Google Apps

Session: 3

Working with Calendar

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Objectives

- Explain the steps to add appointments and events
- Explain the steps to edit calendar entries
- Explain the steps to add guests to the invite
- List the steps to check the availability of the invited guests
- Explain the steps to add groups to the invite
- List the steps to attach a file to an event
- List the steps to set a reminder for an event
- Explain the steps to create a new calendar
- Explain the steps to share a calendar
- Explain the steps to publish a calendar
- Explain the steps to print a calendar

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Introduction

- Google Calendar is a Web-based time management application available to users having a Gmail account.
- It allows a user to:
  - Create and manage appointments, events and invite people to these events.
  - View the attendee's schedules and confirms their availability.
  - View and manage daily, weekly, and monthly schedules.
  - Create recurring events which happen repeatedly over a period of time.

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Adding Appointments and Events 1-4

- To add appointments and events, the calendar must be opened.
- The steps to open and view a user's calendar are as follows:
  1. Sign in to a Gmail account.
  2. Click the icon to open the **Apps** Window.
  3. Click **Calendar** to open the calendar page.
- Following figure shows the Calendar in the **Apps** Windows:

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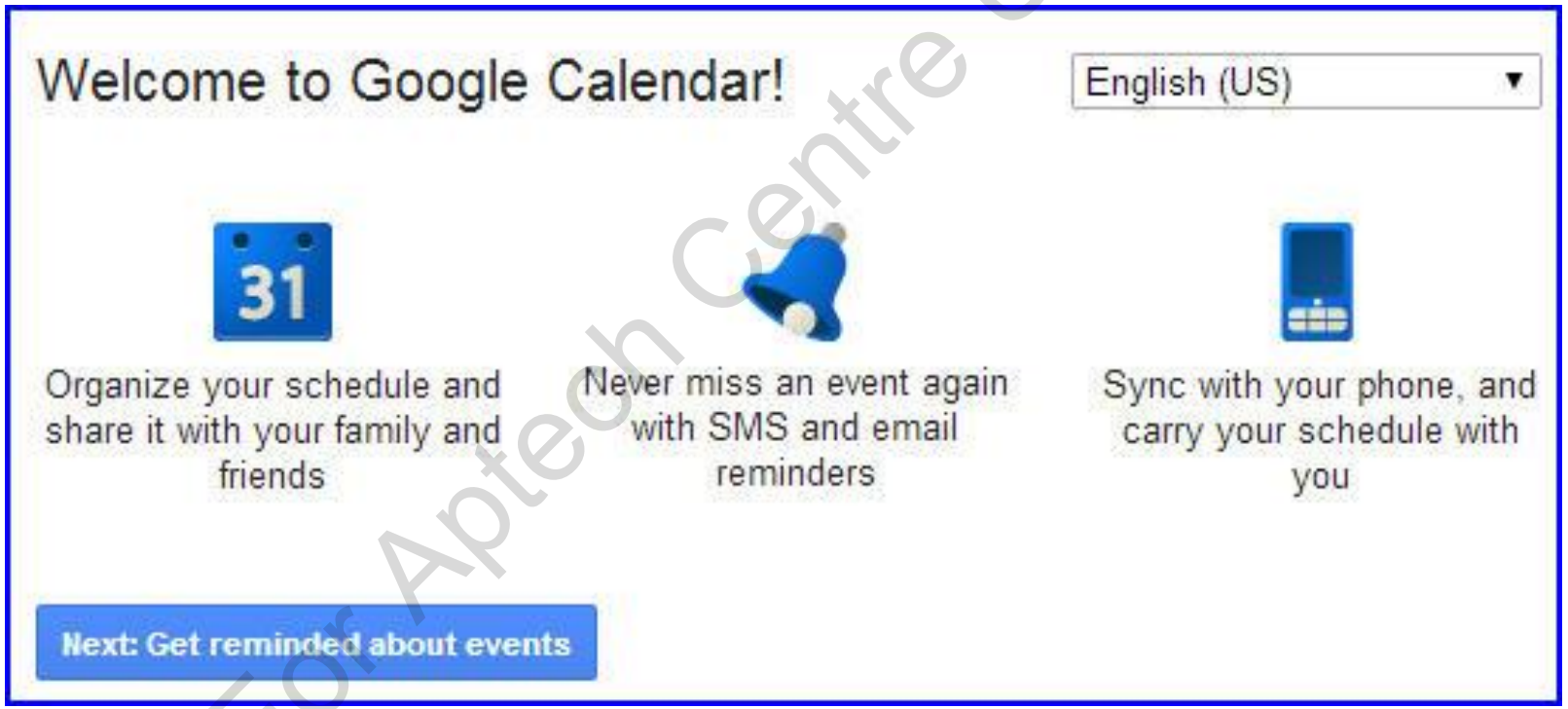
Adding Appointments and Events 2-4

- If the calendar page is opened for the first time, then **Welcome to Google Calendar** window is displayed as shown in the following figure:



