An Introduction to Google Calendar

Google Calendar is a Google App that is a great resource to use to manage your everyday tasks and activities. It integrates with your Gmail and other Google Apps so you are always on task and have your schedule!

Signing In

To sign into Google Apps for Education,

1. Go to http://go.uis.edu/google
2. Select Continue. Log in with your NetID and password.
3. Select Calendar.

Navigating the Google Calendar Interface

- Search your calendar
- View the calendar in different forms
- Click to view a specific date
• Events that are **all day** or last for several days appear with a banner along the top of the date.
• Events with specific times appear with a time and the label color next to the event title.
• When you receive an invitation for an event, it will be added to your calendar. Until you reply, the event will have an arrow to the left of it (as shown below). To reply, click the arrow and submit your RSVP.

Creating an event

1. To create a new event for your calendar, click **Create**. If you want to add an event quickly, you can click the **dropdown arrow next to create** to do a **Quick Add**. If you choose this method, simply enter the event and click **Add**. You will be guided to the screen where you are able to customize the event.

2. After adding the title to the event, enter the dates, times (or indicate if it is an all day event), and choose if you want the event to repeat (for example weekly meetings, monthly meetings, etc.) Enter where the event will be, a description, and select a color for the event to appear on your calendar. You are also able to **set reminders** via email or pop-ups. After your event is created, you have the option to **add guests**. Simply enter **their email address**, choose their settings, and click **Add**. They will then be notified of the event and it will be added to their calendar. After you have finished creating your
3. Your event will then appear on your calendar. To edit the event, simply click on it, click **Edit Event**, and you will be taken back to the screen which allows you to customize the event.

Managing your Calendar

1. Under **My Calendars**, click the **dropdown arrow** next to the calendar you wish to edit. You will have the option of editing the settings of the calendar, creating the calendar, or
sharing the entire calendar with another individual.

a. Under Calendar Settings, update your calendar description, sharing information, and notifications.

b. Under Share this Calendar, quickly change if the calendar is public or not and specify individuals to share the calendar with.

c. Editing Notifications allows you to select when and where you receive notifications. Note: You can receive reminders via Email or Text.

Creating and Managing Tasks

Tasks are another way to stay organized with Google Calendar. To access your Tasks,
1. Click **Tasks** under **My calendars**.

2. Your Task list will appear to the right of the screen.

   a. To edit the **details of a task**, roll your cursor over the task and click the **arrow**.

      - Click next to the empty checkbox to type a task. Click **Enter** when you are finished, and you will be able to add the next task. **Check the checkbox** when the task has been completed.

      - Click the **X** to exit out of your tasks.
b. Enter the due date for the task as well as a description. When you have finished, click Back to list.

c. The task will now appear with a due date.

Extra tips:

- At the bottom of your task list, click the far right icon (the bulleted list) to manage your task lists, and create a new list.

- Click the Actions option at the bottom to organize the format of your tasks, print your task list, sort your tasks, and more.

- At the bottom list, the + and the garbage can icon allow you to both create a new task and delete a task.
Creating a New Calendar

With Google Calendar, you can have different emails; for example a work calendar, a personal calendar, etc. To create a new calendar,

1. Click the **dropdown arrow** next to **My calendars**. Choose **Create new calendar**.

2. Enter a name for your calendar, a description and/or location, select a time zone, and then choose if you wish for the calendar to be public. You can also indicate specific people to share the calendar with and edit their permissions. When you have finished, click **Create Calendar**.

Your Calendar on the Go

Google Calendar is an app available for download that allows you to bring your calendar with you wherever you go. Download the app for free, and access everything you would from your calendar on your computer on your mobile device!

This app allows you to:

- Get text reminders sent right to your phone so you don’t forget events.
- Manage your calendar on the go