

# Google Calendar

## Quick Reference Card

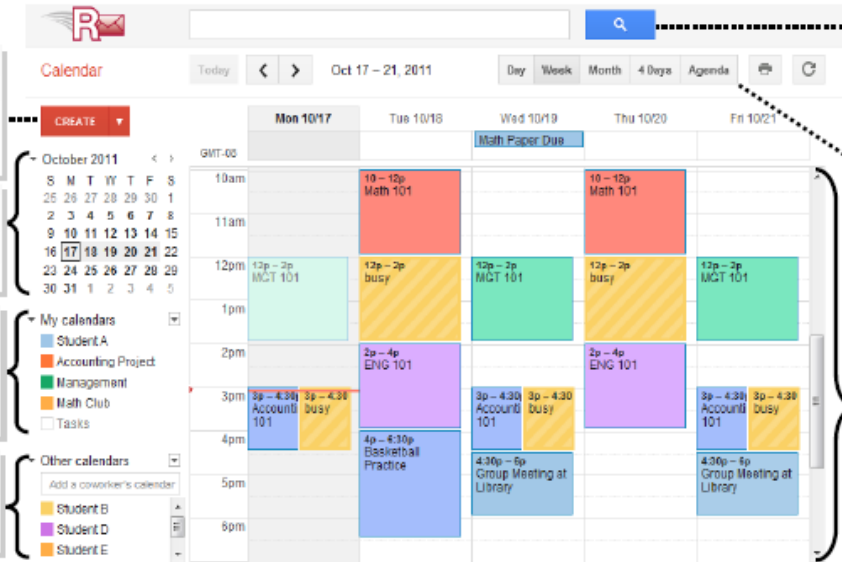
### Your Calendar View

**Create:** Click to create a new event or click on the arrow to use Quick Add (see below).

**Mini Calendar:** Use it to quickly navigate through your calendar.

**My Calendars:** List of calendars you have created or have been granted full access to you by owners.

**Other Calendars:** Your subscribed calendar created by others.



**Search Calendar:** Enter your search text (whole words only) and click on the search button to find your events.

**Calendar View:** View your calendar by day, week, month, a four-day view, or as an agenda list.

**Events:** All events created by you or shared with you will be displayed in this window. In day or week view, all-day events are listed at the top. Past events are lightly dimmed.

### Create an Event

1. Click on the **CREATE** button.
2. Enter the event's title and time. For recurring events, click on **Repeat** and choose your desired repeat settings.
3. Enter the event's location and description. Select the calendar you wish to create the event in under **Calendar**.
4. Select a different Display color for the event or keep the default.
5. Under Show me as, select how you want to appear (busy or free) for those with only free/busy access to your calendar. Under Privacy, select from these options:
  - **Default** - Select this option if you want the event's privacy setting to mirror the calendars privacy setting. For example, if your calendar is private, all of the events scheduled are private by default.
  - **Public**: This option will make the event's details available to those with free/busy only privileges to your calendar.
  - **Private**: For public or shared calendars, select this option to make sure only you and those with 'Make changes to events' privileges and higher can see the event and its details.

6. Enter the email address of all guests or a Google Group address to add an entire group and click **Add**. You will see all the added guests in the guest list. Choose what your guests can do within the event by selecting from the following:

- **Modify Event:** They can make changes to the event details.
- **Invite others:** They can invite additional guests to the event.
- **See guest list:** They can view the invitees in the guest list.

7. Click **Save** to add the event to your calendar.

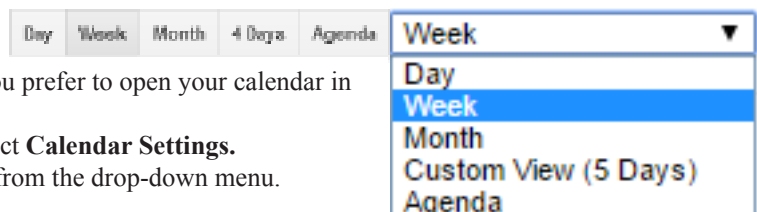
1. Click on the **Create** button from your calendar's homepage to get started.
2. Enter the event's title and time. For recurring events, click on **Repeat** and choose your desired repeat settings.
3. Enter the event's location and description. Select the calendar you wish to create the event in under **Calendar**.
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- **Private**: For public or shared calendars, select this option to make sure only you and those with 'Make changes to events' privileges and higher can see the event and its details.

### 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**.



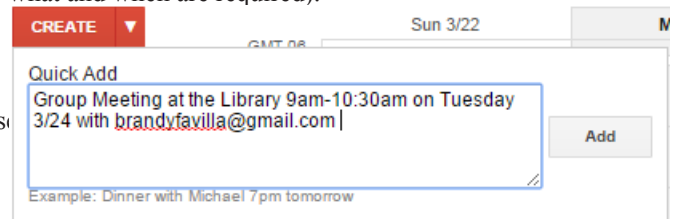
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### Create an Event Using Quick Add

Quick add lets you quickly create an event using a few words or sentences. To add an event using Quick Add, do the following:

1. Click on the **down arrow** next to the Create Button.
2. Enter a regular-language phrase with the following information (only what and when are required):
  - **What:** The event Title [**Group Meeting**]
  - **When:** A date or time expression [**9am-10:30am on 3/24**].
  - **Where:** The location of the event [**at The Library**].
  - **Who:** This should be with 'with' following by a list of email addresses. These are added to the guest list [**with brandyfavilla@isd728.org**]
3. Click **Add** to create the event.

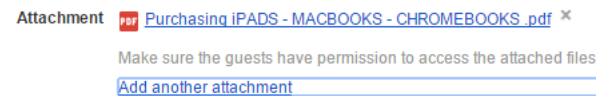


### Adding Google Docs Attachments

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 event, 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**.
- 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 attachment with your guests.

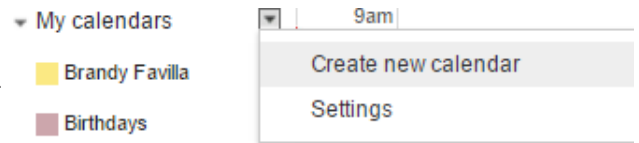


### Create Another Calendar

In addition to your default primary calendar (with your name), you can create any number of secondary calendars to manage your multiple classes or 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. 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 email 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 can not 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 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.

