

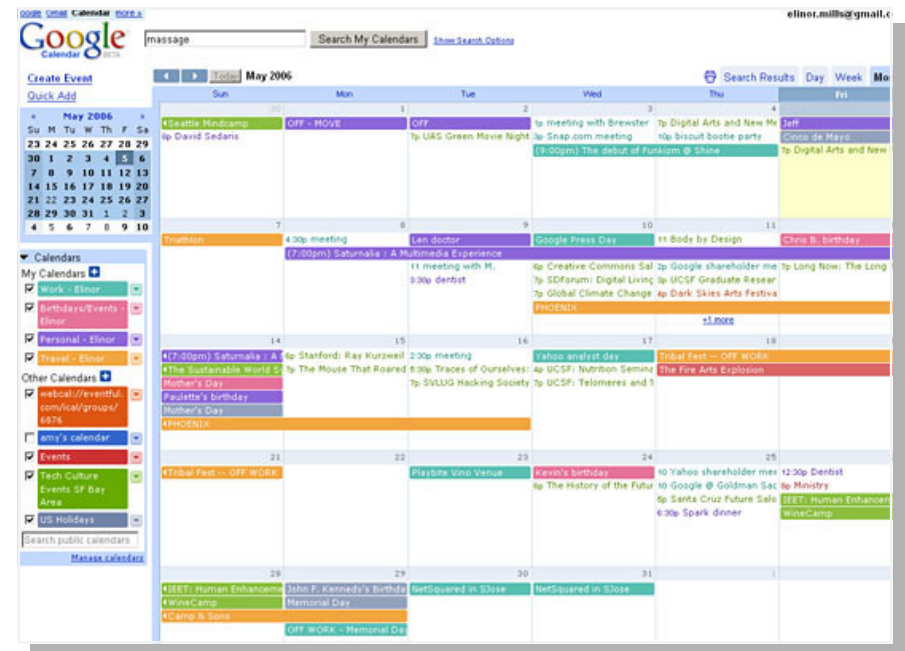


Your Google Login:

Email: _____

Password _____

Google Calendar is an online calendar that you can share with friends and family, and even make public. There is a mobile App that syncs with the online version, giving you access to your calendars from virtually anywhere. Today we will learn the basics of creating and sharing Google Calendars.



Google Calendar Computer Class

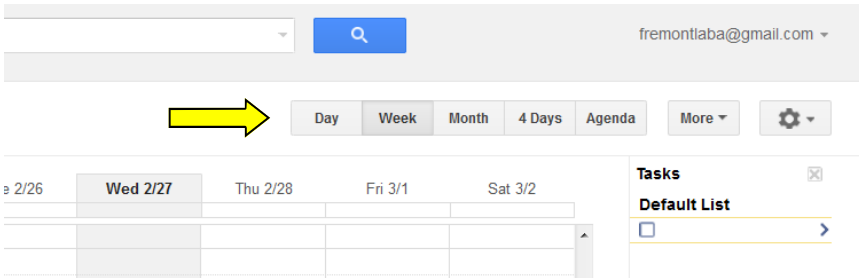
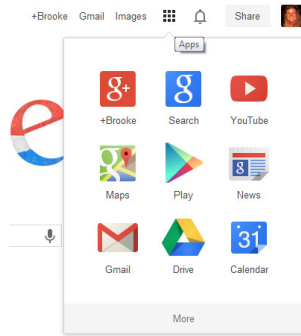
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November 2013

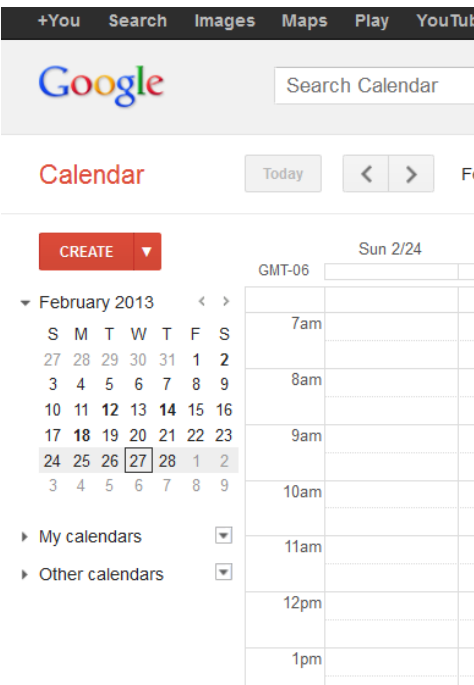
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Find Google Calendar: www.google.com and click on “Apps” at the top. You will be asked to sign in. Use your Gmail address & password or whatever you use to sign into Google.

