



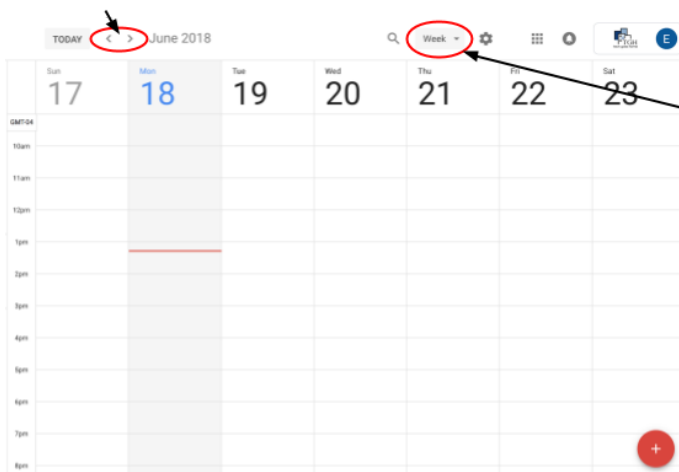
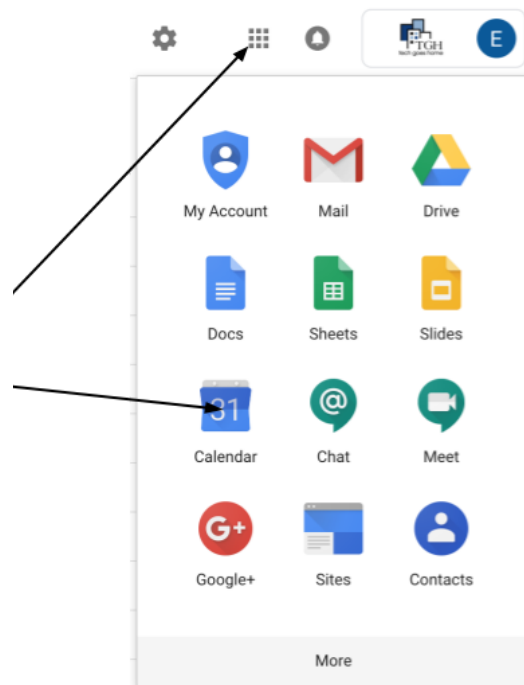
[Google Calendar](#) is a free tool that helps you organize your schedule, keep track of appointments, and set reminders. Plus, you can share events and calendars with others.



1. Log into your Gmail

You can access your google calendar by either going to <https://google.com/calendar> and logging in there, or by logging onto your gmail account and clicking these boxes in the top right and then on the blue calendar icon.

Your calendar will look like this. Click these arrows to go forwards or backwards a week.

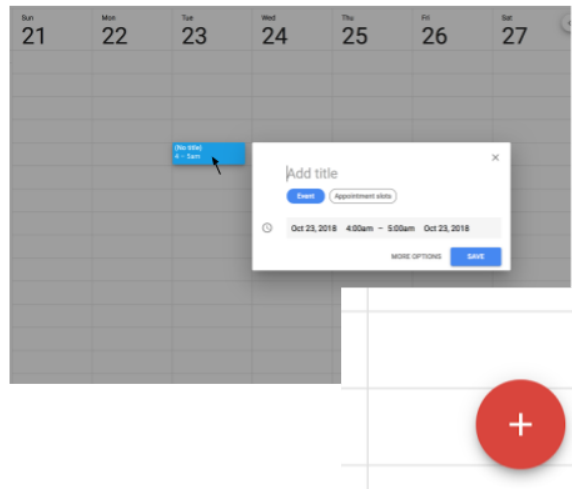


Click where it says “Week” and from the drop down menu, choose how much time you can view at once.

2. Create an Event

To create an event, either click on the calendar on the time and date you want to make the event or click the red circle with a plus sign at the bottom right corner of the screen.

Type the name of the event in the pop-up window.

