User Guide for the Calendar App

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TOC

Schedule an Event

In this section, you will learn how to schedule an event using the Calendar application and other helpful concepts.

What is a Calendar Event?

This section provides information about what an event is.

A **calendar event** is a digital entry used to organize and schedule activities or reminders. Events typically include essential details to help manage time effectively. Below are the key components of a calendar event:

- **Start Time:** The exact time when the event begins (e.g., 10:00 AM).

- **End Time:** The exact time when the event concludes (e.g., 11:00 AM).

- **Event Title:** A short, descriptive name for the event (e.g., "Team Meeting" or "Doctor's Appointment"). The title helps identify the event's purpose at a glance in the calendar view.

- **Location:** Specifies where the event will take place (e.g., "Room 101," "Zoom Link," or "Central Park"). Adding a location is especially useful for meetings, appointments, or events with attendees, as it provides clarity about the venue.
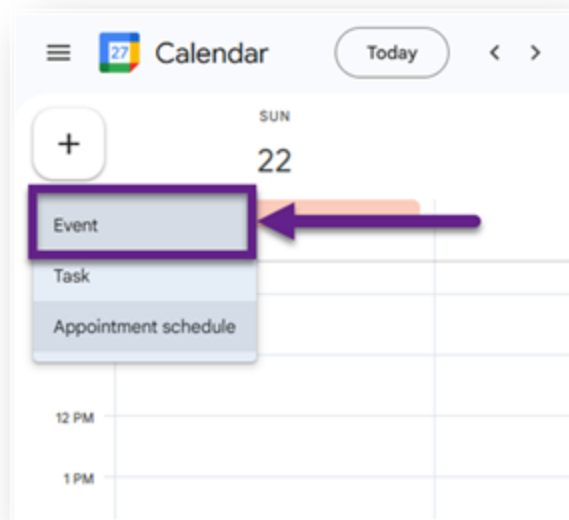
How to Schedule an Event

Here are the instructions for scheduling an event in the calendar application.

To successfully schedule an event, you must know what a calendar event is.

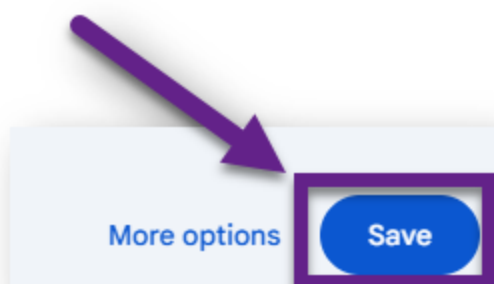1. Click the "+" Create button on the web version's left side.
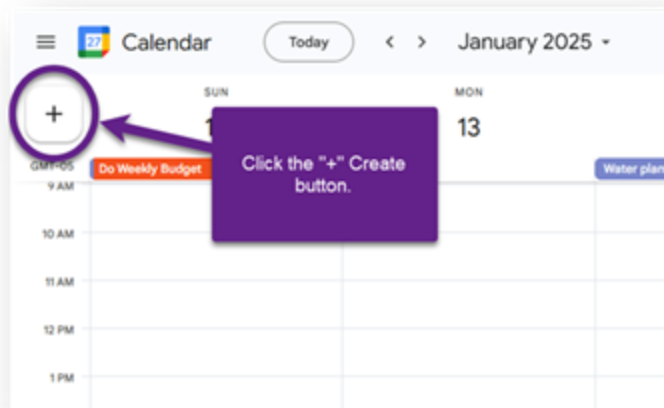
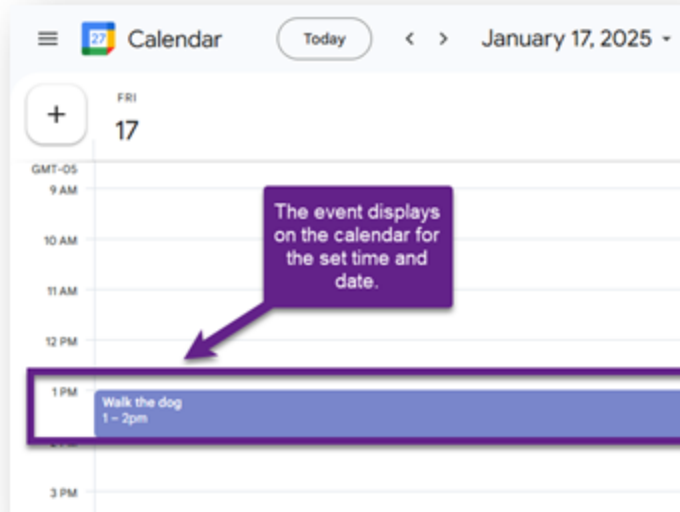2. Select "Event" from the drop-down menu.

