



Andhra Pradesh State Skill Development Corporation



Google Tools For Everyone

Google Calendar



Google Calendar:

It is an application provided by Google. Google calendar has amazing functions. By using this We can organize our schedules and coordinate events with others. You can access your calendar from any computer or mobile as long as you're signed in to your Google account.

With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. The calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together.

Requirements:

- Google account
- Internet

What topics are covered:

1. Getting started
2. Google calendar Interface
3. Create an Event
4. Update an Event
5. Add Guests
6. Reply to an Invitation
7. Guest's list attendance
8. Delete an Event
9. Add new calendar
10. Share your calendar



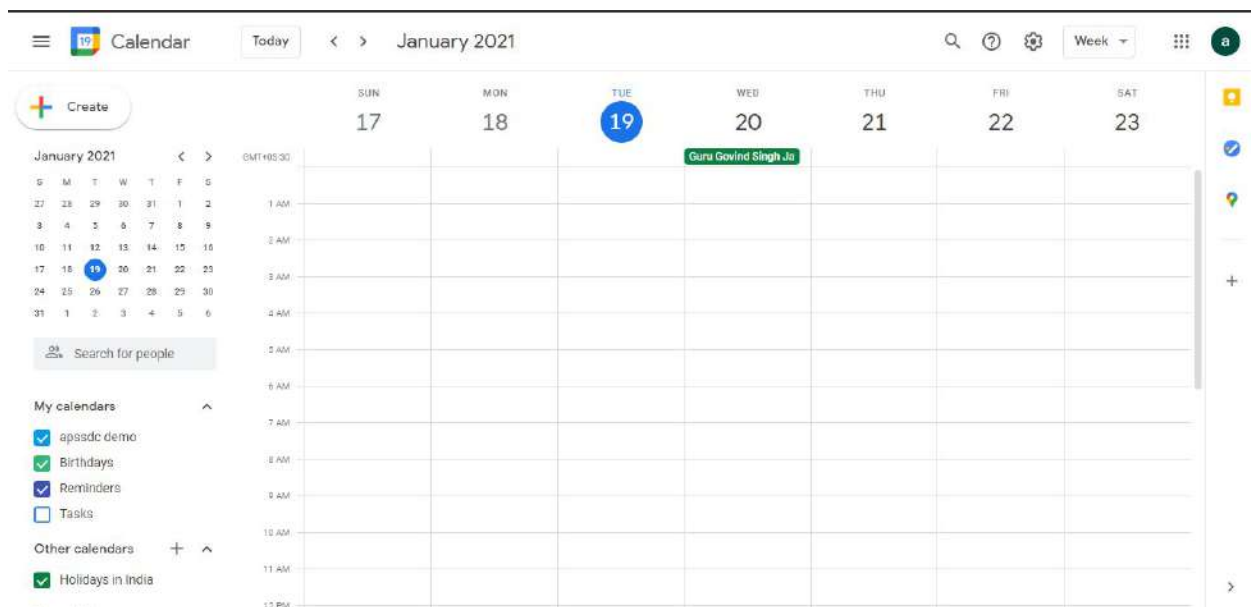
1. Getting Started

What is Google Calendar?

Google Calendar is a time-management and scheduling calendar service developed by Google. Google Calendar allows users to create and edit events. Organize our schedules and coordinate events. You can access your calendar from any computer or mobile as long as you're signed in to your Google account.

How to access google calendar:

- On your computer, visit calendar.google.com.
- If you already have a Google Account, sign in. If you don't have one yet, click Create an account.
- Once you sign in, you will get a google calendar view.