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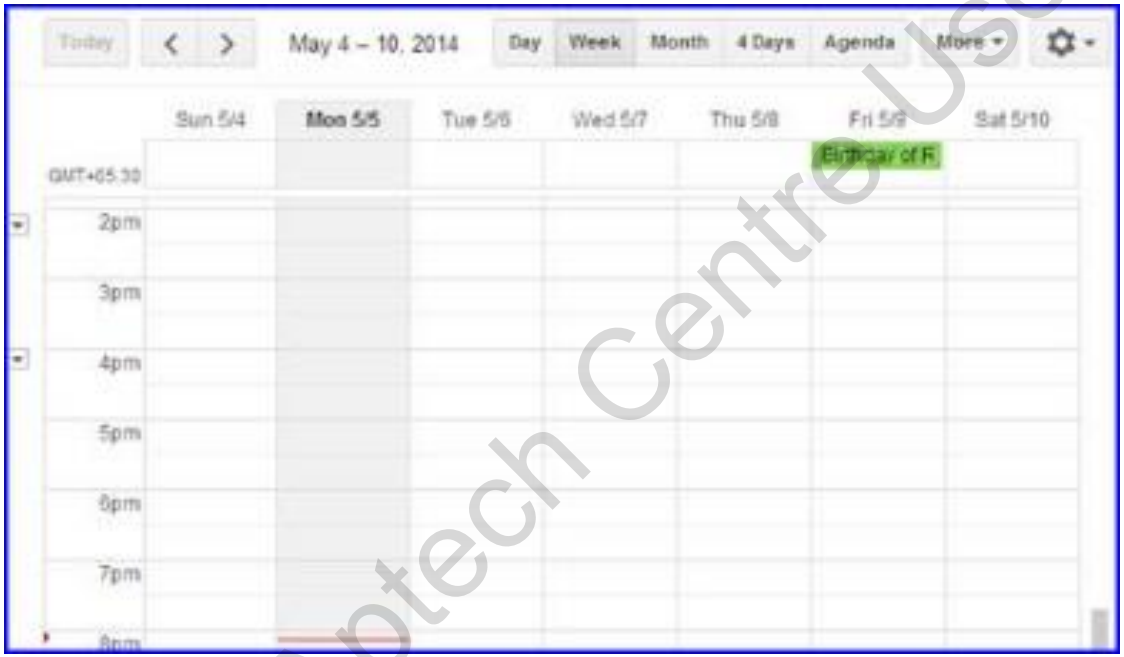
Adding Appointments and Events 3-4

Apps

4. Complete **Calendar setup** settings to open the **Calendar** page as shown in the following figure:



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Adding Appointments and Events 4-4

- There are three ways for creating a new entry:
  - Use the Create Event link
  - Use the Calendar list
  - Use the Quick Add link

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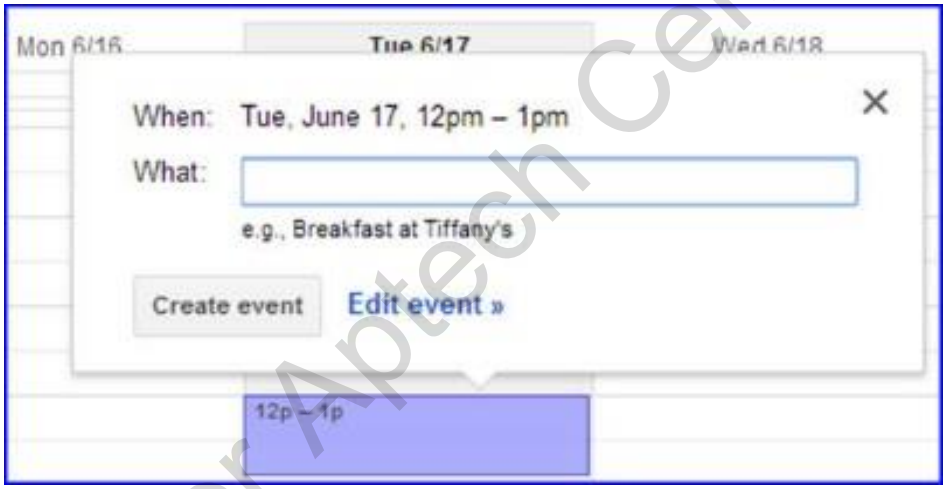
Create Event Link

- The steps to create a new calendar entry using the **Create event** link are as follows:
  1. Open Google Calendar.
  2. Select the date to enter a calendar entry.
  3. Click the time slot on the calendar to start the entry. By default, a 1-hour event will be created as shown in the following figure:



  4. Type **Team Lunch** in **What** box as the event title.
  5. Click **Create event** to create the 1-hour calendar.

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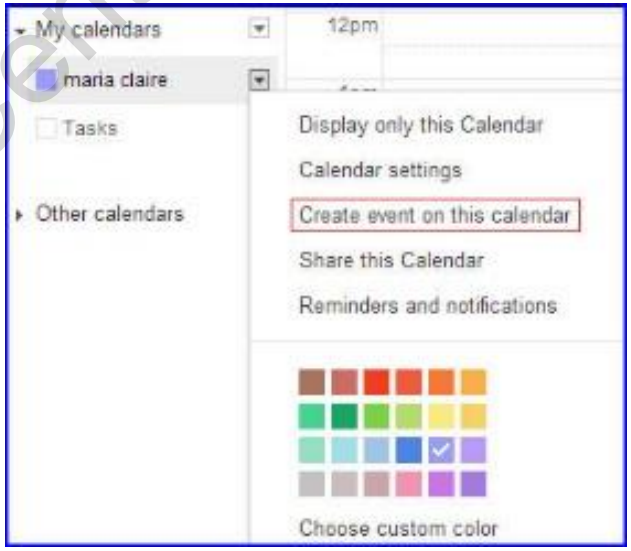
Use the Calendar List

- The steps to create a calendar entry from the calendar list are as follows:
  1. Click the drop-down arrow besides **My calendars**. This displays the name of the current user's calendar.
  2. Click the drop-down next to user's calendar that displays a menu as shown in the following figure:



  3. Select the **Create event on this calendar** option to display the **Edit event** page for creating the new entry.

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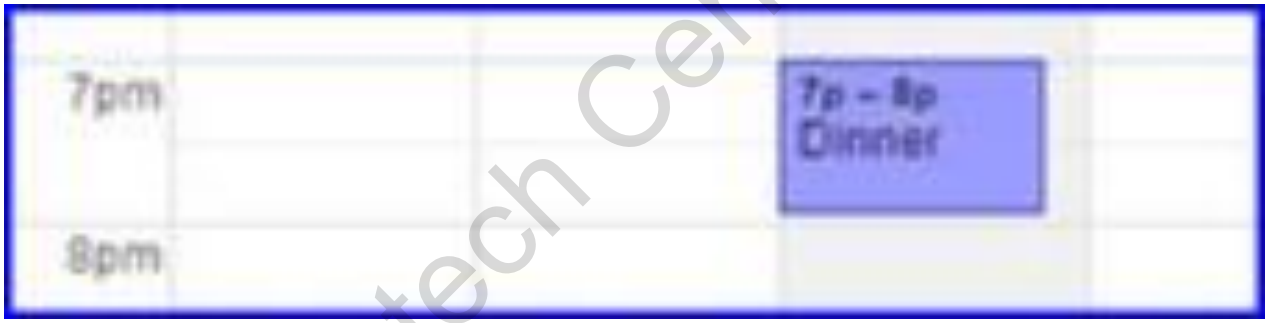
Use the Quick Add Link 1-2

- The steps to create a calendar entry using the **Quick Entry** link are as follows:
  1. Open the calendar.
  2. Click the drop-down next to the **Create** button. This displays the **Quick Add** dialog box as shown in the following figure:



  3. Type the information in the text box and click **Add** to create the calendar entry.

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Use the Quick Add Link 2-2

- When specifying the entry details in the **Quick Add** text box, the user needs to specify certain basic information as follows:
  - **What**: Signifies the title of the event. It helps the user to know the agenda of the event.
  - **When**: Signifies the date and/or time for the event. It helps the user to schedule the availability for the event.
  - **Who**: Signifies the guest list. It helps the user to specify the members who are going to attend the event.
  - **Where**: Signifies the location of the event. It helps the user to know the location of the event and the availability at the scheduled time.

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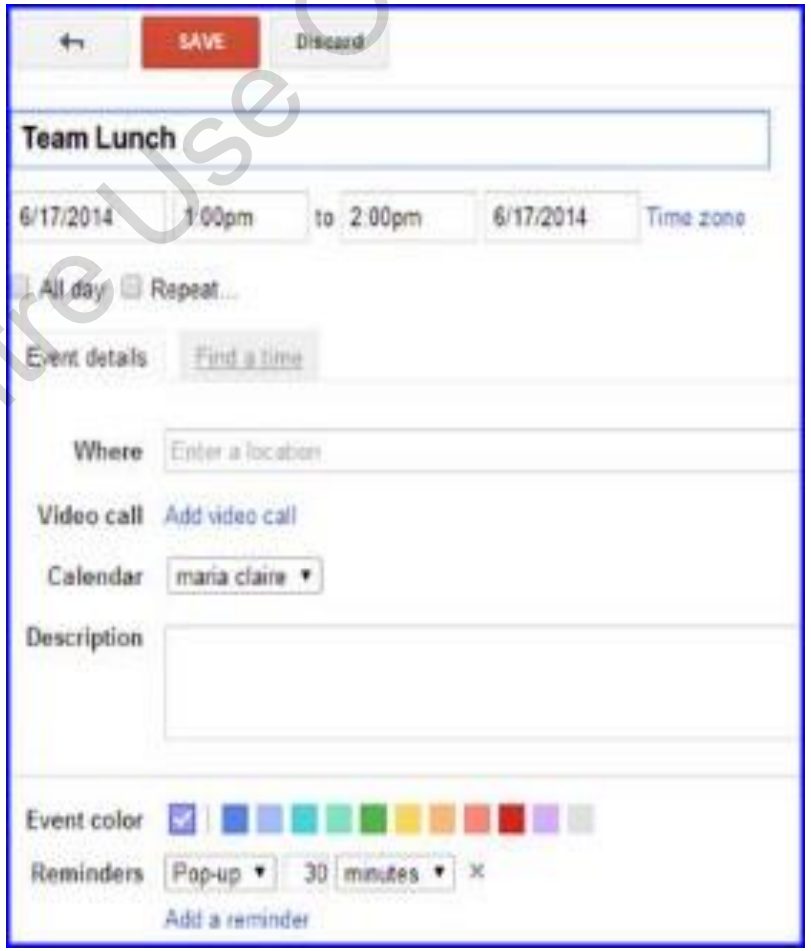
Editing Events 1-2

Apps

- The **Event Detail** page allows you to:
  - Add guests.
  - Change the settings of the reminder.
  - Invite other users to the event.
  - Change the time slot or time zone of the scheduled event.
- Following figure displays the event detail page:



