Personal Notes

The topics that will be covered in this workshop:

- Access (p.2)
- Calendar Settings (p.2)
  - General Tab (p.2)
  - Calendar Tab (p.3)
    - Change Calendar Color (p.3)
    - Calendar Notifications (p.4)
    - Sharing (p.4)
  - Mobile setup (p.5)
  - Labs (p.5)
- Add Appointments/Events (p.2)
  - Adding an Appointment/Event (p.2)
  - Quick Add (p.4)
  - All Day Events (p.6)
  - Delete/Remove an Appointment/Event (p.8)
  - Modify Existing Appointment/Event (p. 9)
  - Repeating an Appointment/Event (p.10)
  - Appointment/Event Reminders (Notifications) (p.13)
    - SMS Notifications (p.15)
- Invite Attendees and Enter Meeting Details (p.16)
  - To Invite Attendees (p.16)
  - Add a File Attachment to an Invitation (p.20)
- Appointment Slots (p.25)
- Print your Calendar (p.26)

- Google Apps Resource Website (p.27)

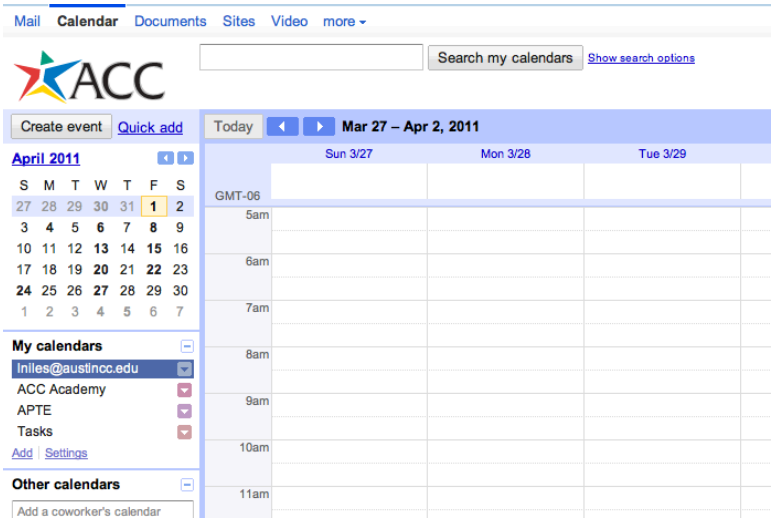
NOTE: For more information visit www.austincc.edu/ITdocs/google

Access

You can access Calendar from any Google Apps page - Mail, Docs, Sites, or any of the other Apps service pages.

1. To open Google Calendar, look at the top left corner from any Google Apps page.
2. Click the **Calendar** link.

3. Google Calendar opens in a new window.



Calendar Settings

You may change certain calendar settings

1. Click the Options tool in the upper-right hand corner of the browser window.
2. Click on Calendar Settings.
3. A new window appears, with 4 tabs listed across the upper-left hand of the screen: General, Calendars, Mobile Setup, and Labs.

General Tab

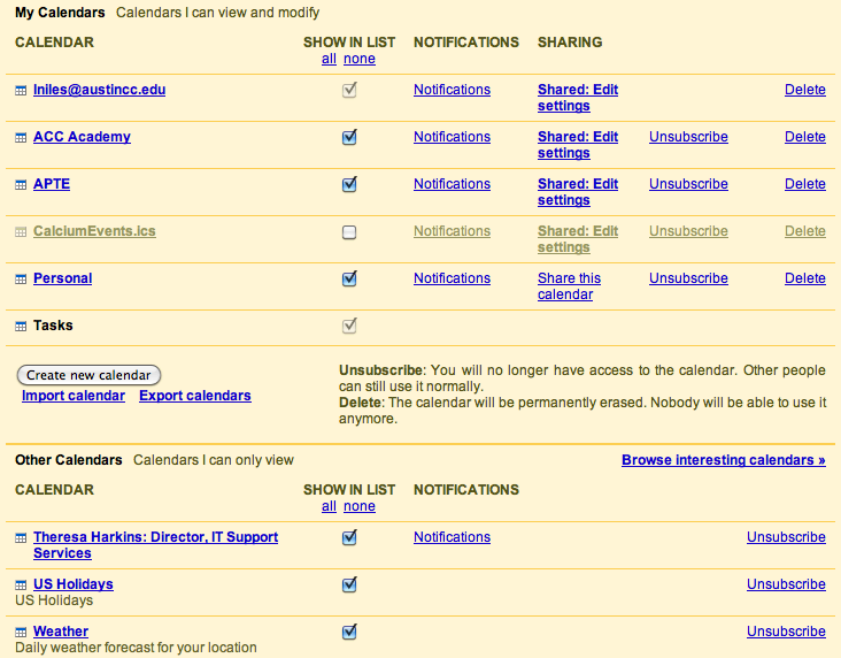
Under the General Tab: Change the language of your calendar, your Country, Current Time Zone, Date Format, Time Format, Start week format, Working hour format, Show Weekends, Default View, Custom View, Location, Weather, Declined events, Invitation automation, Alternate Calendar, and Enable Keyboard shortcuts.

Personal Notes

Calendar Tab

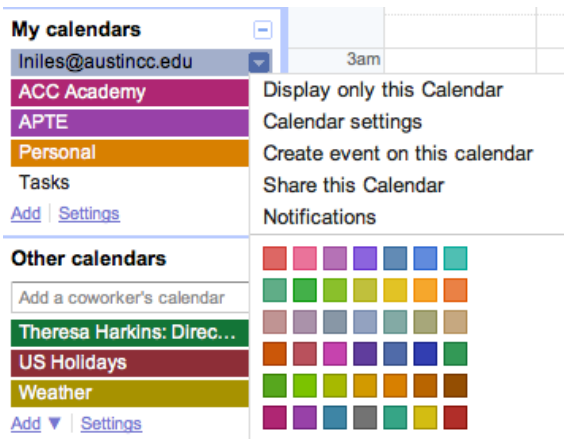
Under the Calendar Tab: My Calendars (Show in List, Notifications, Shared: Edit Settings, Unsubscribe, and Delete) and Other Calendars (Show in List, Notifications, and Unsubscribe).

