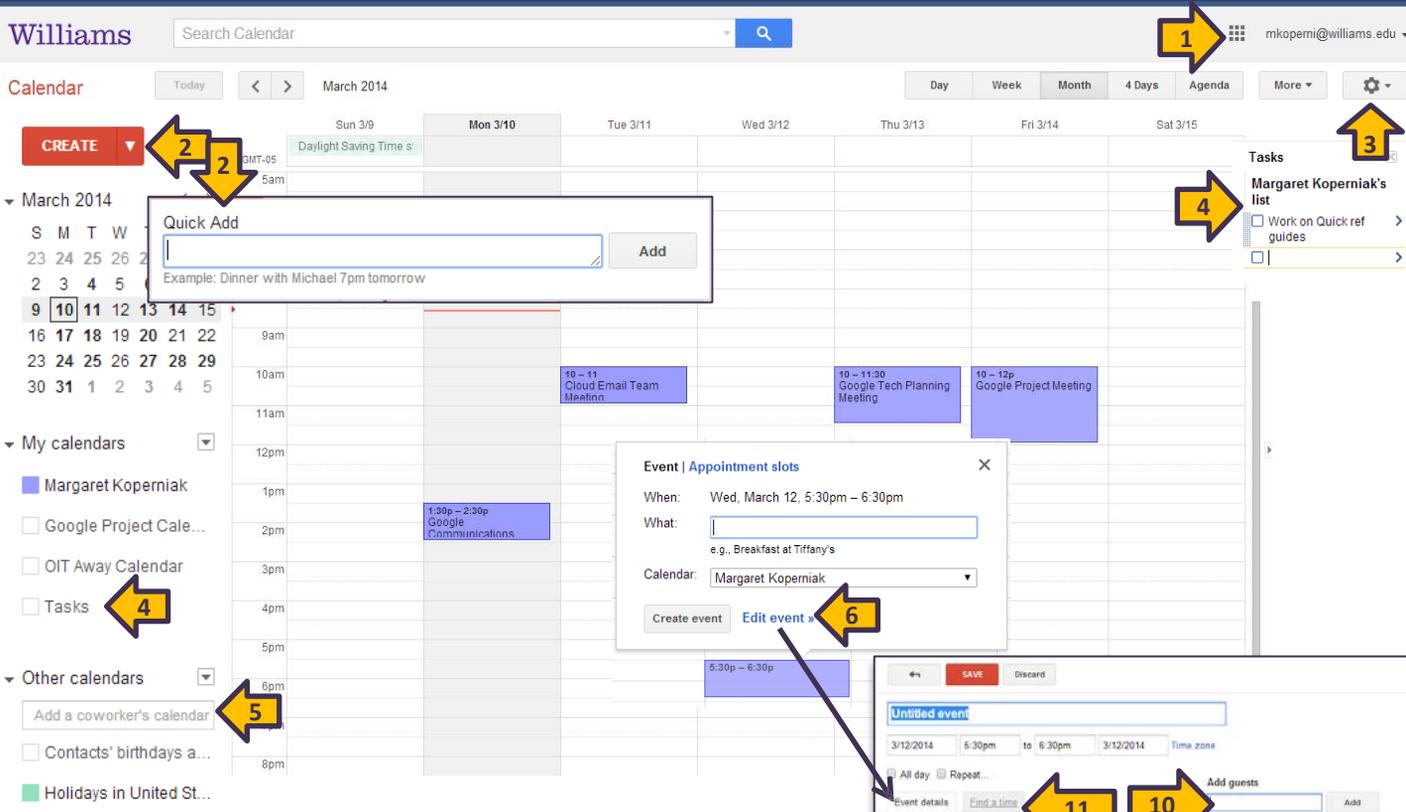


# Google Calendar Quick Reference



## 1 Go to Other Google Apps

Click on a link for a Google App to go to another app in a new tab, such as Drive, Mail, Search

