

1. Basic Settings

Accessing Google Calendar

1. **Open Google Calendar:** Go to calendar.google.com or open it from the Google Apps menu in Gmail.

Basic Settings

1. **Settings Menu:** Click the gear icon in the top-right corner and select "Settings."
 2. **General Settings:**
 - **Language and Region:** Set your preferred language and region.
 - **Time Zone:** Choose your primary time zone.
 - **Event Settings:** Set default event duration, default guest permissions, and default calendar view.
 3. **Calendar Settings:**
 - **Create a Calendar:** Click "Add calendar" > "Create new calendar." Enter a name, description, and time zone, then click "Create calendar."
 - **Calendar Integrations:** Sync with other calendars (Outlook, Apple Calendar, etc.) using the "Import & export" option.
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2. Organize Your Events

Creating Events

1. **Create Button:** Click the "+" button or the "Create" button.
2. **Event Details:** Enter event title, date, time, location, and description.
3. **Invite Guests:** Add email addresses of guests.
4. **Save Event:** Click "Save" to add the event to your calendar.

Event Colors

1. **Color Coding:** Assign different colors to events for better organization. Right-click on an event and select a color.

3. Setup Notifications

Event Notifications

1. **Open Event:** Click on the event and select the pencil icon to edit.
2. **Notifications Section:** Add or modify event notifications.
 - **Pop-up Notifications:** Set a time for a pop-up reminder.
 - **Email Notifications:** Set a time for an email reminder.

Default Notifications

1. **Settings Menu:** Go to the gear icon > "Settings" > "Event settings."
 2. **Default Notifications:** Set default notification times for events and all-day events.
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4. Add Task

Creating Tasks

1. **Tasks Section:** Click on the "Tasks" button on the right sidebar.
 2. **Add Task:** Click the "+" button to create a new task.
 3. **Task Details:** Enter task title, details, and due date.
 4. **Save Task:** Click "Save."
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5. Video Conferencing Meeting / Study Groups

Scheduling Video Conferencing Meetings

1. **Create Event:** Click the "Create" button.
2. **Add Video Conferencing:** In the event details, click "Add Google Meet video conferencing."
3. **Event Details:** Enter the event details and invite guests.
4. **Save Event:** Click "Save." A Google Meet link will be automatically generated.

Setting Up Study Groups

1. **Create Event:** Click the "Create" button.
 2. **Event Details:** Enter event title, date, time, location, and description.
 3. **Invite Participants:** Add email addresses of participants.
 4. **Save Event:** Click "Save."
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6. Share Calendar / Add Calendar (Co-workers)

Sharing Your Calendar

1. **My Calendars Section:** On the left sidebar, click on the calendar you want to share.
2. **Settings and Sharing:** Click the three dots next to the calendar and select "Settings and sharing."
3. **Share with Specific People:** Under "Share with specific people," add the email addresses and set permissions (View only, Make changes, etc.).
4. **Send Invitation:** Click "Send."

Adding Co-workers' Calendars

1. **Other Calendars Section:** On the left sidebar, click the "+" button next to "Other calendars."
 2. **Subscribe to Calendar:** Select "Subscribe to calendar" and enter your co-worker's email address.
 3. **Add Calendar:** Click "Add" to see their calendar.
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7. Book an Appointment

Creating Appointment Slots

1. **Create Event:** Click the "Create" button.
2. **Appointment Slots:** Click "Appointment slots" at the top of the event details window.
3. **Set Appointment Details:** Enter the title, date, time, and duration of appointment slots.
4. **Save Event:** Click "Save."

5. **Share Appointment Page:** Copy the appointment page link and share it with those who need to book appointments.
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