NOTE: If you want to have different colors associated with different events in your calendar, you will need to *Create a new calendar* for each event/activities.



Change Calendar Color

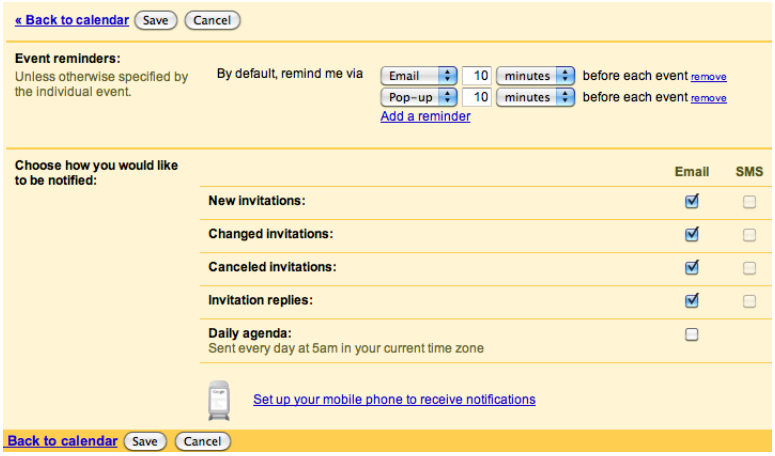
You will first, Create new calendar and specify settings, then you will go back to your inbox and select the drop-down menu to the right of the calendar that needs to be a different color. Choose the new color for your calendar.



Personal Notes

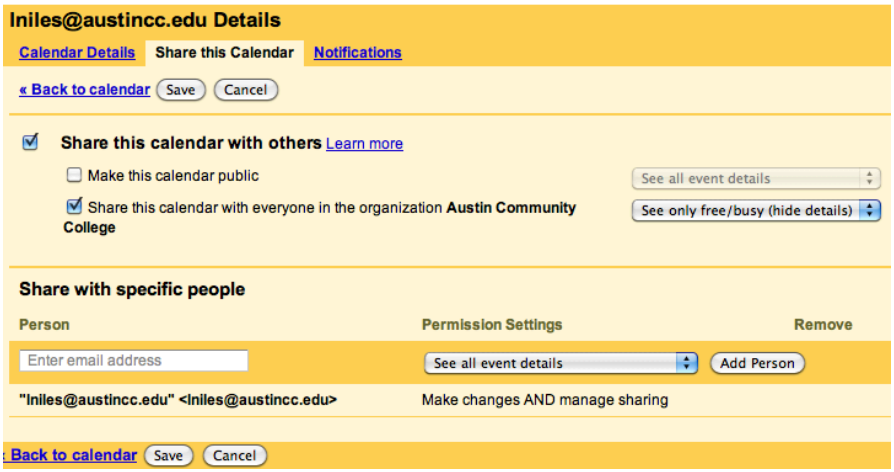
Calendar Notifications

Choose how you want to be notified about events. By default, Email (10 minutes) and Pop-up (10 minutes) are selected for each event. You can also choose to be notified via SMS.



Sharing

Choose whom to share your calendar(s) with at Austin Community College. **By default, your calendar will be shared with everyone in the organization Austin Community College – See only free/busy (hide details).** If you create new calendars you may want to manipulate the shared settings for each. If you want to share your calendar with specific people, you will need to enter their email address in the empty field under Share with specific people. You will be able to choose their permission settings.



Change Calendar settings - http://www.google.com/support/calendar/bin/answer.py?answer=83117

Personal Notes

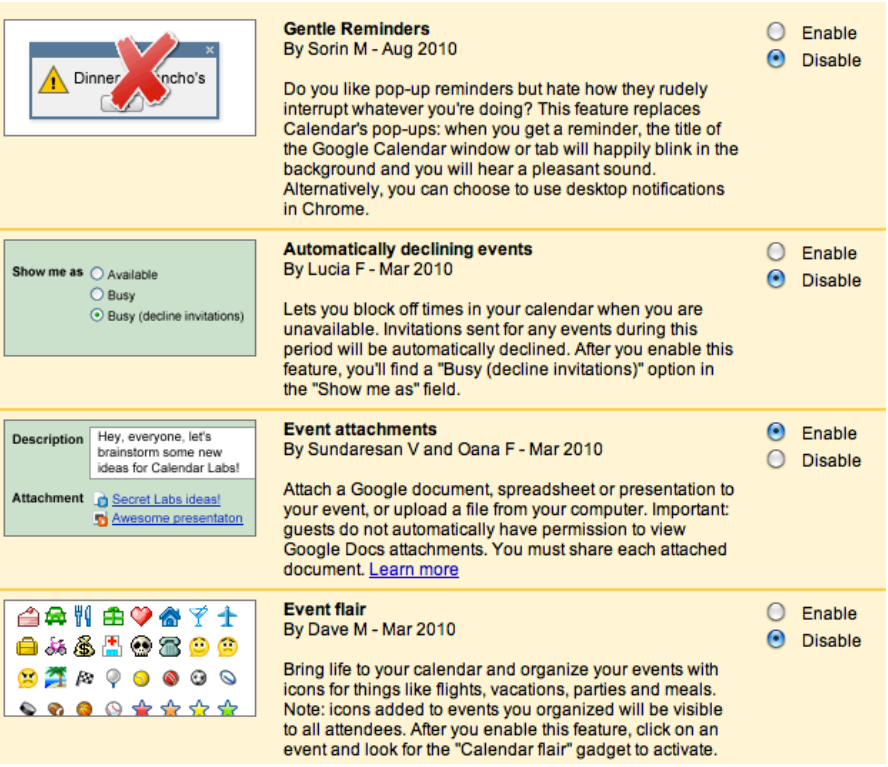
Mobile Setup

Enable notifications on your mobile phone from this tab. You will need to enter your mobile number and validate your number. Once setup, you can enable SMS notifications for free (Please keep in mind that if you're in the US or Canada, your mobiles service provider's standard rate for receiving text messages my apply).

