

# GMAIL CALENDAR TRAINING

## CALENDAR VIEWS

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With Google Calendar, you can view calendar information by day, by week, and by month. You can also customize your calendar view to display as many days as you want in one view.

To change between different views, just click on the buttons in the top-right corner of your calendar. To quickly customize your view, just click and drag on the mini-calendar from your desired start date to your desired end date.

The following options are applicable in all calendar views:

- All-day events will be displayed at the top of the day. If there are more events than what can be displayed, a down arrow will appear, which you can click to show the events. You can also click the plus button on the left to expand the All-day events area.
- Click **Today** to return to the current day.
- Use the single arrows above the calendar to move forward or backward.

### Day view

The Day view displays events for a single day. To use this view, click the **Day** button in the top-right corner of your calendar.

Use the single arrows above the calendar to move forward or backward by a day. Click on **Today** to return to the current day, or select a date you'd like to view from the mini-calendar displayed on the left.

### Week view

The Week view displays events for the current week. To use this view, just click on the **Week** button in the top-right corner of your calendar. The current day (today) will be marked with a gray background. Use the single arrows above the calendar to move forward or backward by a week. To switch to the Day view (for any particular day), just click on a date displayed at the top of the Week view, or click on a date in the mini-calendar.

### Month view

The Month view displays events for the current month. To use this view, just click on the **Month** button in the top-right corner of your calendar. The current day (today) will be marked with a gray background.

### 4 Days view (Customizable)

The 4 Days button defaults to the next four days but the number of days is customizable.

To create a customized calendar view, just follow these steps:

1. Go to Calendar settings
2. Make sure you're on the General tab.
3. In the Custom view section, select the desired time range from the drop-down.
4. Click Save.

### Agenda view

Use the Agenda view to view all your events grouped by day. To display the Agenda view, click the **Agenda** button in the top-right corner of the calendar.

To switch to the Day view (for any particular day), just click on a date displayed in the Agenda view.

## Customizing calendar views

Google Calendar offers you the option to customize your calendar view:

- You can customize your calendar view by clicking on a start date and dragging to your desired end date. For example, to display March 3, 2006 to March 23, 2006, just click on March 3, 2006 in the mini-calendar and drag to March 23, 2006.

## Changing the default calendar view

To change your calendar's default view, just follow these steps:

1. Click the gear icon at the top of any Google Calendar page (or click Calendar Settings if you do not see the gear icon).
2. Click Calendar settings
3. Make sure you're on the General tab
4. In the Default view section, select the desired view from the drop-down menu.
5. Click Save

# MANAGING YOUR CALENDAR

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## Calendar list organization

Your calendars are listed in the calendar list to the left of the page in Google Calendar. Here's a brief description of what you'll find in each section:

### My calendars

This section includes calendars that you've created or have the ability to edit. Shared calendars will appear in this section only if you have permission to **Make changes AND manage sharing**. Your primary calendar will always be the first calendar listed in this section.

### Other calendars

You'll find public and shared calendars in this section of your calendar list. Keep in mind that you won't be able to edit or create events on any of these calendars. To add more calendars, simply click the drop-down arrow next to **Other calendars** to view the available options.

You can **Browse Interesting Calendars** to add other calendars (such as Southeastern's football schedule). Add Weather in the Calendar Settings under the General Tab.

## Adding events

There are a couple of ways in which you can add events to your calendar.

### Option 1:

1. Click the Create button on the upper-left of Google Calendar. This will open a full window for you to input all details about the appointment.
2. Fill in the date, time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (the pop-up only works if Google Calendar is currently open on your computer).
4. You can also set an event to recur in this window.
5. Click Save once you've entered all pertinent information.\

### Option 2:

1. Click the appropriate time slot in the calendar itself. This will open a limited dialog box to enter the type of appointment and select a calendar. If you wish to enter more details click the **Edit Event** link. Note: clicking this link takes you to the same page as the previous operation.
2. Click **Create Event**.

NOTE: you can drag your mouse to alter the length of the event after it has been added to your calendar.

### Option 3:

Using the **Quick Add** feature allows you to enter the most basic event details and interprets how to display your event.