## 2 Create a New Event

Click the Create button to open a form to complete information about the event. You can set events to be recurring, manage notifications and invite others.  
 OR- Click the downward arrow on the Create button and type a brief sentence with the name of the event and when it will occur "Dinner w/Michael 7pm tomorrow"  
 OR- With your cursor, drag directly on the calendar for the date and time you would like to schedule an event. A callout will appear where you can complete the details

## 3 Manage Calendar Settings

Click the Gear icon to set preferences for your calendar, such as global notifications and privacy

## 4 Open the Tasks Pane

Click the Tasks check box to open the Tasks pane on the right side of the screen. The task lists in your calendar also appear in your Mail Inbox and can be modified in either location

## 5 View a Coworker's Calendar

Type a coworker's email address in the Other Calendars field and press Enter. Their calendar will display overlaid on your calendar. Click their name to toggle the display off or the down arrow and click Hide this calendar from the list.

## 6 Edit Events

Click on an event and click Edit Event, or click the meeting title to go directly to event details.

## 7 Set Reminders

Reminders can either be email or pop-up notifications.

## 8 Change Event Privacy

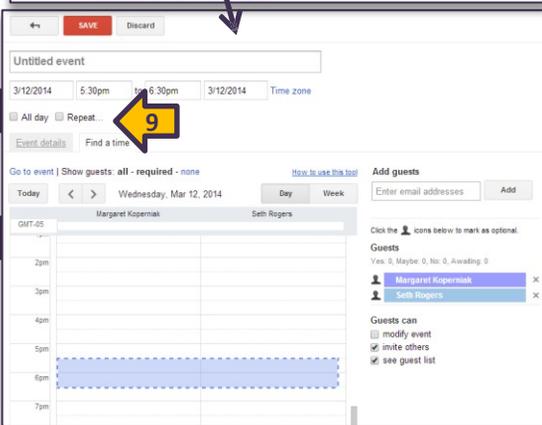
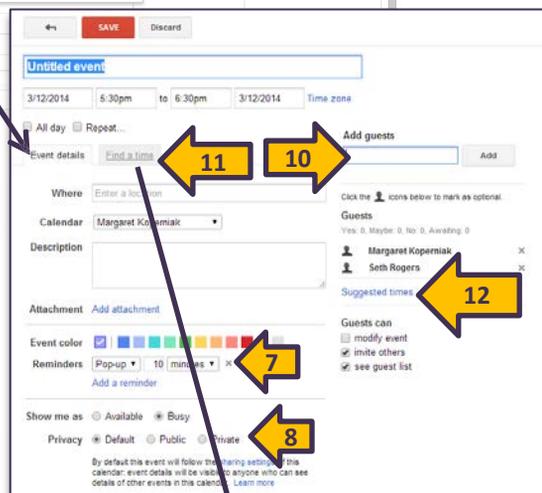
The Privacy settings will override the calendar's sharing settings. Selecting Private will hide the details from all viewers. Selecting Public will display the details for all viewers.

## 9 Create a Recurring Event

Use the Repeat option to create an event that repeats daily, weekly, monthly, annually etc.

## 10 Set up Meetings with Others

To add people to your event, enter the email address in the Guests field. Attendees do not have to be Williams mail users to receive a meeting invitation via email.



## 11 Click Find a time to compare schedules.

## 12 Click Suggested Times to find an open time when all guests can attend.

## Adding Google Docs Attachments

If you need your guests to view a report or meeting agenda before a meeting, attach a Google Doc to your event, or upload a file to your Docs List from your computer. To add a Google Doc to your events, do the following:

1. Click on the **gear icon** (⚙️) at the top right of the screen and select **Labs**.
2. Next to **Event attachment**, select **Enable** and click **Save**.
3. Create a new event or open an existing event and click **Add attachment** to open your list of files in Google Docs.
4. Select one or more files and click **Upload**. Now your attachments are added to the invitation.