Labs

Google Calendar Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.

Tip: Some of these features will appear in a new panel on your calendar. To save space you can hide them by clicking the small triangle next to the panel.

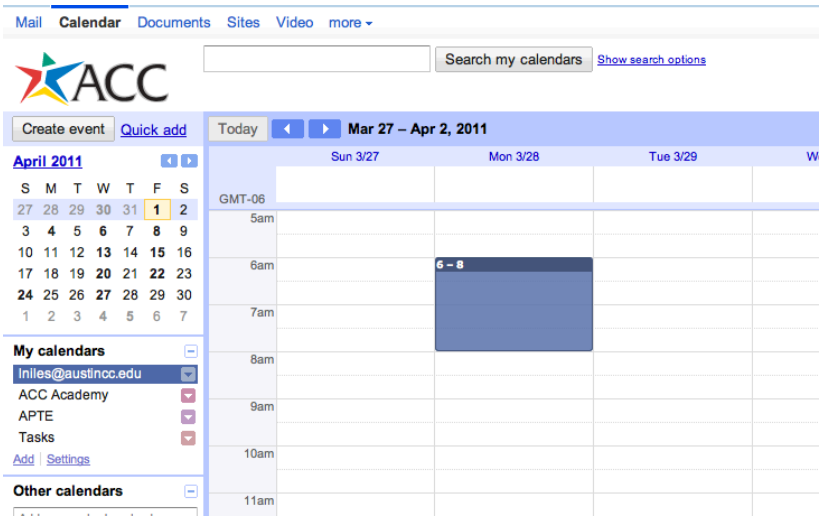


Personal Notes

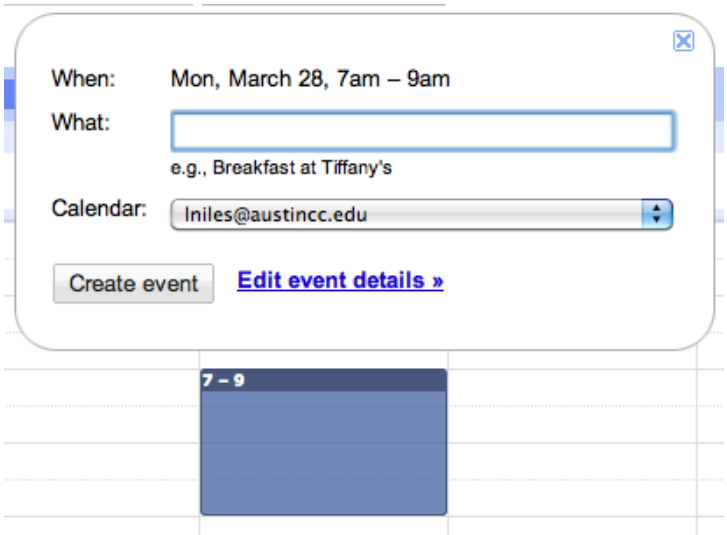
Add Appointments/Events

The easiest and most intuitive way to create a calendar entry is to click on your Google Calendar window, just follow these steps:

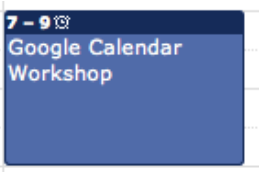
1. Click on the time you want your entry to start – if the event spans over or under an hour, click and drag.



2. Type the title and event time for your new event in the box.
3. Finally, click **Create Event** to publish the event to your calendar immediately, or click **Edit event details** to add additional information.



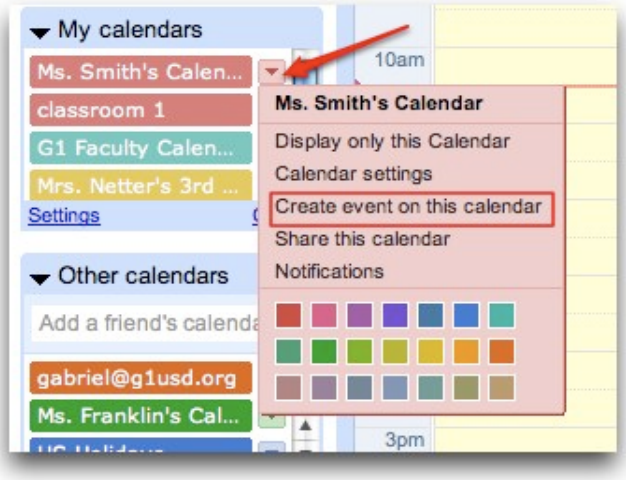
4. You should now see the event appear on your calendar.



