GSD GMAIL CALENDAR

1. To use your calendar, open your gmail and click on the Calendar link.

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2. This will open your calendar. To add an event click on the date on the calendar. A create event box will open. Type the event in the **What:** box then click **Edit event details** to select a time, to enter a location, to set-up alerts /reminders and / or invite others to the event.

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3. The Edit Window will open. In this window you can assign the event as all day or choose specific times. To choose specific times **uncheck the All Day Box**. You can also add event details and reminders.

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4. You can also add guests for this event by adding their email address in the Add Guests box. When finished click on the SAVE button. If you have added guests, clicking the save button will not only save the event, it will also display a "send Invitation" box asking if you want to send an invitation to the guests that you previously entered. Select Send to send an e-mail invite to your guests. Your guest will have an opportunity to reply to the invitation. Their reply will be sent to you.

Where		Add guests
Calendar	debra.worthy@gulfportschools.org -	Enter email addresses
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	Add a reminder	

5. Another way to share the calendar with others is to click on the down arrow by your calendar name on the left. Choose Share this Calendar.



6. This window will open so you can make this calendar public or you can share your calendar with specific people.

debra.worthy@gulfportschools.org Details			
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Share this calendar with other			
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7. You can view your calendar several ways: Day, Week, Month, 4 Days or my agenda. You can also print your calendar.

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