3. Enter the event details, such as the name of the event, the location of the event, and the start and end date/time.

4. Click Save to save the event.

5. Check the calendar to confirm the event appears on the correct date and time.

The event will be displayed on the calendar for the set time and date.

Set Up Recurring Event

In this section, you will learn how to set up a recurring event using the Calendar application and other helpful concepts.

What is a Recurring Event?

This section provides information about what a recurring event is.

A **recurring event** is an event that repeats at regular intervals over time, eliminating the need to create separate entries for each occurrence manually. Recurring events are commonly used for activities or commitments that follow a predictable schedule, such as weekly meetings, monthly appointments, or daily reminders. The calendar allows you to set the frequency of repetition, including:

- Daily: The event repeats every day.

- Weekly: The event occurs on the same day(s) each week.

- Monthly: The event repeats on a specific date or day of the month.

- Yearly: The event occurs annually on the same date.

- Custom: Users can define specific intervals (e.g., every 2 weeks or every 3 months).

You can set an end date for the recurring series (e.g., "Repeat until December 31, 2024") or choose to repeat indefinitely.

How to Set Up a Recurring Event

Here are the instructions on how to set up a recurring event in the calendar application.
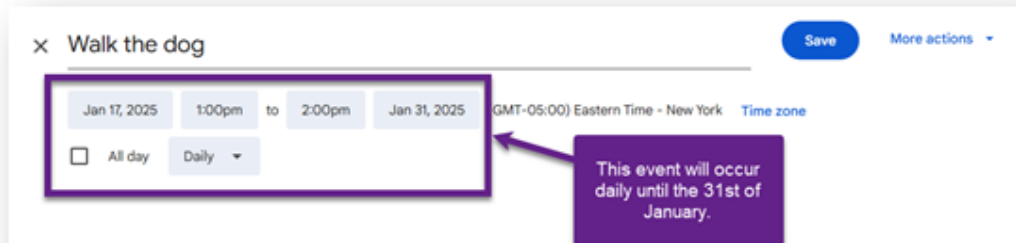
To successfully set up a recurring event, you must know what a recurring event is.

1. Create or open the event you want to set up as a recurring event.

2. Click the "**Does not repeat**" drop-down menu under the date and time section.
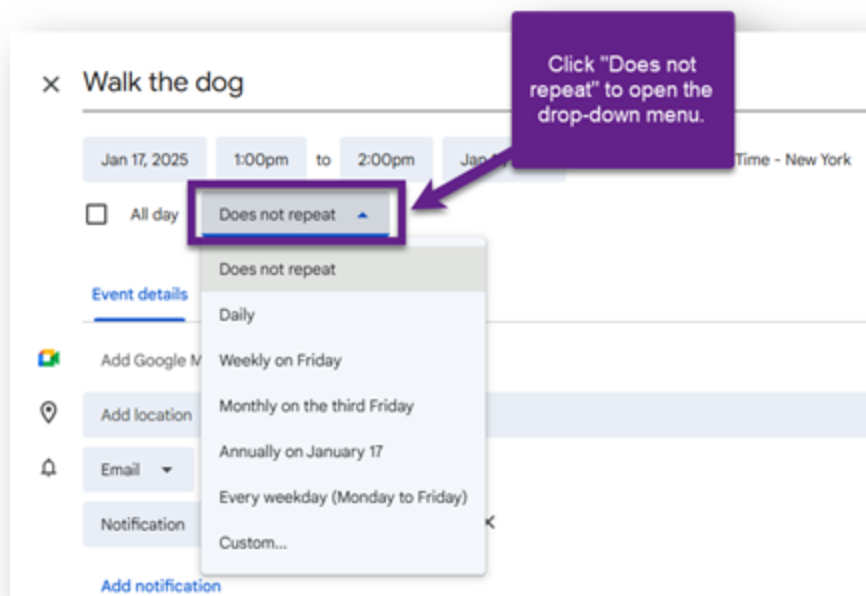
3. Select a predefined recurrence pattern (e.g., **daily, weekly, monthly, annual**) or choose "**Custom**" to create a custom recurrence.