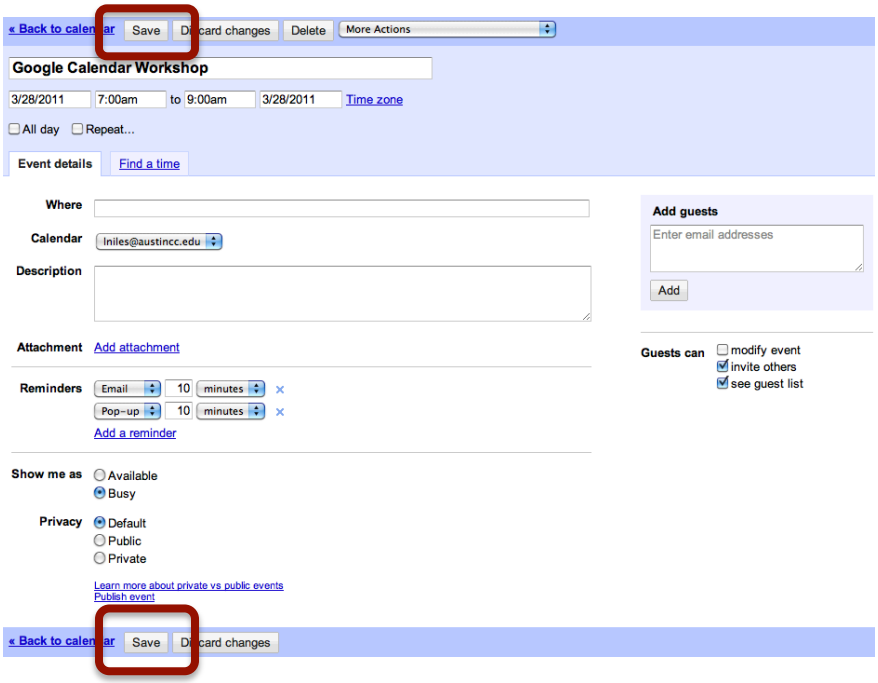
Personal Notes

You can also create a calendar entry directly from your calendar list on the left side of your Calendar window, just follow these steps (NOTE: If you have created (or been given access) to multiple calendars, you can choose which calendar with which you would like your entry to be associated):

1. In the calendar list on the left, click on the down-arrow button next to the appropriate calendar.
2. Select **Create event on this calendar**.



3. This will bring you directly to the full event details where you can enter information about your event.
4. On this page, you can also add guests, change a reminder setting, and publish your event to other users.
5. Once you've entered the appropriate information and selected the desired settings, click **Save**.

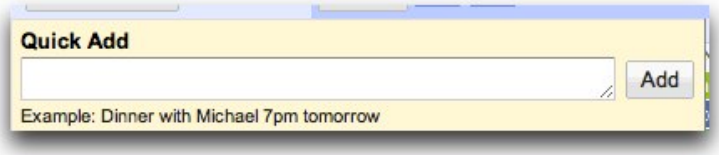


Personal Notes

Quick Add

To help simplify the calendar entry, 'Quick Add' lets you type in a single sentence and then interprets what you entered and adds the appropriate calendar entry.

For example, if you type in something like [lunch with Mr. Rodriguez at faculty lunchroom 11:30am Tuesday], Quick Add can figure out what you mean and pop the new event right onto your calendar.



To access 'Quick Add' you can click on the **Quick Add** link on the left side of your calendar info or type the letter 'Q'.

The recipe for events is to enter 'what,' 'who,' 'where,' and 'when' (only 'what' and 'when' are required).

- **What:** This can be any text; the event title is created from this.
- **When:** This can be nearly any date and/or time expression. Using 'at' and 'on' can help.
- **Who:** This should begin with 'with' followed by a list of email addresses; these are added to the guest list.
- **Where:** This can be any text following 'at' or 'in.'

More tips for using Quick Add:
If you have a name of a location that includes a date or time word, such as 'Taco Tuesdays' or 'Café 3pm,' use quotation marks around the name to avoid Quick Add from creating the event on Tuesday or at 3pm.

- Enter [lunch with John at "Taco Tuesdays" Friday 12 pm].

If you enter a time with no date, Quick Add will create the event on the earliest date that puts the event in the future; the present day if the time is later, or the next day if the time has already passed:

- Enter [Coach Volleyball at 5pm].

If you do not enter a start time or end time, Quick Add will create an All Day event:

- Enter [School holiday 8/14].

Personal Notes

If you don't enter an end time, Quick Add will create a one hour long event:

- Enter [Staff meeting next Monday at 13:00].

You can specify start and end times using either time ranges or time intervals:

- Enter [Running w/ Marie 4:15 tomorrow for 45 minutes].
- Enter [Running w/ Marie 4:15 - 5 pm tomorrow].

Multi-day events can be specified using date ranges:

- Enter [National Conference 9/23 - 9/26 in Atlanta].

If you'd like someone added to the guest list, enter his or her email address.

- Enter [Parent-Teacher Conference tomorrow noon mr.smith@myschool.org].

Three-letter time zone abbreviations can be recognized following the time:

- Enter [Call New York at 3 pm EDT]

All Day Events

Often times there are things that needed to be added to the calendar that do not have a specific start or end time.

For example, perhaps you would like to note which week you set aside for class presentations, vacation, school testing, or parent/teacher conferences. Or you would like to mark that a certain day is the end of the semester, the due date for grades, a birthday or anniversary.

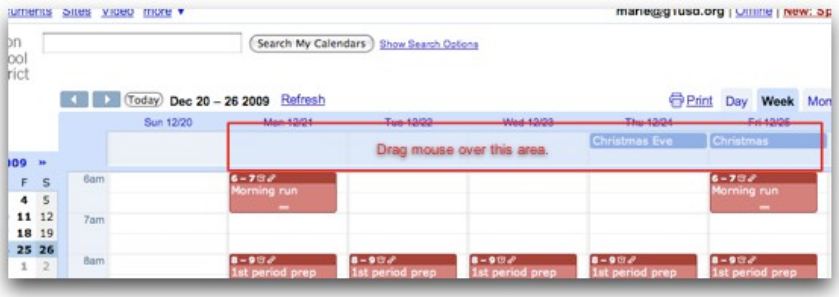
These types of calendar entries are referred to as "All Day" events – an "All Day" event is an event that lasts for an entire day or multiple days.