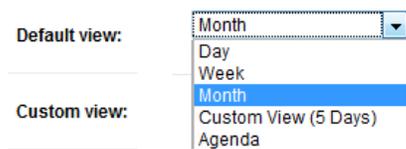
**Note:** Event guests do not automatically have permission to view Google Docs attachments. You must share each attachments with your guests.



## Change Your Default Calendar View

Your Google Calendar displays the week view by default. If you prefer to open your calendar in month or day view, do the following:

1. Click on the **gear icon** (⚙️) at the top right of the screen and select **Calendar settings**.
2. Under the *Default view* section, select your preferred view from the drop-down menu.
3. Click **Save**.



## Change Your Default Reminder and Notification Setting

By default, the event reminder for your primary calendar is set to display a pop-up and send an e-mail 10 minutes before the start of an event. For secondary calendars, the event reminders are turned off. To change or to turn on reminders and notifications, do the following:

1. Click on the down arrow next to a calendar and select **Notifications** from the drop-down menu.
2. Under *Event reminders*, choose the default reminder's method and time.
3. Under *Choose how you would like to be notified*, select when you would like to be notified via e-mail or SMS.
4. Click **Save** when you are done.

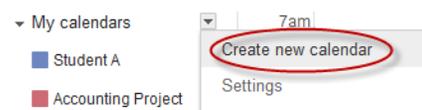


## Create Another Calendar

In addition to your default primary calendar (with your name), you can create any number of secondary calendars to manage your multiple classes and projects. You can create additional calendars by doing the following:

1. Click on the down arrow next to My Calendar and select **Create new calendar** from the drop-down menu.
2. Enter the calendar's name, description, location, and select a time zone.
3. Click **Create Calendar**. This calendar will be displayed under *My calendar*.

To help distinguish your calendars from each other, you can assign colors to them by clicking on the down-arrow next to the calendar and selecting a color from the menu.

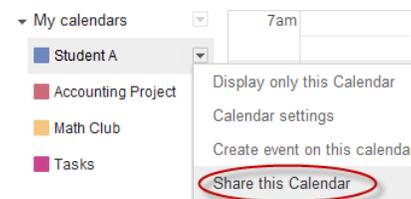


## Share a Calendar

You can share your calendars by doing the following:

1. In your *My Calendar* list, click the down-arrow next to a calendar and select **Share this calendar**.
2. Enter the person's Rebelmail e-mail address in the *Share with specific people* box and select from the following level of access:
  - **Make changes AND manage sharing:** This person has complete control over your calendar.
  - **Make changes to events:** This person can add, remove, and modify events in your calendar, but cannot adjust sharing access.
  - **See all event details:** This person can view all event details, but cannot make any changes.
  - **See only free/busy (hide details):** This person can see when you are busy or free, but cannot see the details of your events.
3. Click **Add Person**.
4. When you have finished adding all the individuals, click **Save**.

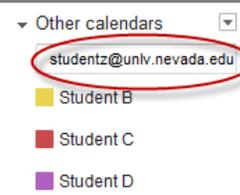
Your shared calendar will now appear in his or her calendar list automatically. No action is required on his or her end.



## View a Friend's Calendar

If your friend has shared his or her calendar with you, it will automatically appear in your calendar list. No action is required on your part. However, even if he or she hasn't shared a calendar with you, you can still view his or her primary calendar's free/busy information by doing the following:

- Under *Other calendars*, enter the person's Rebelmail e-mail address in the **Add coworker's calendar** field and hit **Enter** on your keyboard. His or her calendar will be added to your list under *Other calendars*. Now his or her primary calendar's free/busy information is available for you to view.



## Print Your Calendars

1. Make sure that the calendars you wish to print are selected (The calendar names are highlighted with a color).
2. Click on the **Print icon** located to the right of the calendar views navigation.
3. Select the appropriate print settings and click **Print**. You can also save the calendar as a PDF by clicking on **Save As**.