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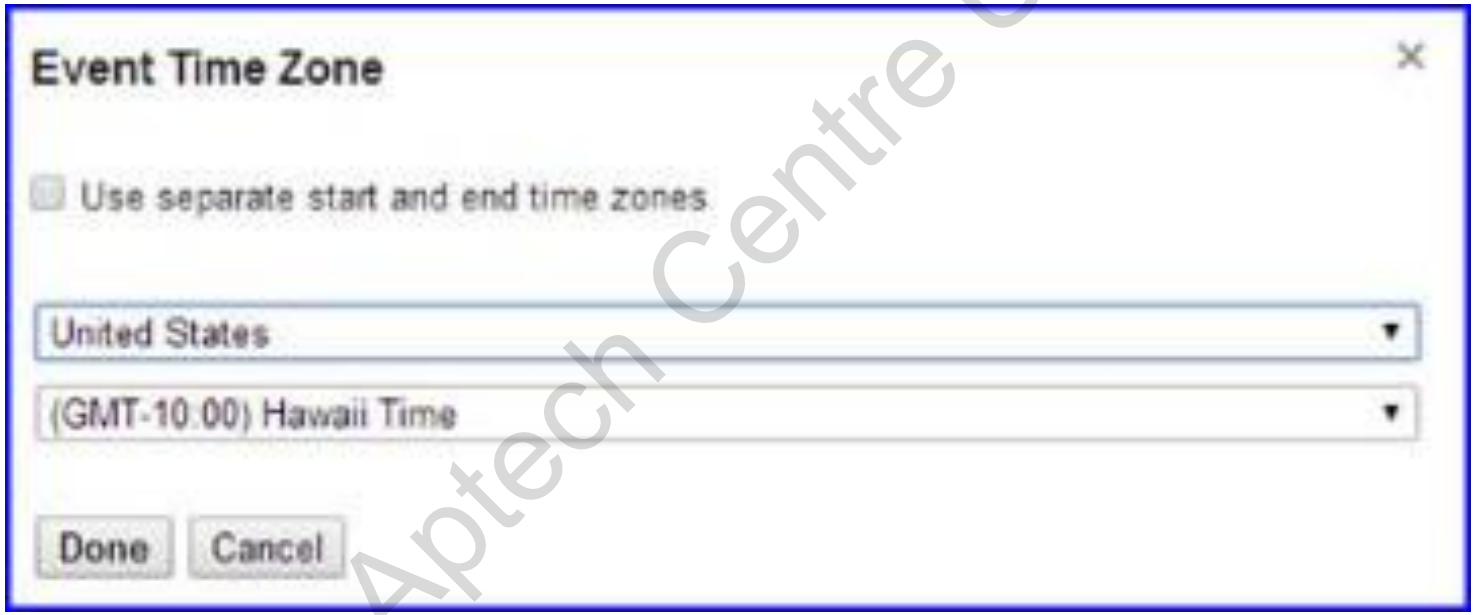
Editing Events 2-2

Apps

- The user can also change the time slot or time zone of the scheduled event, by clicking the **Time zone** link as shown in the following figure:



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Calendar Entries for All Day or Multiple Days

- At times, the user requires a whole day calendar entry, with no specific start or end time.
- Such types of calendar entries are called as '**All Day**' events.
  - Event that lasts for the entire day or multiple days.

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Repeating a Calendar Entry 1-2

Apps

- The steps to create a repeating calendar entry are as follows:
  1. Click the calendar entry.
  2. Select the **Repeat** check box as shown in the following figure:

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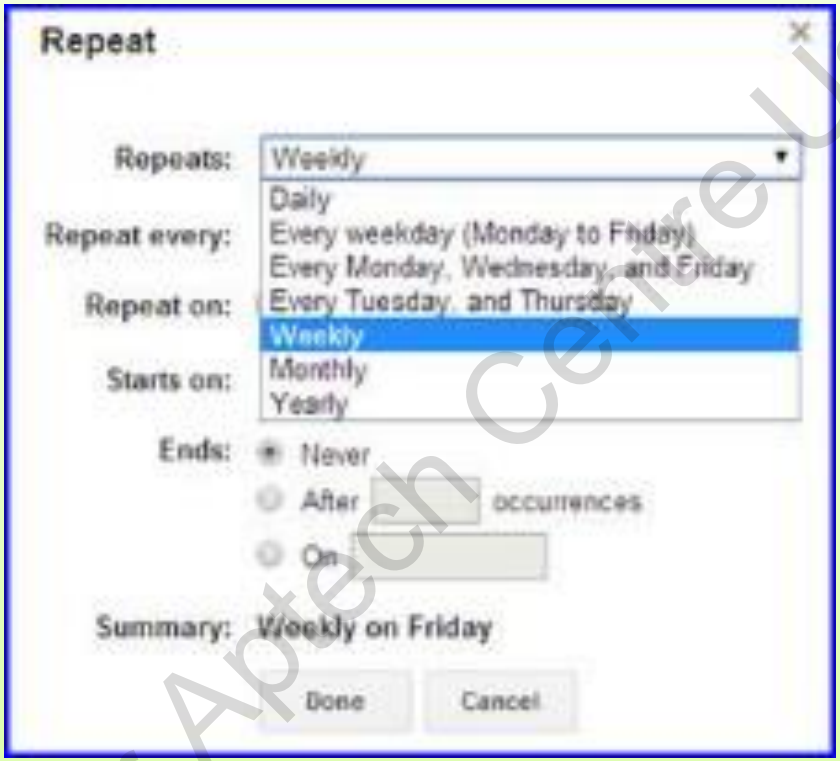
Repeating a Calendar Entry 2-2

Apps

3. Select the type of interval from the **Repeats** drop-down list as shown in the following figure:



4. Click **Done** to apply the settings for the entry.

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Adding Guests to an Event 1-6

Apps

- The steps to invite guests to a calendar event are as follows:
  1. Open the edit event page for the calendar entry.
  2. Specify the e-mail address(s) of the invited guests under the **Add guests** section as shown in the following figure:

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Adding Guests to an Event 2-6

Apps

3. Click **Add** to add the guests. The names of the invited guests would appear under **Guests** as shown in the following figure:

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Adding Guests to an Event 3-6

Apps

4. Click **Save** on the edit details page. The **Send invitations?** dialog box appears to confirm if you want to send invitations to guests as shown in the following figure:

5. To send a notification of the event to the guests, click **Send**. Otherwise, click **Don't send**.

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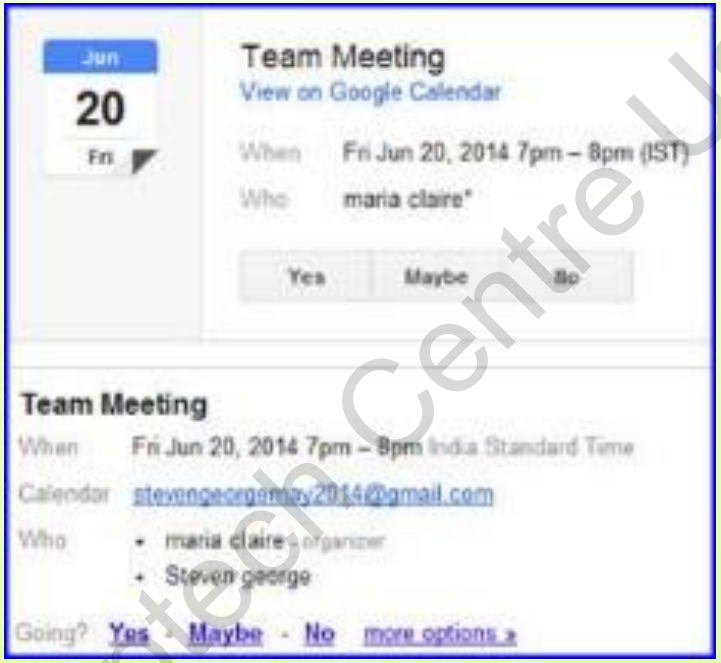
Adding Guests to an Event 4-6

Apps

- Following figure displays the calendar invite received by the recipient:



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Adding Guests to an Event 5-6

Apps

- In Google, the user can also set the permissions for the guests. Under the **Add guests** section, the different permission levels are as follows:
  - **Modify event:** This option enables guests to make modifications to the event.
  - **Invite others:** This option enables guests to invite others to the event.
  - **See guest list:** This option enables guests to view the invitees list of the event. They will also be able to track their responses.
- To make the attendee optional, click the icon appearing to the left of the attendee's e-mail address.

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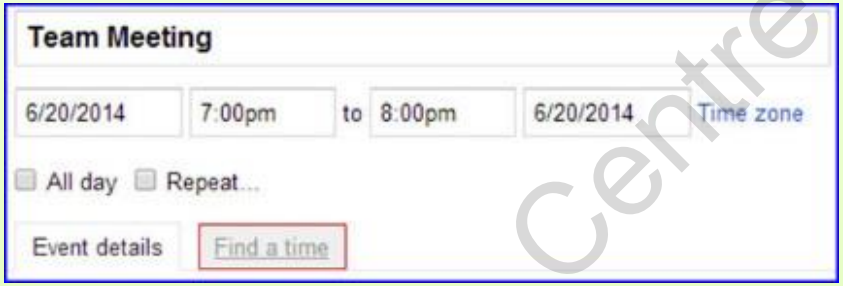
Adding Guests to an Event 6-6

Apps

- The steps to check the availability of the guest in an existing entry are as follows:
  1. Click an existing calendar entry. The **Edit event** page gets displayed.
  2. Click the **Find a time** link as shown in the following figure:



  3. Check the calendar of your guests to see if they are available in that particular slot.
  4. The empty space surrounded by dashes signifies that the particular slot is available for guests as shown in the following figure:

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Adding Groups to the Invite

- The steps to add a group to the calendar entry are as follows:
  1. Open Google Calendar.
  2. Create a calendar entry.
  3. Double-click the entry to edit the details.
  4. Specify the group e-mail address in the **Add guests** section.
  5. Click **Add**.
  6. Click **Save** and then send the calendar invite.

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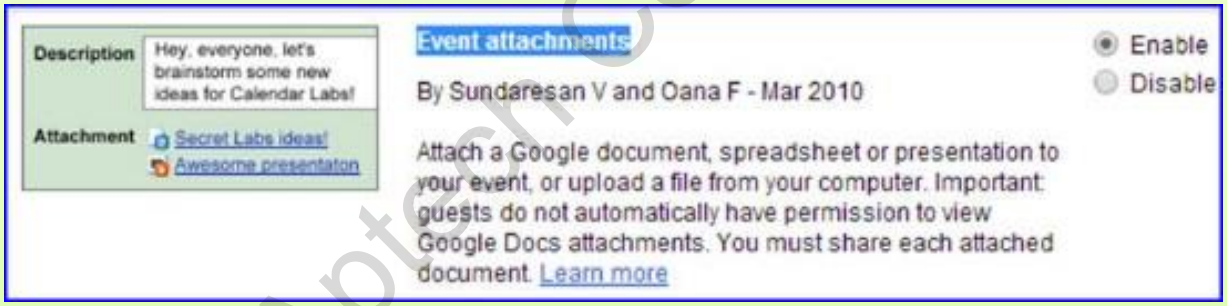
Attaching a File to a Meeting Invitation 1-3

Apps

- To attach a file to an event, perform the following steps:
  1. Open the **Calendar** page.
  2. Click **Settings** menu on the upper-right corner of the page and select **Settings**.
  3. Click the **Labs** tab.
  4. Scroll to the **Event attachments** section and click **Enable** as shown in the following figure:



  5. Click **Save**.
  6. Click a calendar entry. The **Add attachment** link is visible in the edit details page.

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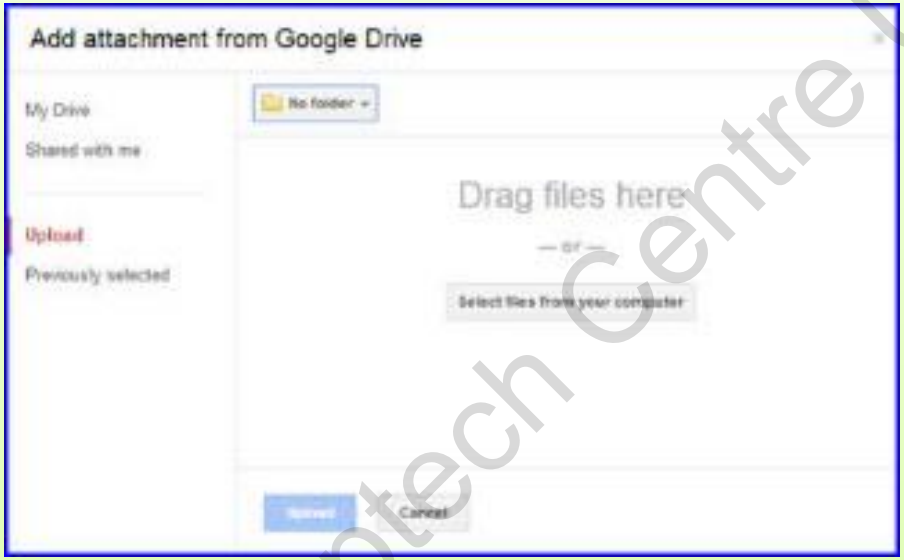
Attaching a File to a Meeting Invitation 2-3