1. Click on the down-arrow next to "Create" then choose **Quick add**, or type the letter "Q"
2. Enter your information such as: Dinner with Joe 8PM Friday. Note: This will take all default settings.

## **Adding calendars**

You can create additional calendars to stay organized.

1. Click on the down arrow next to My Calendars in the left panel of the calendar window.
2. Select **Create a New Calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page.
  - a) Give your calendar a name, description, and add the email address people you want to share (more or sharing below).
4. Click **Create Calendar**.

## **Sharing your calendar**

To share your calendar:

1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select Share this calendar.
2. Enter the email address of the person with whom you want to share your calendar.
3. 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 see the calendar in their **Other Calendars** list on the left panel of the Gmail window. If you made a calendar public, you will share it by sending out or posting the URL in a web page.

## **Switching between calendars**

Click on the calendar name on the left hand panel to view or hide a specific calendar. Note: If you see the color block filled in next to the calendar name, then that calendar is being displayed.

If you want to view only one calendar, click on the arrow next to the calendar name and click **Display only this Calendar**.

## **Changing the calendar color**

If you think you will be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another.

To change the color associated with a particular calendar, just follow these steps:

1. In the calendar list on the left, move your mouse over the appropriate calendar and click the drop-down arrow that appears.
2. Click on the box containing your preferred color; your calendar will immediately update with the new color scheme

# Appointment Slots

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Appointment slots allow you to create a time block for others to schedule an appointment on your calendar. You share a URL (which is created when you create the time slot) with individuals whom you want to offer appointment times.

## Using Appointment slots

Users must have a Google Calendar account to book an appointment. The Appointment slots feature lets you set time slots on your calendar that other people can book. For instance, a professor could allow his or her students to reserve time during office hours each week.

***You can set up an Appointment Slot when you're viewing Calendar in Week view or any Day view.***

To start, you'll need to set a time slot that you'd like to make available for appointments. To do that, follow these steps:

1. Open your Google Calendar.
2. Click anywhere in the calendar grid. In the event bubble that pops up, click **Appointment slots**.
3. Indicate the details for the appointment slot using these fields:
  - **What:** Enter a short title for the appointment(s), like "Professor Brown's Office Hours."
  - **Calendar drop-down menu:** Choose the calendar you'd like to create the appointment slot on.
  - **Offer as a single appointment:** Select this button if the entire time slot will be for one appointment.
  - **Split into smaller slots:** Select this option if you'd like to allow multiple appointments to be scheduled during the slot. Simply select and indicate the duration for each appointment (in minutes) in the text box to the right.
4. If you're all finished, click **Create slots** on the bubble, or continue to the next step to add more details to your appointment slot.
5. Click **Edit details** to open the appointment slot details page and add more information, such as a location or description, or to make the appointment slot repeat. To make the appointment slot recur, click the **Repeat** checkbox to choose your settings.
6. If other people should be present during the appointment slot, you can invite them using the **Add Guests** field. For instance, a professor may want their assistant to be there during office hours and could invite them using this feature.
7. When you're finished, click **Save**.

Your appointment slot will display as a single event on your calendar and the calendars of any invitees.

## Make appointments

To let people start booking appointments, simply direct them to the appointment page. You can find the URL for it at the top of the appointment slot details page.

Visitors to this page will see a calendar showing the available appointments. They'll also see their own calendar overlaid on the appointment page, making it easy to see what times work for them.

To book an appointment, visitors simply click one of the available appointment buttons and click **Save**. Visitors can also edit other fields in the popup to make changes to the title, location, and event description.

Appointments that have been booked won't be visible to future visitors to the appointment page.

Attendees can cancel their appointment by deleting or declining the event on their own calendar, which will appear as a decline on your calendar. The appointment then becomes bookable for future visitors to the appointment page.

When someone schedules an appointment, it immediately blocks out that time-frame so no one else can schedule the same time.

If you decline an appointment, the time slot will be freed up and you can e-mail the guest you declined after the appointment opens up.