You can create an All Day event in a few different ways:

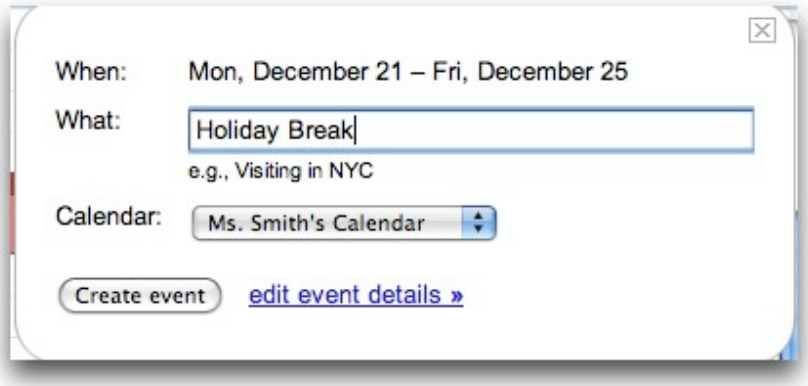
From your calendar window, follow these steps:

1. In the default 'Week' view, click on the day in the space above the list of times (this area is enclosed by a blue box). This is the open space reserved for 'All Day' events.
2. If you want the entry to span multiple days, click the day and drag until the end day.

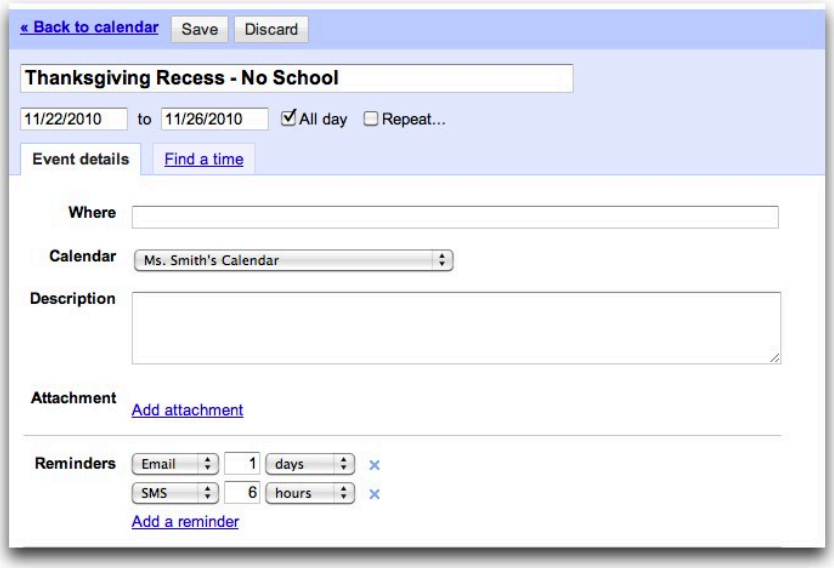
Personal Notes



3. Name your calendar entry.



4. To add more event details such as a description, location, guests, and reminders, click 'Edit event details.' If you are fine with just entering a name, click **Create Event**.



5. All Day events will automatically be marked as 'free' in the **Show me as** section. This will not block out the day on your calendar to prevent future scheduling. If you would like to block off the time during the day for your event, select **Busy** from the drop down next to **Show me as.**

Personal Notes

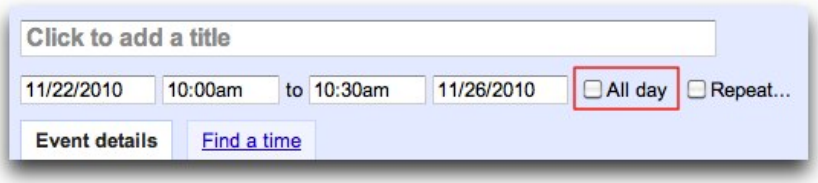
6. If you are in the Event Details page, add the relevant information and click **Save**.

You can also create a new calendar entry using the **Create Event** link on the left side of your Calendar window:

1. Click on **Create Event** in the left column of your calendar.

2. This will bring you directly to the full event details where you can enter as much information as you'd like about your event.

3. Check the **All Day** box.



4. If you would like the entry to span multiple days, click the second date box and choose your end day.
5. On this page, you can also add guests, change a reminder setting, and publish your event to other users.
6. Once you've entered the appropriate information and selected the desired settings, click **Save**.

When you're viewing your calendar, All Day events are listed at the top of each day, above the list of times. This area is surrounded by a blue box to mark that they are all day events, not part of a specific time of that day.

Event Color – Choose a color to coincide with your event. You will still maintain the top bar color of your calendar, but will have an added color for your event.

Personal Notes

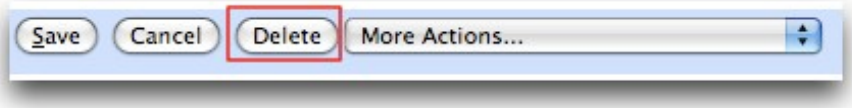
Delete/Remove an Appointment/Event

To delete or remove an event from your calendar, simply click the event to display the event bubble (alternatively, click on the event title to view the event details page). You'll then see a link to either remove or delete the event from your calendar.

Depending on your ownership of the calendar entry, you'll see one of these link options:

- **Remove from this calendar**: This option is only available for events that you are invited to and do not have permission to edit. Clicking this link will remove the event only from your calendar. The event will still exist on the calendars of other guests as well as the event organizer.

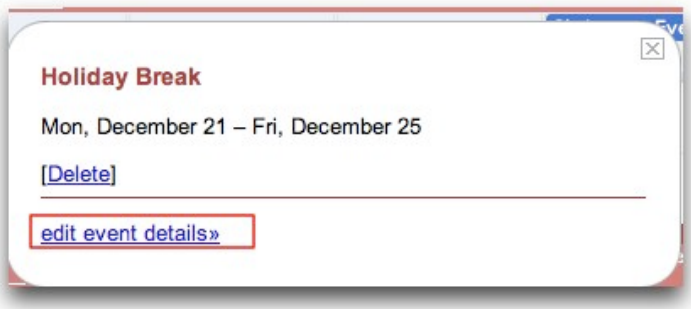
- **Delete:** This option is only available for events that you have permission to edit. Clicking this link will remove the event from your calendar as well as the calendar of any invited guests. That is, the event will be completely deleted.