4. Set specific days, intervals (e.g., every 2 weeks), and the end date for the series.
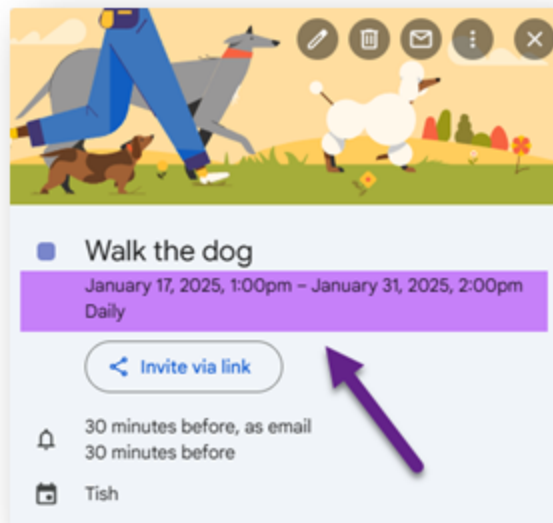

5. Click **Save** to save the event.

6. Check the calendar to ensure the event appears correctly for all intended dates.

The recurring event will be displayed on the calendar for the selected date(s) and time.

Change Calendar View

In this section, you will learn how to change the calendar view in the Calendar application and other helpful concepts.

What is the Calendar View?

A **calendar view** refers to how events and schedules are visually displayed. It allows you to choose the format and scope of time you want to focus on, helping you organize and manage your schedule effectively. Below is a list of the different calendar views and their descriptions.

- **Day:** Displays events for a single day.

- **Week:** Shows all events for the current week.

- **Month:** Displays events in a monthly grid.

- **Year:** Provides an overview of the entire year.

- **Schedule:** Lists events in a chronological sequence.

- **Custom (e.g., 4 days):** If enabled, displays a custom range of days.

How to Change the Calendar View

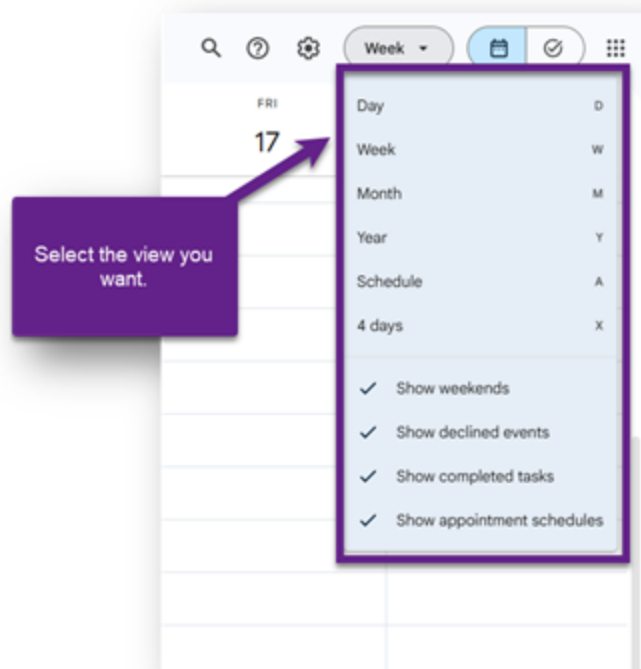Here are the instructions on how to change the calendar view in the calendar application.

To successfully change the calendar view, you must know what different calendar views mean.

1. In the Google Calendar app, click the View Selector button in the top-right corner.
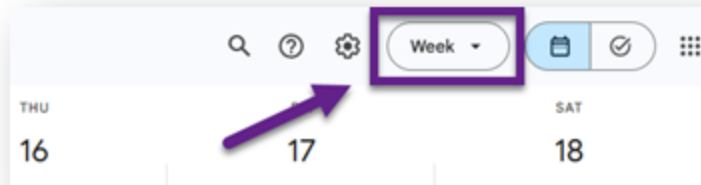
2. Click the view you want (e.g., day, week, month) from the drop-down menu.

The calendar will refresh to display the selected view.

Set Reminder Notification

In this section, you will learn how to set up a reminder notification in the Calendar application and other helpful concepts.