## Tasks

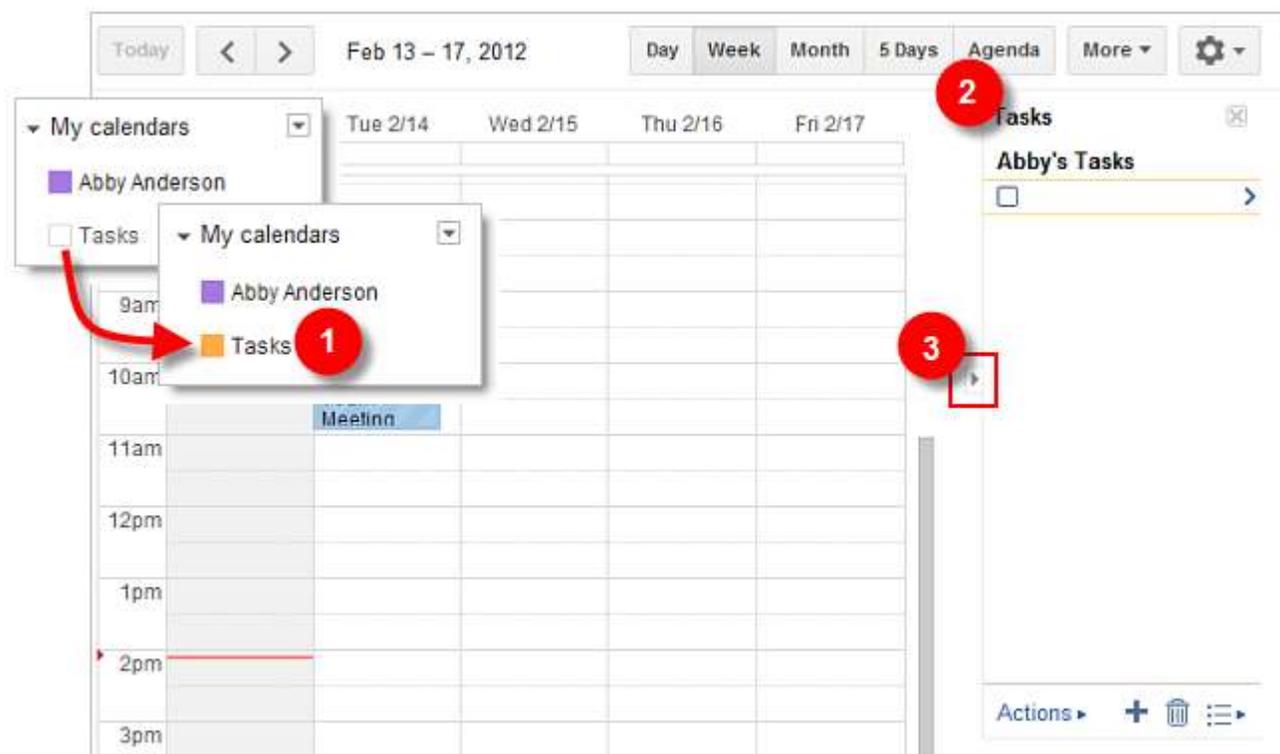
### 31 Calendar: Create tasks in your calendar

Have you tried Google Tasks in Gmail? If so, you probably already know how beneficial they can be in helping you organize your day. Did you know that Google Tasks are also available in Google Calendar?