Modify Existing Appointment/Event

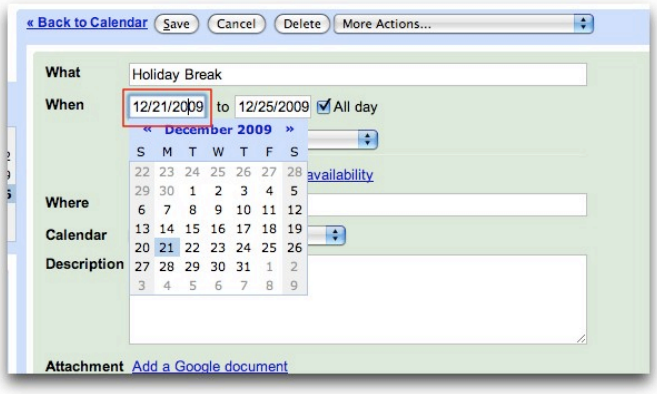
To modify the start and end day of a calendar entry, follow these steps:

1. Click on the event that you would like to edit.
2. Click **Edit event details**.

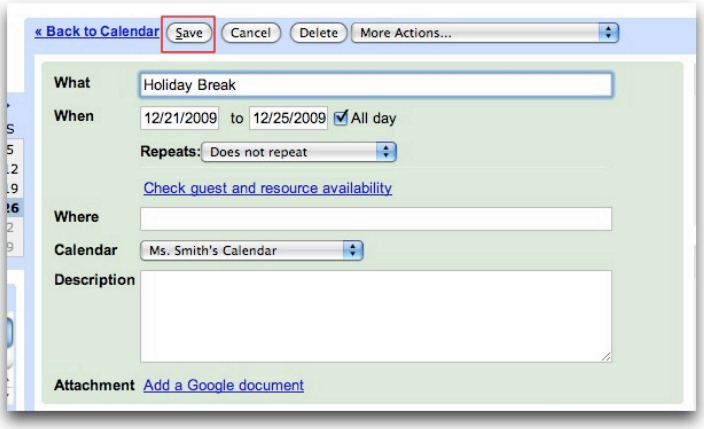


3. To change the start date, click the first date box and select your desired start date.

Personal Notes



4. To change the end date, click the second date box and select your desired end date.
5. You may make any other changes to the calendar entry here, including the event name, description, location, guests, and reminders.
6. Once you're made all the changes to the calendar entry, click **Save.**



Repeating an Appointment/Entry

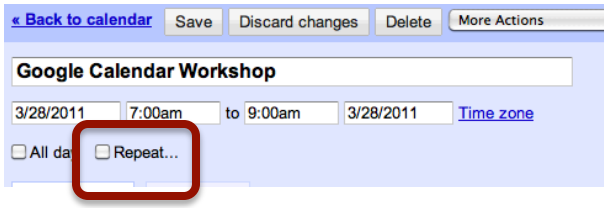
In some cases, you may have an appointment or meeting that occurs every week on the same day, at the same time. Or you created calendar entries for your classes which meet at the same time everyday. With Google Calendar you can create a single event and then specify how often it repeats so you will not have to enter in the same information over and over.

You can choose which unit of time you would like the calendar entry to repeat - specify how many days, weeks, or even months.

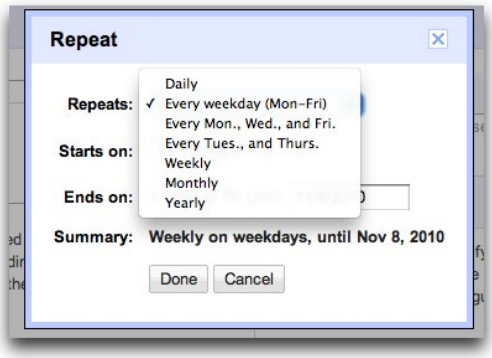
For example, you can have a calendar entry for vocabulary tests occurring on Tuesdays and Thursdays, another for progress reports occurring ever 6 weeks, or a department staff meeting occurring on the first Tuesday of every month.

Personal Notes

1. Click on the event that you would like to repeat.
2. Click **Edit event details**.
3. **Click on the check box to the left of Repeat**.



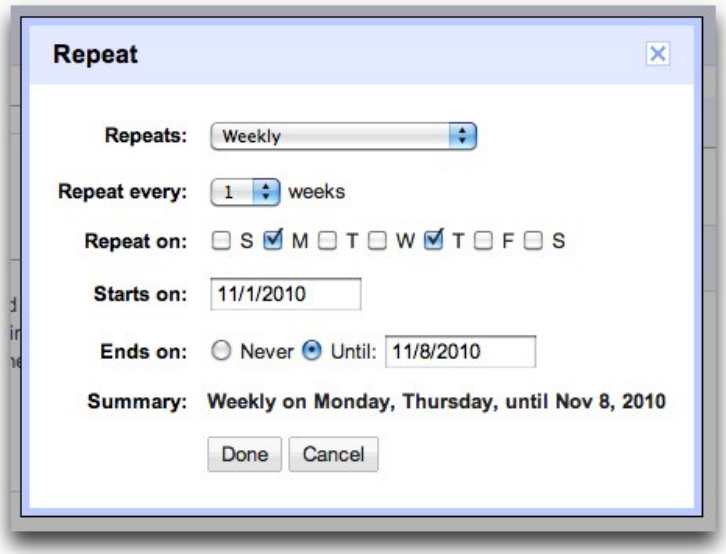
4. Select from the drop-down the type of interval you will use for repetition:
   - **Daily** - occurs each day, or every X days (every 2, 3, 4, days etc.).
   - **Weekly** - occurs on one or several days each week, or every X weeks (every week, every 2 weeks, every 3 weeks, etc.).
   - **Monthly** - occurs on the same day every X months (each month, every 2 months, every 3 months, etc.).
   - **Yearly** - occurs on the same day every X years (each year, every 2 years, etc.).