What is a Reminder Notification?

This section provides information about what a reminder notification is.

A **reminder notification** is an alert designed to notify you of an upcoming event or task. It helps ensure you don't forget important commitments by providing timely prompts based on your preferences. Some key features of reminder notifications include:

- **Pop-up Notifications:** Appear as a message on your device screen.

- **Email Notifications:** Sent to your associated email address.

- **Mobile App Alerts:** Delivered via the Google Calendar app on your phone or tablet.

- **Timing Options:** Notifications can be set to alert you at specific times before an event (e.g., 10 minutes, 1 hour, or 1 day in advance). Multiple reminders can be configured for a single event (e.g., one at 1 hour before and another 10 minutes before).
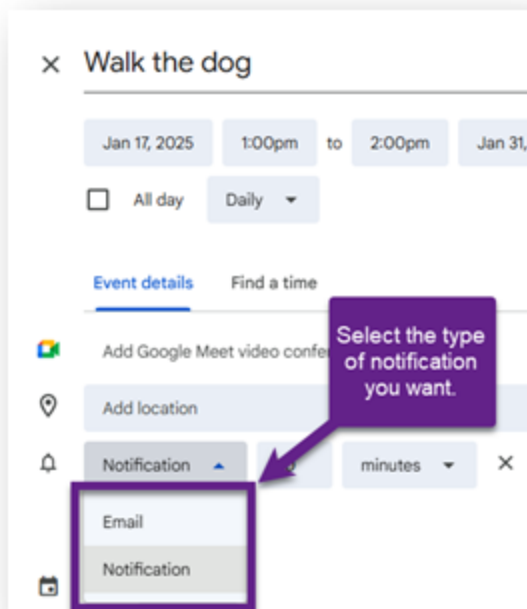
How to Set a Reminder Notification

Here are the instructions on how to set a reminder notification in the calendar application.

To successfully set a reminder notification, you must know what a reminder notification is.

1. Create a new event or open an existing event for which you want to set up a reminder notification.

2. In the event details panel, look for the **"Notification"** section.
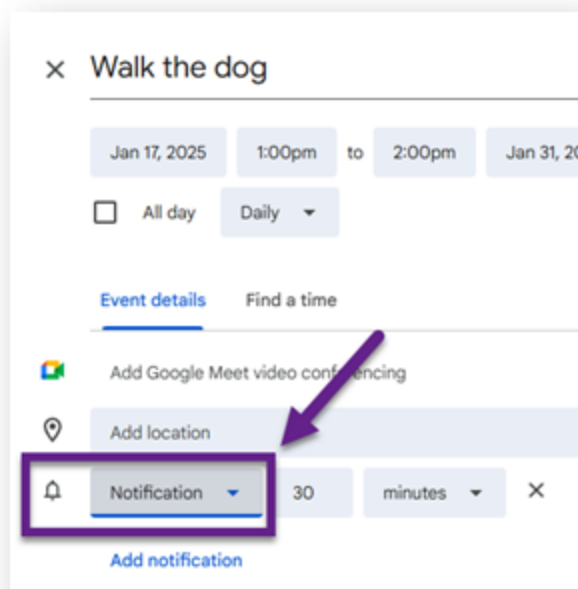
3. Click the drop-down menu and select the type of notification you want to use.

4. Choose the timing for the notification (e.g., 10 minutes, 1 hour, or 1 day before the event).
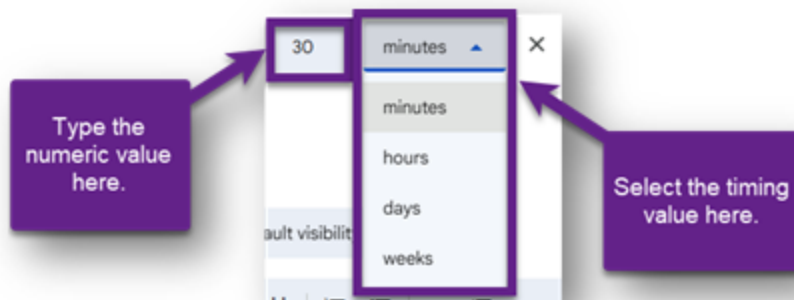
5. To add multiple reminders, click the **"Add notification"** button.

6. Click **Save** to apply the changes.

The reminder notification will be sent at the chosen time using the selected notification type.

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