Apps

5. Click the **Add attachment** link.
6. Choose a document that you want to upload from Google Drive or from your computer as shown in the following figure:



7. Click **Upload**. The file is attached to the event.

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Attaching a File to a Meeting Invitation 3-3

Apps

8. Click **Save**. The **Send update?** window is displayed.

9. Click **Send** to share the attachment with the guests.

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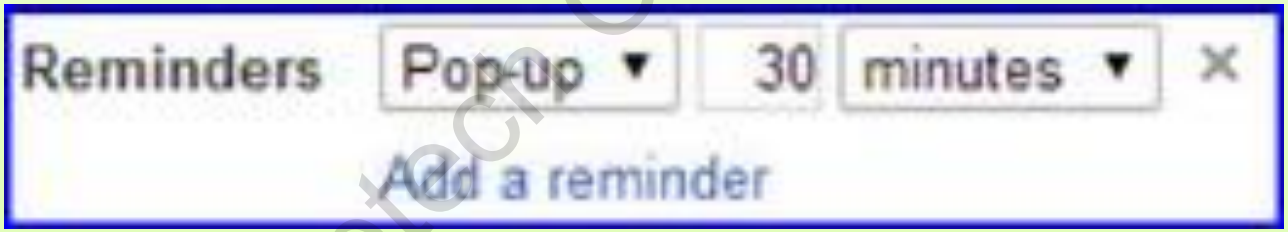
Setting a Reminder

Apps

- To set a reminder for an event, perform the following steps:
  1. Click an event.
  2. Scroll to the **Reminders** section.
  3. Click the **Pop-up** drop-down and select whether you want to add the reminder as a pop-up or in a mail.
  4. By default, the reminder is set to 30 meetings before the event. However, you can change it, if required as shown in the following figure:



  5. Click **Save.**

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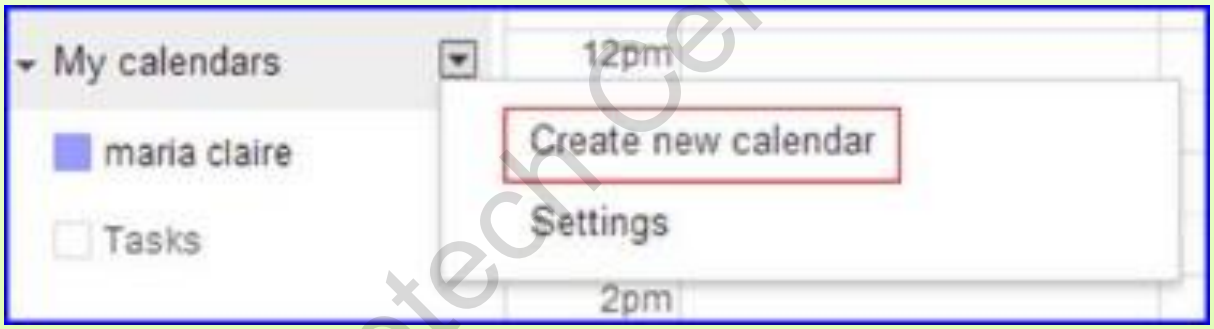
Creating a New Calendar 1-3

Apps

- A user can keep one calendar that shows all events and appointments related to work and another calendar that shows the events and appointments outside work.
- The steps to create a new calendar are as follows:
  1. Click the **My calendars** drop-down list and select **Create new calendar** option as shown in the following figure:



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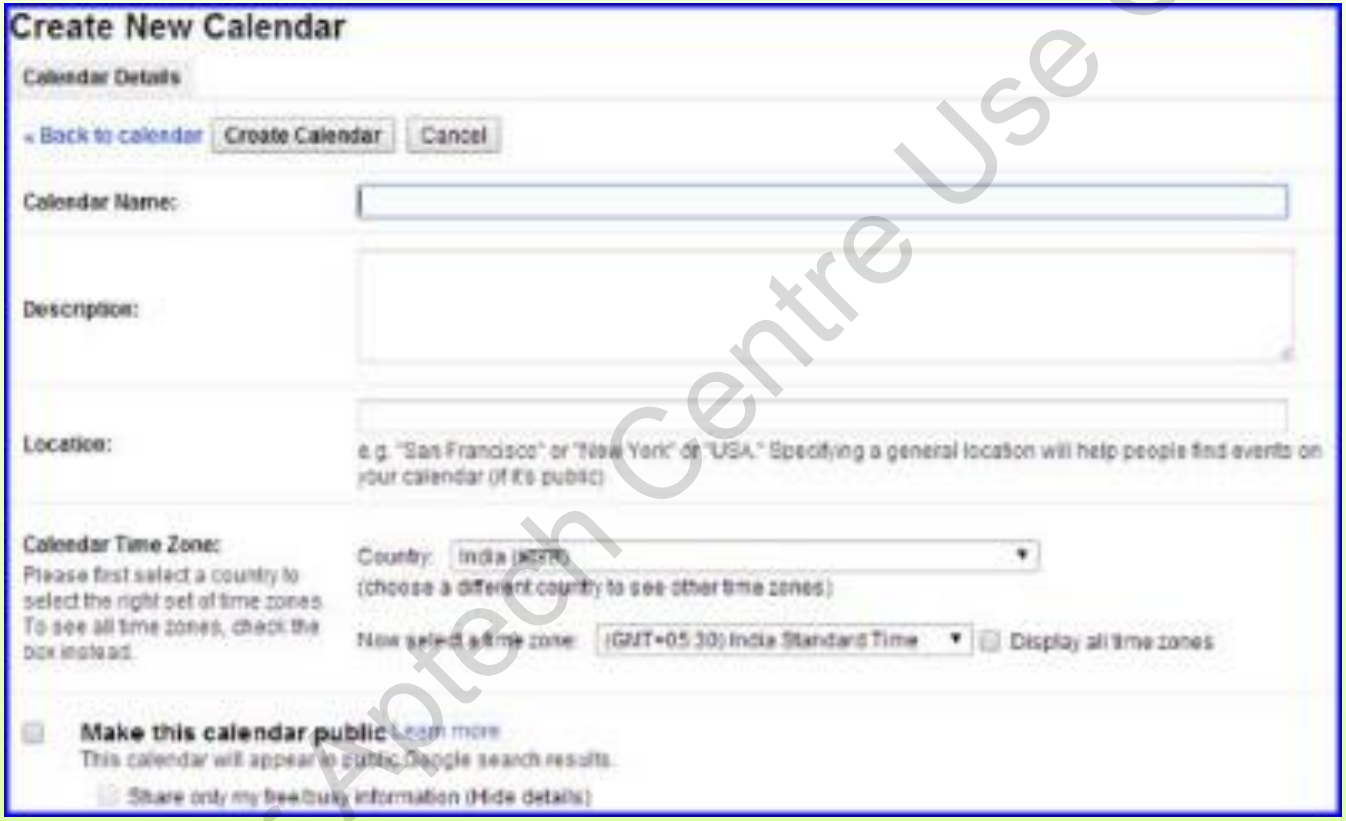
Creating a New Calendar 2-3

Apps

- Following figure shows the **Create New Calendar** page:



2. Specify the name of the calendar, description (optional), location (optional), and the calendar time zone in their respective fields.

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Creating a New Calendar 3-3

Apps

3. Click **Create Calendar**. The calendar will be listed under **My calendars** on the left of the page as shown in the following figure:

- The user can add, delete, or edit events in the new calendar.

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Sharing Calendar 1-2

Apps

- Google calendar can be shared with a single person or a group of people.

- The steps to share a calendar are as follows:
  1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option as shown in the following figure:

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Sharing Calendar 2-2

Apps

- Following figure displays the **Share this Calendar** tab:

2. To make the calendar public, check the **Make this calendar public** check box.
3. To share the calendar with some specific people, enter their e-mail addresses under **Person** in the **Share with specific people** section.
4. Click **Save**.

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Giving Calendar Access

Apps

- The steps to add others to the calendar to give calendar access are as follows:
  1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option.
  2. Select **Share this Calendar**.
  3. Type the e-mail address of another user in the **Share with specific people** section as shown in the following figure:

  4. Select a level of access for the user from the **Permission Settings** drop-down list.
  5. Click **Add Person**.
  6. After the other user has been added, he/she will receive an e-mail invitation to view the user's calendar.

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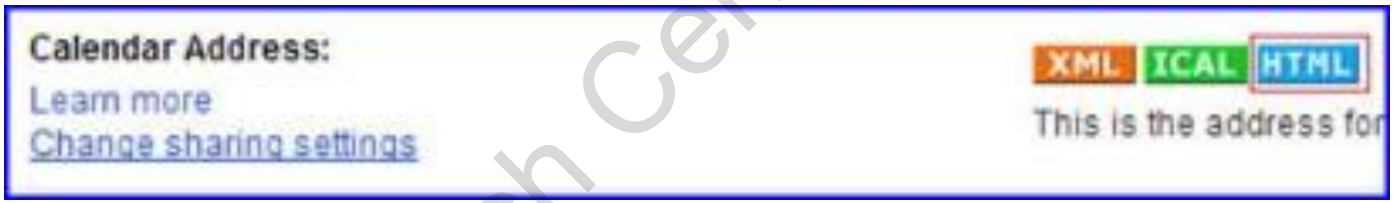
Sharing Calendar with People Outside Domain

- The steps to show non-Google users how to access the calendar are as follows:
  1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option.
  2. Click **Calendar Details** tab.
  3. Click **HTML** in the **Calendar Address** section as shown in the following figure:



  4. The pop-up window will open, which will have the calendar's public URL.
     - Copy and paste this URL in the Address bar of the Web browser.
     - This URL can be used to access the user's calendar information.

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Publishing a Calendar

- To publish the calendar, the user needs to perform the same steps that are used to make the calendar public.
- The user can share the HTML, eXtensible Markup Language (XML), or iCal address so that individuals can view the same using the Calendar software application.

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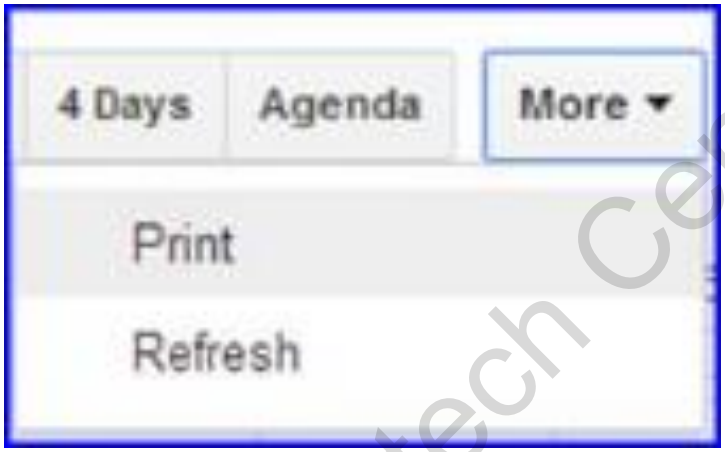
Printing a Calendar