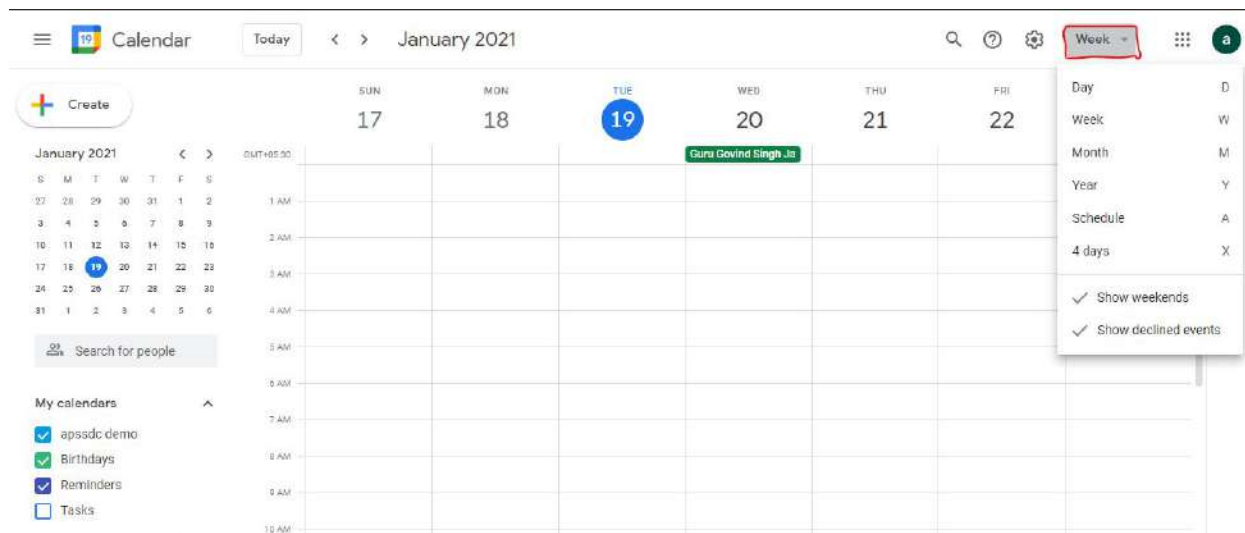




2. Google Calendar Interface:

Change your calendar view:


- On your Google calendar interface, in the top right, choose a view: Day, Week, Month, Year, Schedule, or 4 days.



After you choose a new view, it becomes your default view until you change it.

Change view settings:

Choose which day your calendar week starts, set a custom view, and use an alternate calendar.

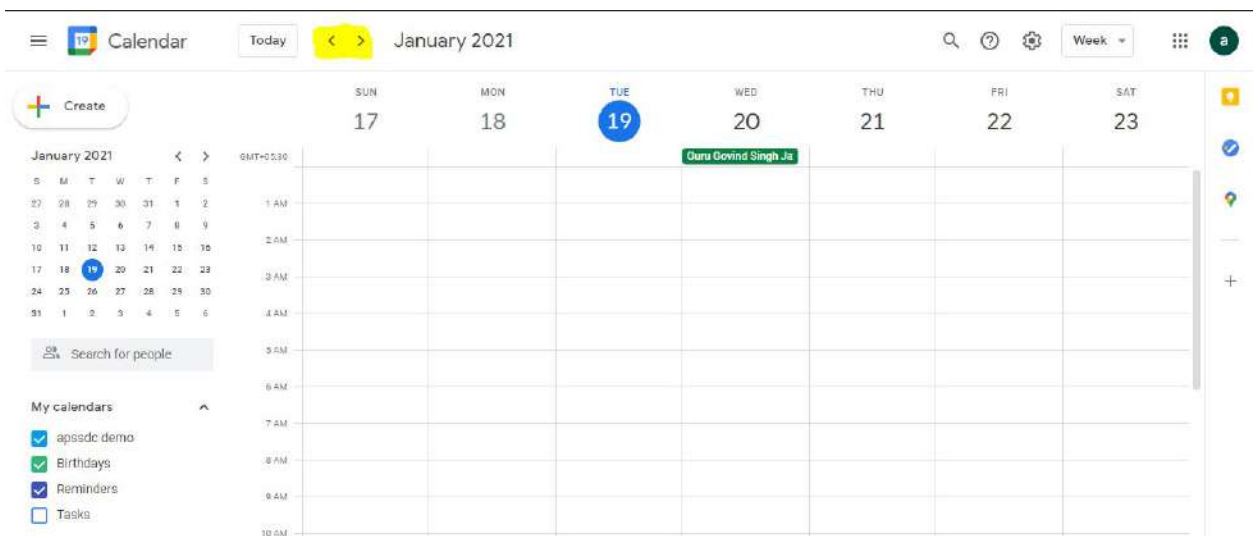
- On your google calendar interface,
- At the top right corner, click Settings  > Settings.
- At the left, click View options.
- Choose your settings. Changes are automatically saved.