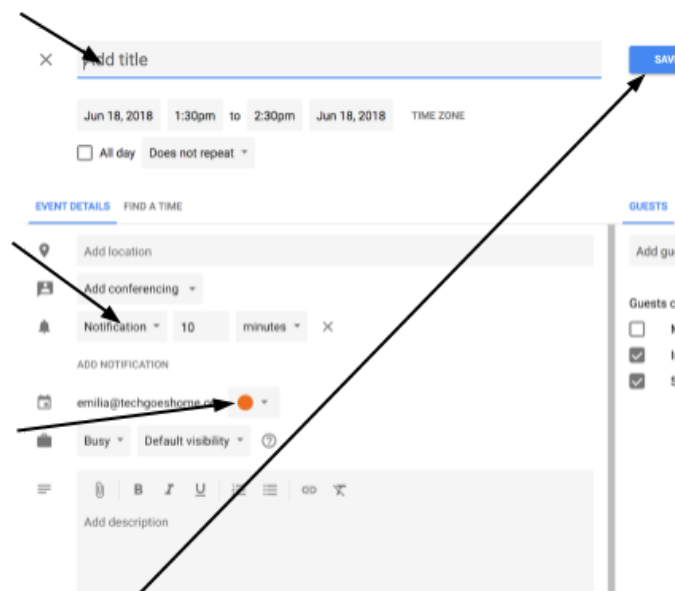


Clicking “More options” or the red circle will bring you to this screen where you can edit details of your event.

Add a title here and click these boxes to edit the date, time and how many times the event repeats.

Choose how and how far in advance you’d like to be reminded about the event.

This changes the color of the event in your actual calendar.



Don't forget to click “Save” after you finish!

| Sun | Mon | Tue | Wed |
|-----|--------------------|-----|-----|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | Meeting 3 - 4pm | | |

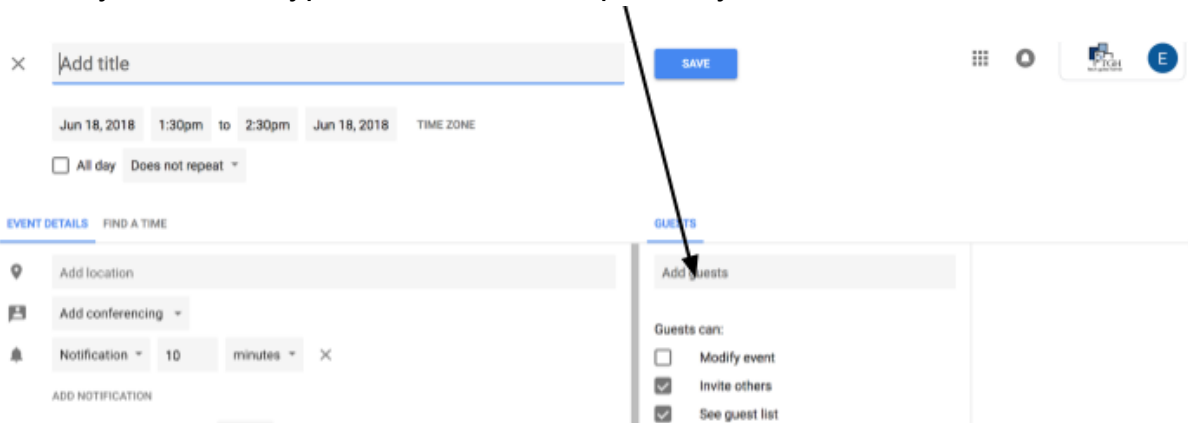
Your event will appear like this in your calendar!

To go back to edit your event just click on it on your calendar!

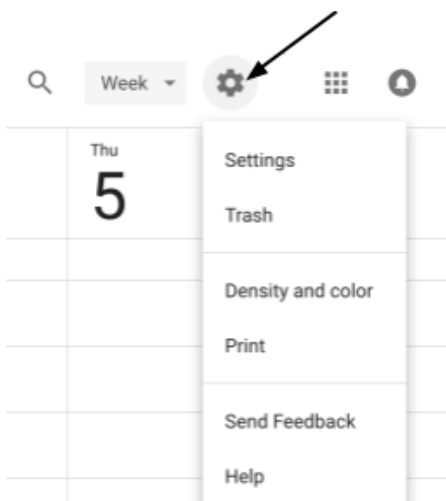
3. Sharing Calendars and Events

Google Calendar allows you to share your calendar with others. This can be helpful in a business setting to know if coworkers are available for meetings.

To share your event, type the email of the person you'd like to share it with here

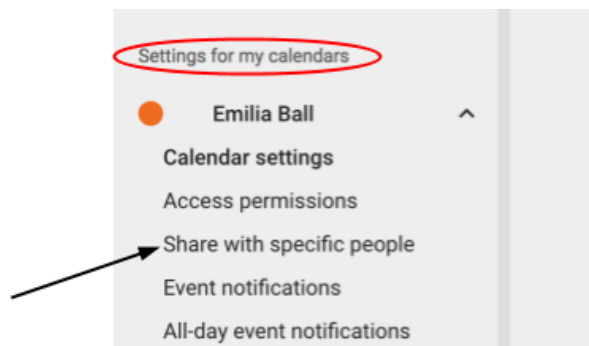


To share your entire calendar, click this button and from the drop down menu click "settings". This will show you a page where you can change the language, time zone, default meeting length, and more.