Your calendar will most likely open in a Week view. To change the view, select



one of the tabs at the top right of the screen.



The left side of the screen tells you which calendar(s) you are viewing and is where you control how your calendars look, are shared, etc.

“My calendars” are the ones you have created or that you have full access to edit and share.

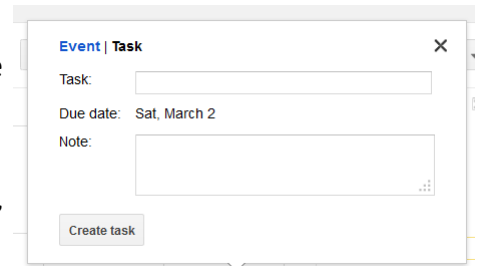
“Other calendars” are calendars you have downloaded from Google or that others have shared with you.

The gear shift icon also has a place for more detailed settings of how your calendar will work for you. Click “Settings” to see the options.

Tasks

The tasks “calendar” is really a checklist bar that you can use if you like to make lists for daily tasks. It features a handy check-off box that crosses off your tasks as you complete them.

To create tasks without a due date you can click on the empty checkbox in the task bar area and type it in.



To add tasks with a due date, click on the date the task is due, and at the top of the box, select “Task.”

Fill out the box and click “Create task.”

*Tasks with due dates show up on your calendar. Tasks without due dates only show up on the tasks bar.

Tasks can be reordered by clicking on them and dragging into other orders.

Tasks can be deleted by selecting then clicking on the trash can at the bottom of the task bar.



Click on the far right icon to select the list you would like to view, edit the name of a list, add a new list, or delete a list.

Actions gives you options to print the tasks list, clear completed tasks, sort by due date, etc.

TIP: Occasionally a person with whom I have shared a calendar can no longer view or edit it. When this happens, I remove them from the “Share this Calendar” list by clicking on the trash can next to their email address, and then I add them back in. This has always solved the problem for me.

Printing your Calendar

While going online saves paper and can make it easy to access your calendar everywhere, sometimes you just like to have it in writing. You can print different views of your calendar, but the most popular is probably the Month view.

From the Month view of your calendar, click on the “More” button and select “Print.”

You can change the range of dates, the font size, and Black and White.

Click Print

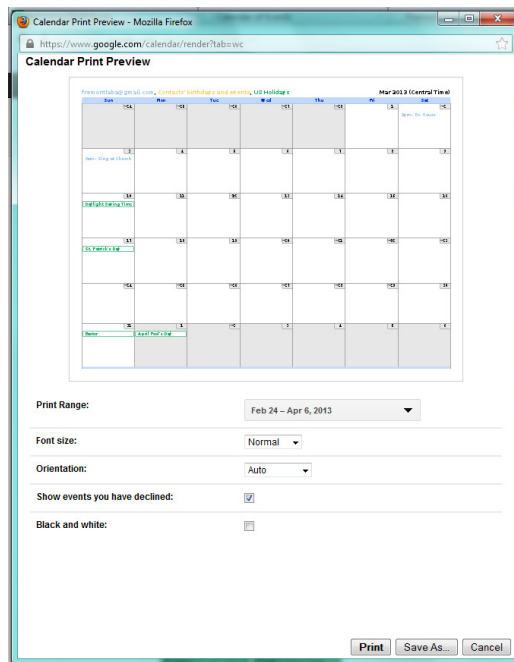
Tip: Monthly views print best in Landscape View. If your printer does not automatically adjust, manually select “Landscape” from your printer screen.