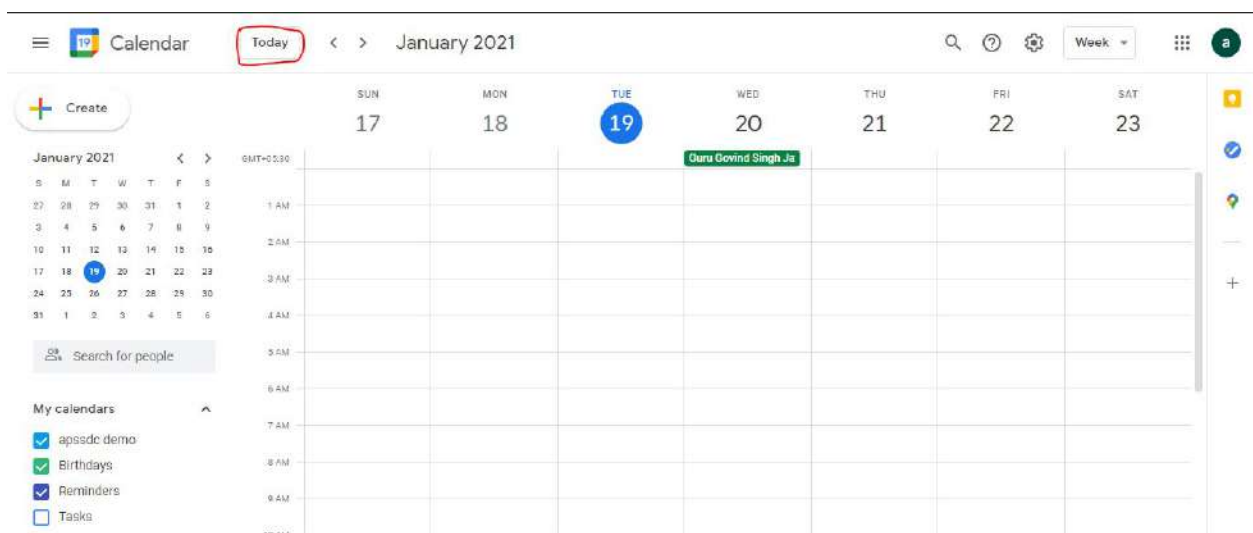
Navigate your calendar:

There are two ways to move between dates:

- Use the arrows in the top left corner of the Calendar to move to recent dates in the past or future.
- Use the small calendar in the top left corner to select a date.




- To return to today's date, click Today in the top left corner.

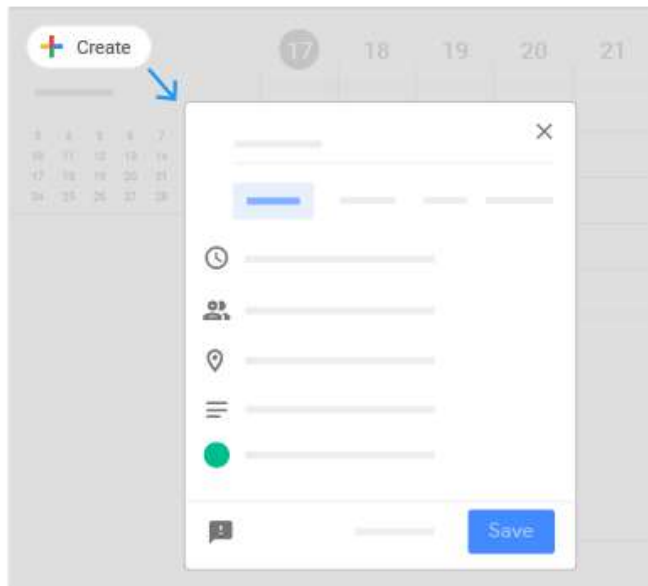




3. Create an Event:

Schedule one-time activities, such as conferences, as well as recurring events, such as staff meetings. Let everyone know if you're attending with a single click from the event invitation

1. In Calendar, choose an option:
 - Click an empty time slot in the calendar grid (or)
 - Click  Create.
2. Add an event title, date, and time.



Add a meeting location:

- Click Add location and enter your details. Suggestions automatically appear.

Add video conferencing:

When you add a guest to an event, a video meeting in Google Meet is automatically added to the event. For Enterprise edition accounts, a dial-in phone number and PIN are also added. Guests can call into the meeting by phone if your administrator has turned this option on.

Tip: You can add a Meet video meeting to a Microsoft Outlook event or email using the Meet add-in. For details, see [Add Meet video meetings](#) to Outlook.



Add an event description and attachments

Add an event description:

1. Click the Add description or attachments field.
2. Add details, such as contact information, instructions, or links for your event.
3. (Optional) Format your description by bolding, italicizing, underlining, or adding lists and links.