On the lower left side in Settings, you will see “Settings for my calendars”.

Click the calendar you want to share and then from the drop-down menu, click “Share with specific people”.



Type the email addresses of people you'd like to share your calendar with here.



If you have more questions about sharing your calendar, click here.

4. Organizing your Google Calendar

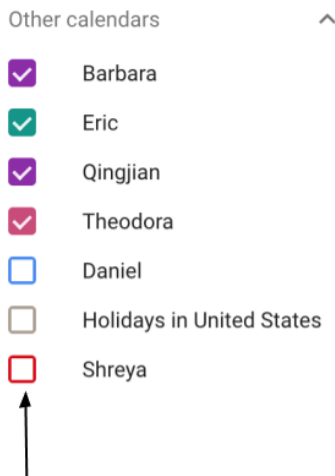
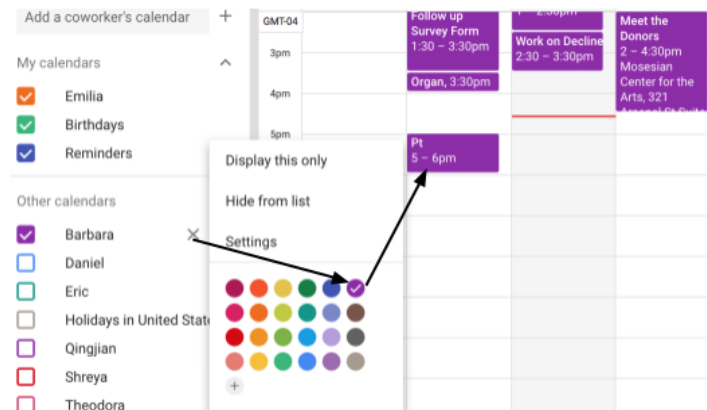
When you are viewing many coworkers' Calendars at once it can get a little confusing. To avoid this confusion you can color code your calendars and choose which ones you would like displayed at a time.



In the lower left of the screen you will see the names of all of the calendars you have access to.

Hover over one and click the three dots.

From the window that pops up, select the color you would like that calendar to be.

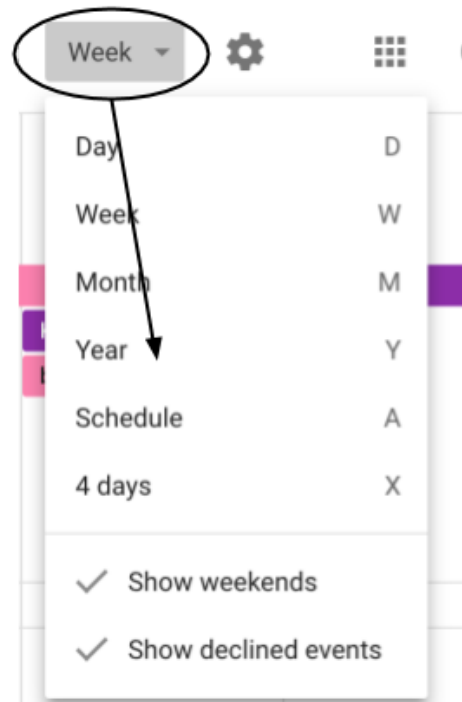


These Boxes indicate which calendars are being viewed. If the square has a check mark, you are viewing that calendar, if the square is hollow then the calendar is hidden.

Click the square to either show or hide the calendar.

Showing Your Week / Month / Year

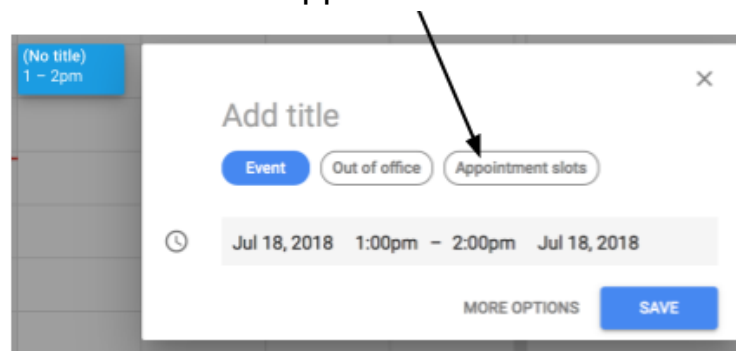
To see just the upcoming week or month, click the button in the top right that says “Week” and pick the amount of time you want your calendar to display from the drop down menu.