### Enable Tasks in Google Calendar

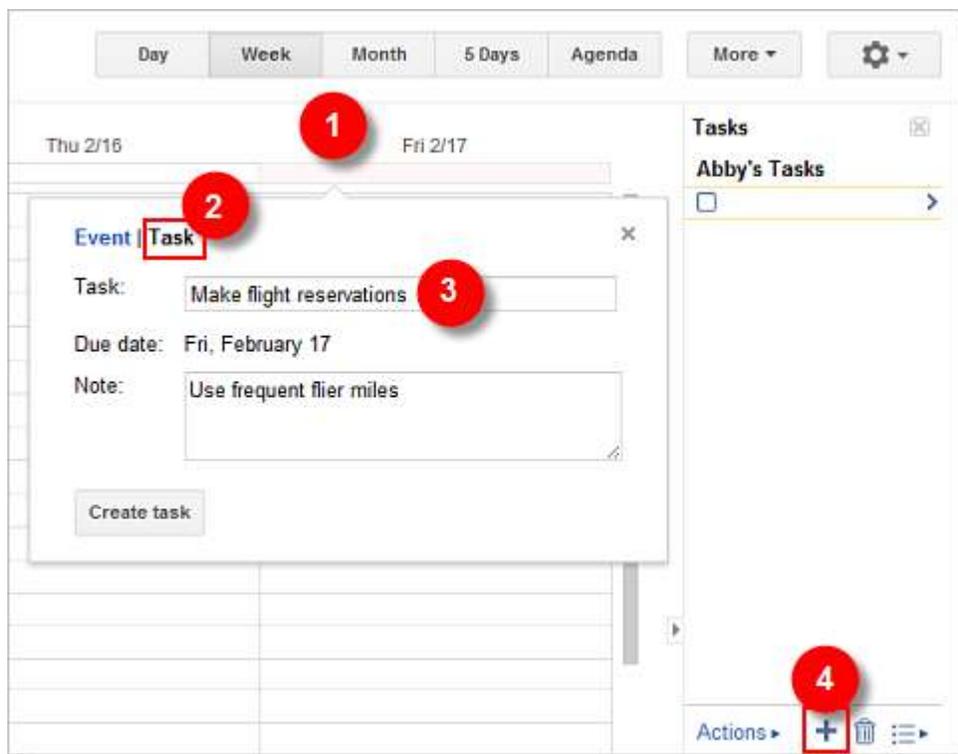
Enabling Tasks is really simple. They're already incorporated into Google Calendar; it just takes a few click to make them visible.

1. In the My calendars section, click Tasks in the list on the left hand side of the Calendar.
2. When highlighted, Tasks will display to the right of your calendar.
3. Click Tasks again, or click the small arrow, to minimize the section.



## Create tasks

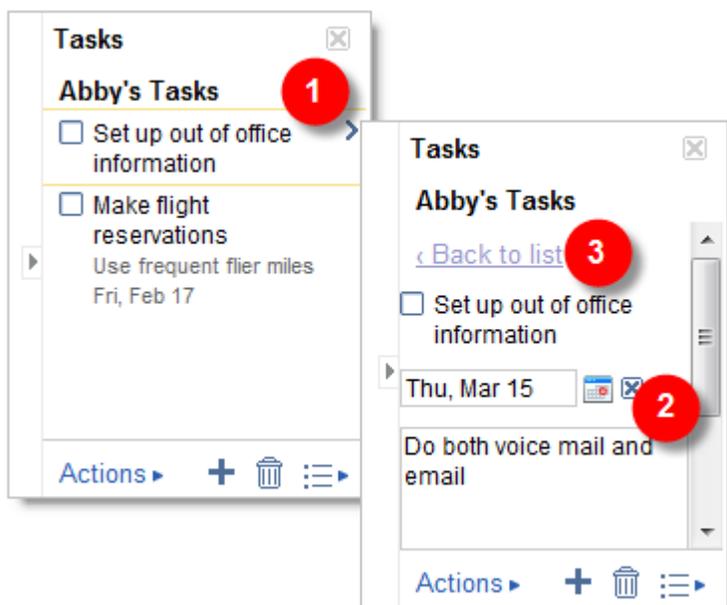
1. Determine the day on which the task should begin, and click in the area below the date.
2. Click Task on the pop-up window.
3. Give the task a name and include any notes you wish to add.
4. Optionally, you can create new tasks by clicking the + sign in the task area. However, the task won't display on the calendar unless you modify it and add a date.



## Modify tasks

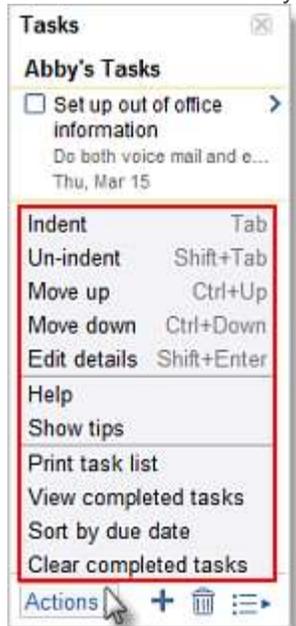
To modify the task date or add additional information:

1. Click the > to the right of the task name.
2. Enter the appropriate date and additional information.
3. Click Back to list when finished.