Add an attachment:

1. Click the Add description or attachments field.
2. Click My Drive or Upload and select your file.
3. Click Select or Upload. Your file will be attached to the event

The screenshot shows a form for adding an event description and attachments. It includes a title field, a date field, a time field, a location field, and a large text area for the description. The text area has a rich text editor toolbar with options for bold, italic, underline, bulleted list, numbered list, link, and unlink. Below the text area is a file upload section with a paperclip icon and a 'Select' button. At the bottom right is a blue 'Save' button.



Choose an event color, calendar, and default visibility:

- Choose an event color—When you're creating an event, you can choose the color that the event will show in your calendars. To choose a different color for your event, click the color palette next to your calendar name and select a different option.
- Add your event to a different calendar—For your event to appear on a different calendar, click your calendar name and select a different calendar.
- Show as busy/available—Change the visibility settings to “Busy” or “Available” so you can show free or busy times on your calendar.
- Set your default visibility—If you share your calendar, your events have the same privacy settings as your calendar. You can change what others can see about certain events.

The screenshot shows a calendar event creation interface. At the top, there's a title field and a color palette. Below that, there are several sections for configuring the event: Time (with a clock icon), Location (with a location pin icon), Repeat (with a calendar icon), Visibility (with a calendar icon and a dropdown menu), and Default visibility (with a calendar icon and a dropdown menu). There is also a section for 'Show as busy/available' with a dropdown menu. A blue button is visible at the bottom right.



Set up notifications:

1. In Calendar, click Settings -> Settings.
2. On the left under General, click Event settings.
3. Click Notifications and select an option:
 - Off
 - Desktop notifications
 - Alerts
4. If you want to set up a sound for your incoming notifications(if notification as desktop notification), check the Play notification sounds box.
5. If you want to manage your notifications, on the left, click your calendar -> General notifications.
6. Next to each option, click the Down arrow and select None or Email.

Save your event:

When you're finished filling in the details, save your event

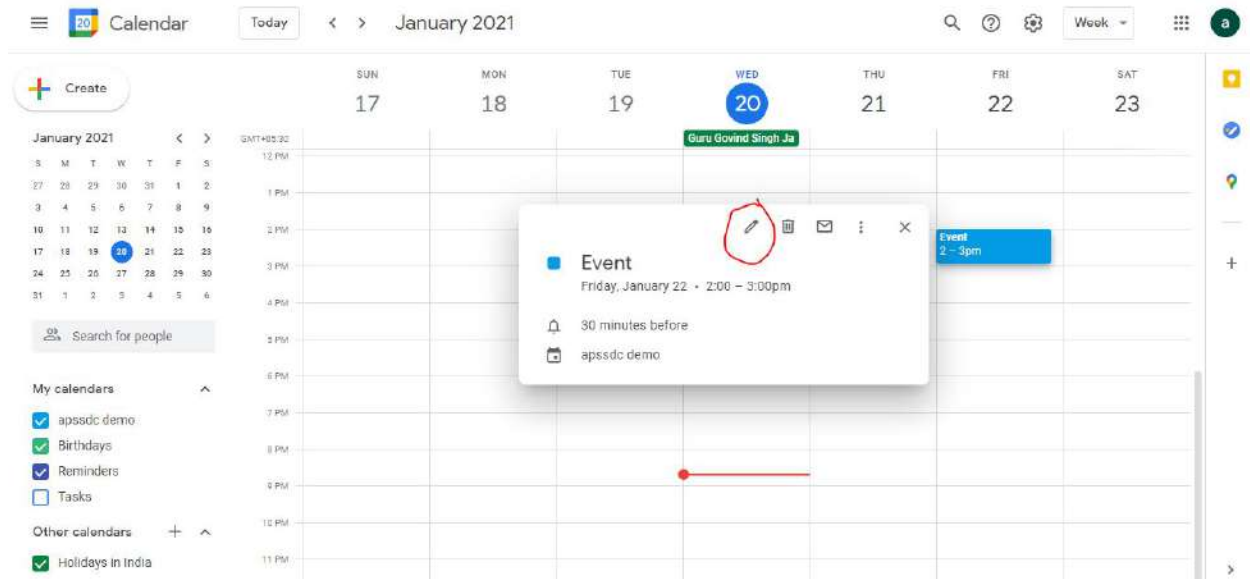




4. Update an Event:

If you want to update an event like invite more guests, change the meeting location, change the meeting time, or more

1. In the calendar grid, click the event -> click on the edit tool.
2. To invite more guests, change the meeting location, or add attachments, make your changes and click Save.