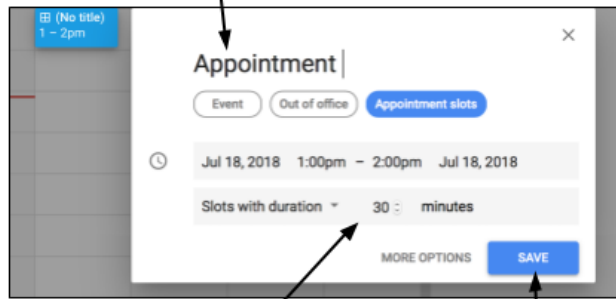
5. Making an Appointment

Creating Appointments in Google Calendar allows other people to book an appointment with you. This feature is only available with school or work gmail accounts and would be helpful for office hours or individual meetings.

To create an appointment slot, click on your calendar when you'd like your appointment to be and click “Appointment Slots”

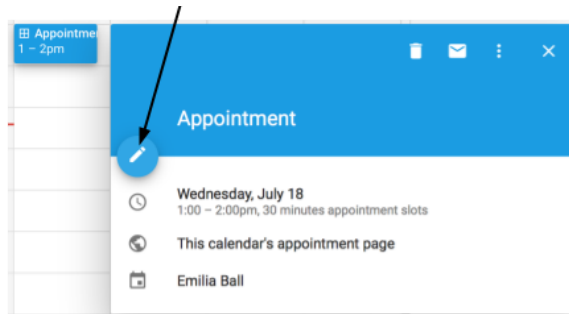


Add a title by clicking here

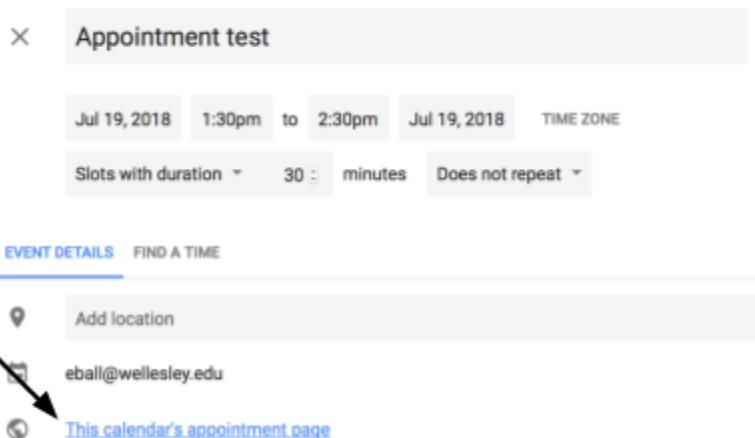


Click here to determine how long your appointment is. Then click save.

To share your available appointments, click on your appointment and click the button with a pencil on it to edit your appointment.

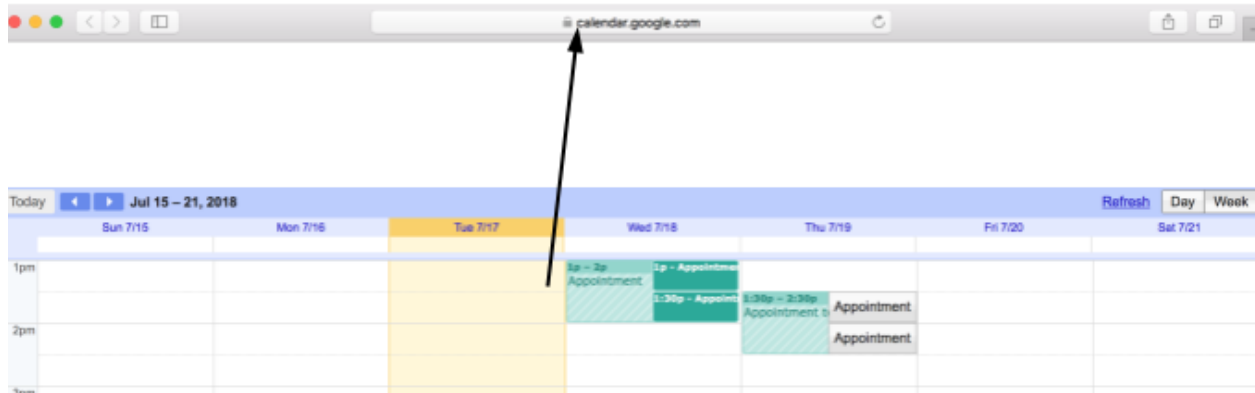


You'll be redirected to a page like this. Click "This Calendar's Appointment Page"



You will then be redirected to a page that will be seen by people you invite to sign up for one of your appointments.

Copy the link from the address bar of this page and send it to whoever may be interested in signing up for one of your appointments.



Congratulations! You're Ready to start using Google Calendar!