Other View Settings:



Select the Gear icon button on the far right side of the screen.

If you have a lot of events, you’ll want to change your view to “Compact.”



Click on “My calendars” to expand the menu to see all of your calendars. Your name should appear as well as “Tasks.”

TIP: The one with your name is your personal calendar. It is the default calendar created for your login. You can change the name of it, but you cannot delete it, even if you have added other calendars. If you are planning on creating different calendars to share with different people, you’ll probably want to add new ones, and keep the default calendar as your personal one.

Click on “Other calendars” to see the two pre-loaded calendars that Google shares with you. One is the option of using a Google calendar to import your Contact’s birthday information.

The other is a US Holiday calendar. Click on the US Holiday calendar to see how it toggles on and off. Note the color of the calendar. You can change this color to your own liking.

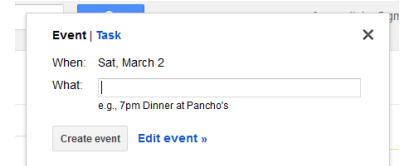
Change Calendar Color:

1. Hover the mouse over the calendar you want to edit.
2. Click on the little arrow that appears to the right of the title.
3. Click on a colored square and see the calendar events change.
4. Repeat as desired until you have selected a color that appeals to you.

Adding an event to your calendar:

1. Select “Month” view from the left top menu.
2. Click on the date of the event on the calendar.
3. Fill in the information. (If you have multiple calendars, you will be able to select which calendar you want to put the event on.)
4. To add a description, location, or other information click “Edit event”, otherwise click “Create event” or hit enter.

TIP: You can easily add a time to the event by typing “6 pm” before giving the event a title. If you do not type p.m. or a.m. after a number, Google will assume a.m.



Google Search Calendar

← SAVE Discard

Sing at Church

3/3/2013 9:00am to 10:00am 3/3/2013 Time zone

All day Repeat...

Event details Find a time

Where Church map

Video call Add a Google+ hangout

Calendar Bill Johnson

Description

Event color

Reminders Email 10 minutes Pop-up 30 minutes Add a reminder

Show me as Available Busy

Privacy Default Public Private

[Learn more about private vs public events](#)

iavascrptvoid(0) | [d.attachments?](#) | [Learn how to enable the lab!](#)

This is the “edit event” screen. You can add a description. Because of the word “at” Google automatically filled in a location in my example above, and it assumed a 1 hour length to the event. You can adjust these by typing in the fields.

You can also add reminders and adjust the “Show me as” and “Privacy” settings.

If you want to invite others to your event, you can “Add guests” using their email addresses. Please note, that you can only invite other “Google Calendar” users to specific events. Other users would have to create a Google Calendar account and allow you access to it before they could be invited via Google Calendar. *(I personally do not use this function at all, as I use the Calendar more for my personal information than for invitations and events.)*

If you end up using the “events” part of the calendar, you’ll want to adjust your “Reminders and Notifications” settings which can be found by clicking on the little arrow next to your Calendar name.

Add a Repeating Event

1. Select “Repeat” (see yellow arrow on previous page)
2. Select how often the event repeats.
3. Select when the event ends
4. Click “Done”
5. Click “Save”

Repeat

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: S M T W T F S

Starts on: 3/3/2013

Ends: Never After occurrences On

Summary: Weekly on Sunday

Done Cancel

Deleting an Event

Click on the event and click “Delete.” If it is part of a “repeating event” it will ask you if you want to delete all, all after that date, or just the single occurrence.

Calendar Settings

Click on the arrow next to the calendar you want to set, and select “Calendar Settings.” This is where you can:

1. Edit Calendar Name
2. Add a Description or Location
3. Set the Time Zone

To manage sharing of you calendar, click on the Tab that says “Share this Calendar.” You can also get here from the little arrow next to the calendar name.

You can make your calendar public, or just make your busy/free times public. You can also share with specific people. If they do not already have Google Calendar they will be invited to create an account. Once they accept they will be able to view your calendar. You can also let others edit and manage the sharing of the calendar. This works really well for couples, families, and co-workers.