Note: If the event organizer hasn't given you edit permissions, you can't make changes to the event time or its duration.



5. Add Guests:

You can add people to an event:

1. In the calendar grid, double click on your event
2. In the Add guests field, enter the first few letters of a person's name or email address. Matching addresses in your organization's directory appear as you enter text.
3. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address. After you add a guest to your event:
 - A video meeting in Google Meet is automatically added to the event.
 - The guest's calendar appears next to yours.
4. You can give the guest permission to check on boxes as you want

The screenshot shows the Google Calendar 'Event' creation interface. The 'Event' title is at the top. Below it, the date and time are set to Jan 22, 2021, from 2:00pm to 3:00pm. The 'All day' checkbox is unchecked, and the 'Does not repeat' option is selected. The 'Event Details' section on the left includes a blue button to 'Add Google Meet video conferencing', a location field, a notification field set to 30 minutes, and a description field. The 'Guests' tab is selected, showing the 'Add guests' field and 'Guest permissions' section. The 'Guest permissions' section has three checkboxes: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). A red arrow points to the 'Guests' tab.

Tip: If you're not the organizer of the meeting but you have permission to edit the event, you can follow these steps to invite people to a meeting.

Note: If you create an event in Calendar and don't give guests permission to modify the event, they can't change the event's date or time on their own calendar.



6. Reply to an Invitation:

When you get an invitation to an event, it appears on your calendar. If you subscribe to email notifications, you get invitations by email as well. If you're using Gmail, you can respond to the invitation right from the email.

1. In the calendar grid, click the event.
2. At the bottom next to Going?, click Yes, No, or Maybe.

Tip: To respond to the event from Gmail, open the email and next to Going?, click Yes, No, or Maybe.

Propose a new time or add a note:

1. Click the event.
2. In the bottom-right corner, click the Up arrow and choose an option.
 - Add note—Enter your message, optionally change your event response, and click Send.
 - Propose a new time—On the left, choose the day and time, optionally add a message, and click Send proposal.

Note: All guests can propose a new time, except for events with more than 200 guests or all-day events.

Reply to an event from a forwarded invitation:

Guests can forward a meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

If you get a forwarded invite by email, you can respond from the email.

1. In Gmail, point to the email and click RSVP.
2. Click your response.





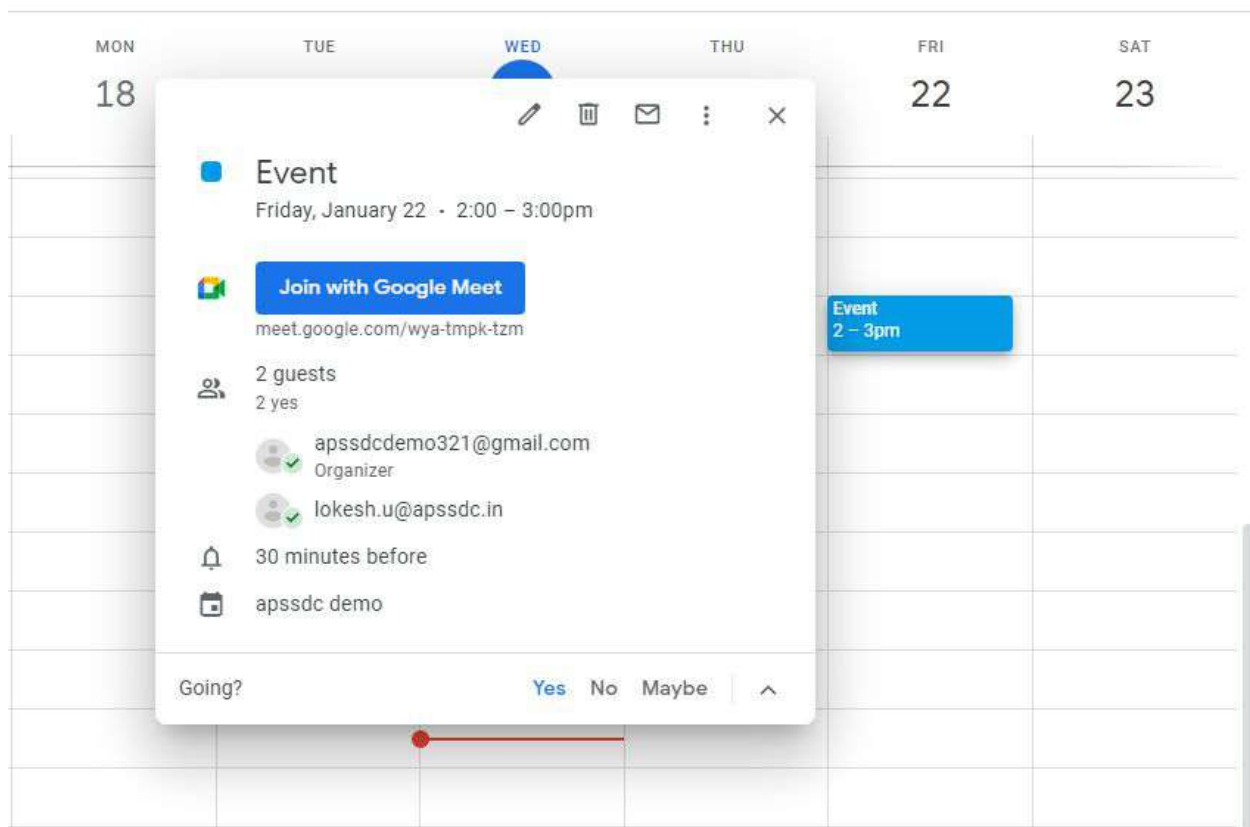
7. Guest list attendance:

If you need to track attendance for your event, you can instantly see who's accepted or declined your invitation, and who's proposed a new meeting time.

1. In the Calendar grid, click the event.
2. Go to the Guests field to see a list of responses from your guests. You might have to click the Down arrow to see the responses.

Respond to a proposed new meeting time request:

1. In the Calendar grid, click the event.
2. In the Guests section, go to the proposal and click Review proposed time.
3. To accept the new proposed time, click Save.
4. (Optional) To notify guests about the new meeting time, click Send.





8. Delete an Event:

If you delete an event, it remains in a calendar's trash for approximately 30 days. After 30 days, it's permanently deleted, but you can permanently delete it before that if you want.

Delete an event:

1. In your calendar grid, click the event,
2. Click Delete .

Permanently remove a deleted event:

1. Click Settings Trash.
2. Check the box next to the deleted event and click Delete .
3. (Optional) To permanently remove all events in your trash, at the top right, click Empty trash.

Restore a deleted event:

You have approximately 30 days to restore an event that you deleted by mistake.



1. Click Settings Trash.
2. Check the box next to the deleted event and click Restore.





9. Add new calendar:

You can create calendars to keep track of different types of events. For example, you could create a calendar called "Soccer" that tracks upcoming practices and games.



You can only create new calendars from a browser, and not from the Google Calendar app. Once the calendar is created, you can find it on your browser and in the app.

1. Open Google Calendar.
2. At the left, next to "Other calendars," click Add other calendars   Create new calendar.
3. Add a name and description for your calendar
4. Click Create calendar.
5. If you want to share your calendar, click on it in the left bar, then select Share with specific people.


Find the calendars you've created

1. Open Google calendar
2. On the left side of the page, under "My calendars," you'll find a list of the calendars you've created.
3. To show or hide that calendar's events, click the calendar's name.
4. To remove a calendar from your list, next to the calendar's name, click Options   Hide from list.

Edit your calendar's name:

1. Open Google calendar
2. On the left side of the page, under My calendars, find your calendar.
3. Next to your calendar, click Options   Settings and sharing.
4. In the box at the top, choose a new name.

Change your calendar's color

1. Open Google Calendar
2. On the left side of the page, under My calendars, find your calendar.
3. Next to your calendar, click Options .
4. Pick the color for your calendar, or click Add custom color




10. Share your calendar:

You can share your calendar with family, friends, and co-workers.

- Share your main calendar with someone so they can find your schedule.
- Create a calendar that multiple people can edit, like a family calendar.
- Add someone, like an administrative assistant, as a delegate of your calendar to schedule and edit events for you.

If you'd like to share a calendar that you don't own, you'll need to ask the owner to turn on the Make changes and manage sharing permission. If your account is managed through work or school, you might not have access to all of the permissions options.

1. Open Google calendar. You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. You might need to click it to expand it.
3. Hover over the calendar you want to share, click More  > Settings and sharing.
 - To broadly share it: Under "Access permissions," check the boxes of the ways you want to share and choose your options in the drop-down menu. Learn more about these options below.
 - To share with individuals: Under "Share with specific people," click Add people.
4. Add the person or Google group email address. Use the dropdown menu to adjust their permission settings.
5. Click Send.
6. The recipient will need to click the emailed link to add the calendar to their list.