5. There are some preset repetitive options available:
   - **Every week day** - occurs at the same time, for the same duration Mon-Fri such as for a class or daily meeting
   - **Every Mon, Weds, Fri** - occurs at the same time, for the same duration on Mon, Weds, Fri.
   - **Every Tue, Thurs** - occurs at the same time, for the same duration on Tue, Thurs.
   - If you require a custom weekly repeat (i.e. Mon, Tue, Thurs), you can select **Weekly** and the select the check boxes of the days the calendar entry occurs.

Personal Notes

6. You can have the event repeat indefinitely, or you can select **End date** and type or choose a date when you would like this calendar entry series to end.



7. Fill in the rest of the event details.
8. Click **Save**.
9. Upon saving the event, there will be a few options of how to apply the new detail information:

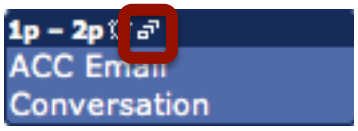
- **Only this instance:** The new information will only affect the current event information, but not the rest in the recurring event series. If you are making a one-time change for a meeting (changing the time or meeting place, for example) this is the option to use.
- **All events in the series:** The new information will affect all events that have occurred and will occur in this series. The event details will be changed for previous events as well, so please be aware previous one-time changes or information stored in previously occurring calendar entries will be lost and replaced with your new event detail information.
- **All following:** The new information will affect the current entry and all future entries in the recurring event series. Past events will not have the new detail information. This is useful if you are making a change moving forward to the location but want to leave the past event information for previous events. This will not affect events that have already occurred, only the entries in the event series moving forward.

Personal Notes

10. If you don't see your preferred interval, please select the closest appropriate interval. Additional customization options will then appear.

Please note: At this time, the maximum number of instances allowed for a recurring event is 365. After 365 occurrences, you will need to create a new recurring event (that can have the same information) on your calendar.

1. When you go back to your calendar the event will have a new icon associated with it.



Keep in mind that there are several options to consider when deleting a recurring event:

- To delete only one event in the repeating event series, select Only this instance. This will only delete the event you selected on your calendar, but leave all other event occurrences on your calendar.
- To delete all the events in the repeating event series, select All events in series. This will delete any occurrence of the event on your calendar, including those that already occurred.
- To delete all upcoming events in the repeating event series, select All following. This will leave the events that have occurred up until this point on your calendar, to remove any that occur afterwards. This can be helpful if you want to be able to search or view the events that have happened previously, but want to cancel an event moving forward.

Appointment/Event Reminders (Notifications)

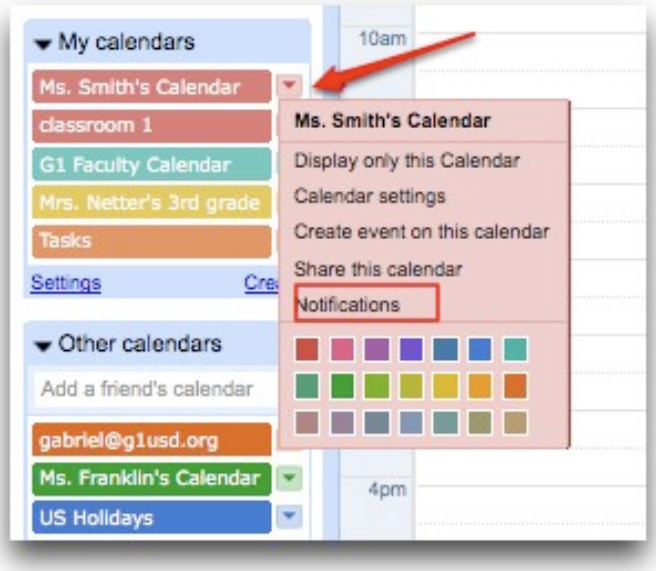
Google Calendar offers different options for receiving event reminders. You can choose to receive your event reminders via SMS messages, emails, or pop-ups within the web browser window of Google Calendar itself.

To customize your reminder settings for all entries occurring in one of your calendars, follow these steps:

1. In the calendar list on the left, click the down-arrow button next to the appropriate calendar, then select **Notifications**. (Alternatively, click the **Settings** link at the bottom of the

Personal Notes

calendar list, then click the **Notifications** link to the right of the appropriate calendar).



2. In the **Event reminders** section, select the reminder method from the drop-down menu and enter the corresponding reminder time (between one minute and four weeks). If you'd like to add additional default reminders, simply click **Add another reminder**.

3. You can also choose to be notified of specific activities on the calendar by selecting the appropriate options in the **Choose how you would like to be notified** section.
4. Click **Save**.

Please note: when you make changes to the reminder settings for events on your calendar, the changes will only apply to you. Invited guests or those who have access to the events will receive reminders according to their own Google Calendar reminder settings.

This means your students will not automatically receive reminders even if you set the 'Homework' calendar to have a day-before email reminder. The students would need to set this reminder themselves.

Personal Notes

Please note: Reminders for 'All Day' events are based on 5:00 pm the day before the event (according to your current time zone). So, if you choose to receive your reminder 10 minutes before your 'All Day' event on August 24th, you'll be reminded on August 23rd at 4:50 pm.

To change the reminder for a particular event, follow these steps:

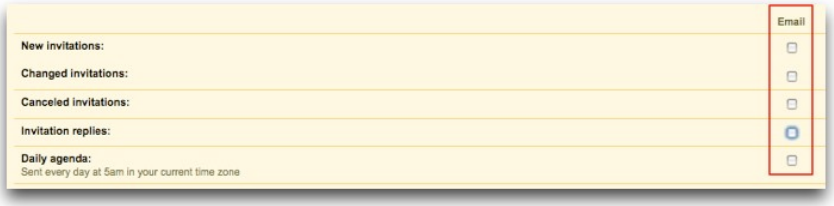
1. Click on the event.
2. Select the **more details** or **edit event details** link in the event bubble.
3. In the Reminders section, select the appropriate reminder method from the drop-down menu and enter the desired time (between one minute and four weeks).
4. In the Reminders section click the **"X"** link next to the notification if you'd like to cancel that notification.