## Reorder and move tasks

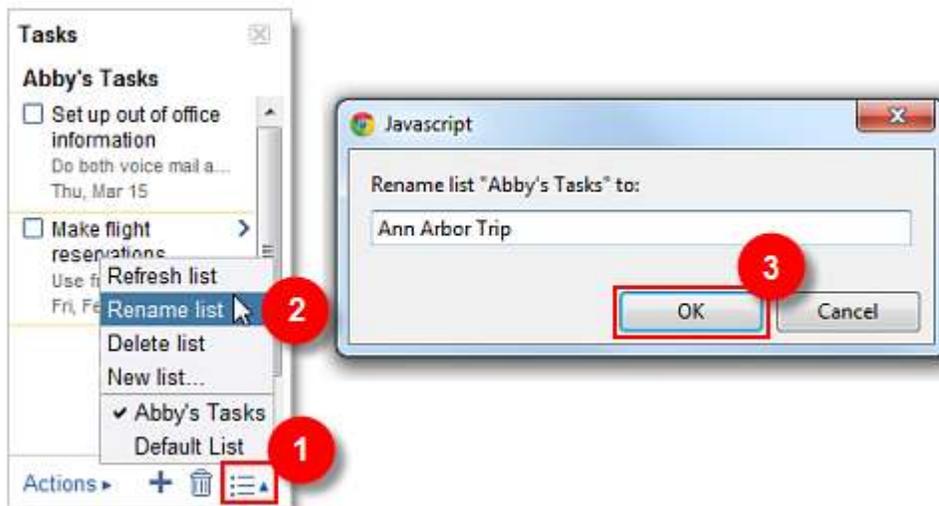
After creating tasks, you may want to reorder the list. Click on Actions at the bottom left of your task list. You can use this menu to move your tasks up or down, edit their details, print your task list, sort by due date, and more.



## Rename task lists

You can create multiple task lists. The default name for your first list contains your username. To rename it, or any other list:

1. Click the **Switch list** icon to the right of the trash can.
2. Select **Rename list**. Note you can also create or delete a list from this menu.
3. Enter a new name for the list, and click **OK**.



## Complete tasks

After completing a task:

1. Check the task's box in the calendar, or...
2. Check the task's box in the list. Checking one box also marks the other as complete.

The screenshot displays a Gmail calendar interface for the week of February 13-17, 2012. The calendar view is set to 'Day' mode. A task titled 'Make flight re' is shown on the calendar grid for Friday, February 17, 2012, at 10:00 AM. A red circle with the number '1' highlights the checkbox next to this task in the calendar view. On the right side, the 'Tasks' panel is open, showing a list of tasks under the heading 'Ann Arbor Trip'. The task 'Make flight reservations' is checked, and a red circle with the number '2' highlights this checkbox. Other tasks in the list include 'Set up out of office information' (unchecked) and 'Use frequent flyer miles' (unchecked). The 'Team Meeting' event is visible on Tuesday, February 14, 2012, from 10:00 AM to 11:00 AM.

# CALENDAR SETTINGS

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Listed below are some of the calendar settings you may wish to explore.

The following items can be adjusted in the **General Tab**. Note: This is not a complete list of settings for this tab, just recommendations.

- Default Meeting Length
- Weeks Starts On
- Working Hours
- Default View
- Custom View

The **Calendars Tab** allows you to set default notification times for each calendar as well as manage sharing and manage calendar subscriptions.

**Mobile Setup Tab** allows you to enter your mobile phone number in order to enable text messaging reminders. NOTE: Standard text messaging rates apply.

The **Labs Tab** gives you access to experimental features that aren't quite ready for primetime. They may change, break or disappear at any time. Take some time to explore the different labs that are available. You may want to consider the following: Hide Morning and Night, Jump to Date, Next Meeting and Gentle Reminders.