Apps

- To print a calendar, perform the following steps:
  1. Click the calendar that you want to print.
  2. Click **Print** from the **More** drop-down list at the upper-right of the window as shown in the following figure:



  3. The **Calendar Print Preview** window opens.
  4. Click **Print**.

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Embedding a Calendar

- Google Calendar can also be embedded in the Google site of your organization.
- Users can also embed their calendars into any Web page with the help of a code snippet. The steps to create a code snippet are as follows:
  1. Open the calendar of the user from the **My calendars** section on the Calendar page.
  2. Click **Calendar settings** option.
  3. Copy the iframe code displayed in the **Embed This Calendar** section.
  4. Paste this code into the HTML code of the Web site to embed your calendar.

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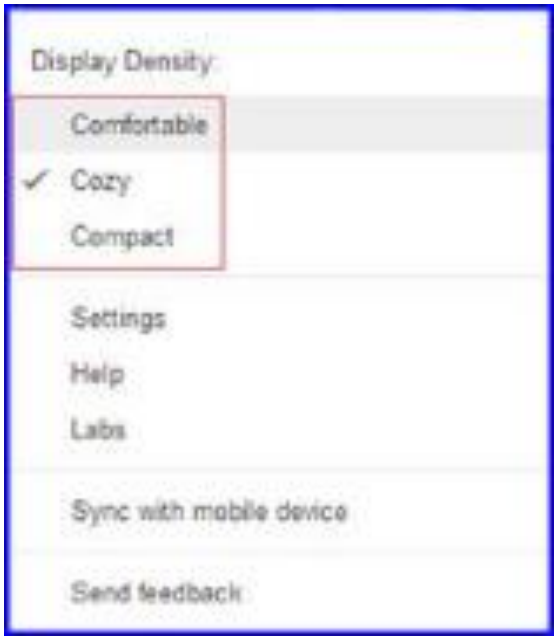
Changing Density Settings

- The amount of density is automatically adjusted by Google depending on the size of the window or the monitor.
- However, density setting can also be changed manually. The steps to change the density settings manually are as follows:
  1. Click the gear icon on the Calendar page.
  2. Select the desired Display Density from **Comfortable**, **Cozy**, and **Compact** as shown in the following figure:



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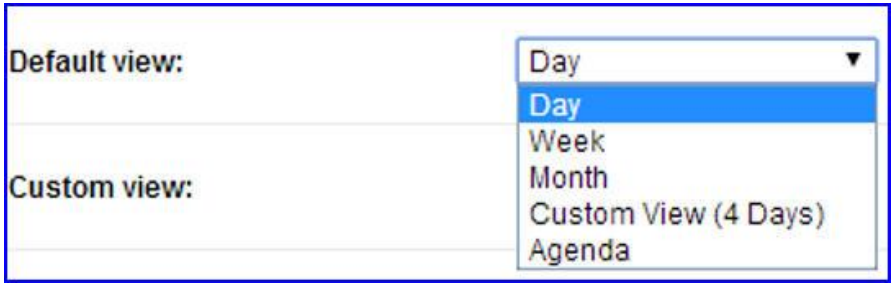
Changing Calendar Views

- The information in Google Calendar can be viewed by Day, Week, Month, 4 Days, or Agenda.
- These different views can be achieved by clicking the buttons on upper-right corner of the calendar as shown in the following figure:

- Users also have an option to change or set the default view of Google calendar. The steps to set the default view are as follows:
  1. Click the gear icon on the calendar page.
  2. Click **Settings** to view the **Calendar Settings** page.
  3. Go to the **Default view** section in the **General** tab.
  4. Select the desired view as shown in the given figure:
  5. Click **Save**.



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Accessing Calendars Offline 1-2

Apps

- To turn on offline access, perform the following steps:
  1. Click the gear icon and choose **Offline**. The user will be prompted to install offline access to Google Calendar.
  2. Click **Install from Web Store** to begin the setup process.
  3. If prompted to install **Gears**, open the downloaded file and install.
  4. Restart the browser. Gears will not be usable until the browser has been restarted.
  5. Click the gear icon again. A new green icon with a checkmark will be seen next to **Offline**.
- If the user is offline, the user will be able to view the events, however, will not be able to make changes or edit the events.

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Accessing Calendars Offline 2-2

- By default, the user's primary calendar is available offline.
- Users can also display their secondary calendars offline.
- To enable calendars to display offline, perform the following steps:
  1. Click the gear icon and choose **Offline**. Click **Offline settings** in the pop-up window that opens.
  2. Select the check box next to the calendar that is to be viewed offline.
  3. Click **Save**.
- The user should be online while performing the steps.

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Accessing Calendars on Mobile Devices

Google calendars can also be accessed on mobile devices for ease of use.

Depending on the type of device, the interface is automatically adjusted.

The Google Calendar on mobile allows several features such as adding events and inviting guests.

Google Calendar can be used in two mobile versions, **Basic version** and **Optimized version for Android, iPhone, and Palm webOS devices**.

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Summary

- Using Google Calendar, users can easily schedule meetings, appointments, or events with specific start and end dates and time.
- Users can create a new entry by using the Create Event link, the Calendar list, or the Quick Add link.
- In Google Calendar, users can share the information about a particular event with others by extending the invitation on their e-mail addresses.
- Google Calendar allows users to check the availability of all the attendees prior to send a meeting invite.
- Using Google Calendar, users can add additional calendars to help them organize their office and personal schedules.
- Google Calendar allows users to set privacy settings and ensure that the calendar information is not visible to other users.
- Google Calendar allows changing display density settings and view.
- Google Calendar allows access to the calendars of offline and mobile users.

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