5. Click **Save**.

If you wish to disable all of the event notifications for a specific calendar

1. Click the **remove** link next to each reminder set in the **Event reminder** section.

2. Then, deselect any selected boxes in the **Choose how you would like to be notified** section.



3. Click **Save**.

Personal Notes

SMS Notifications

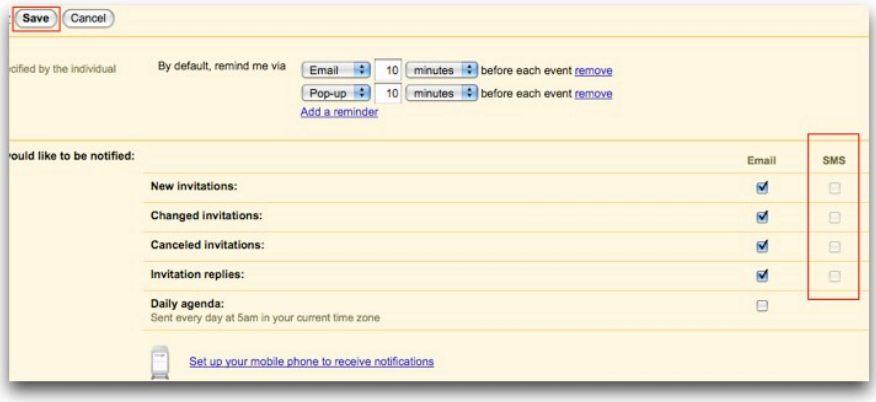
Google Calendar is a free product and Google doesn't charge you to receive notifications. Please keep in mind that if you're in the US or Canada, your mobile service provider's standard rate for receiving text messages may apply.

If you have any questions about the rate, please contact your service provider for more information.

Once you have registered your mobile phone for SMS (Calendar Settings -> Mobile Setup), SMS will appear as an option in the drop down menu for event reminders. You can add SMS notification by going to the event details page, adding an event reminder and selecting SMS from the drop down menu.

To disable Google Calendar's SMS notification feature, follow these steps

1. In the calendar list on the left, click the down-arrow button next to the appropriate calendar, then select **Notifications**. (Alternatively, click on **Manage calendars** at the bottom of the calendar list, then click the appropriate **Notifications** link.)
2. Un-check the boxes in the **SMS** column in the 'Choose how you would like to be notified' section.



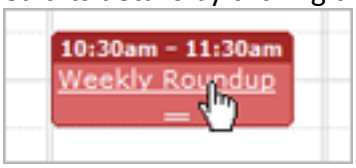
3. Click **Save**.

Also, if you'd like to stop the delivery of SMS notifications via your mobile phone for all of your calendars, simply send the text "STOP" to the shortcode **GVENT** (48368). *(This feature is only available for mobile numbers issued within the United States.)*

Personal Notes

Invite Attendees and Enter Meeting Details

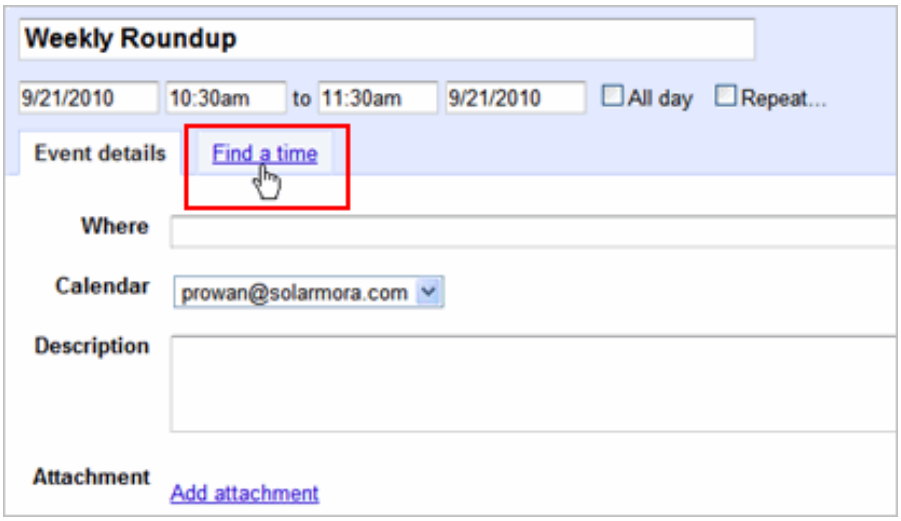
If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



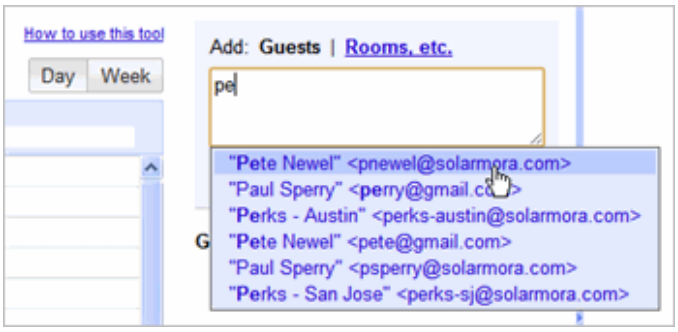
Note: Once you've finished entering meeting details, click Save at the bottom of the meeting details page.

To Invite Attendees:

1. Open your meeting.
2. Click the Find a time tab.



3. On the Find a time tab, click Guests, and then enter the first few letters of an attendee's full name to look up the address in your corporate directory. Select the attendee to add the attendee to your Guests list

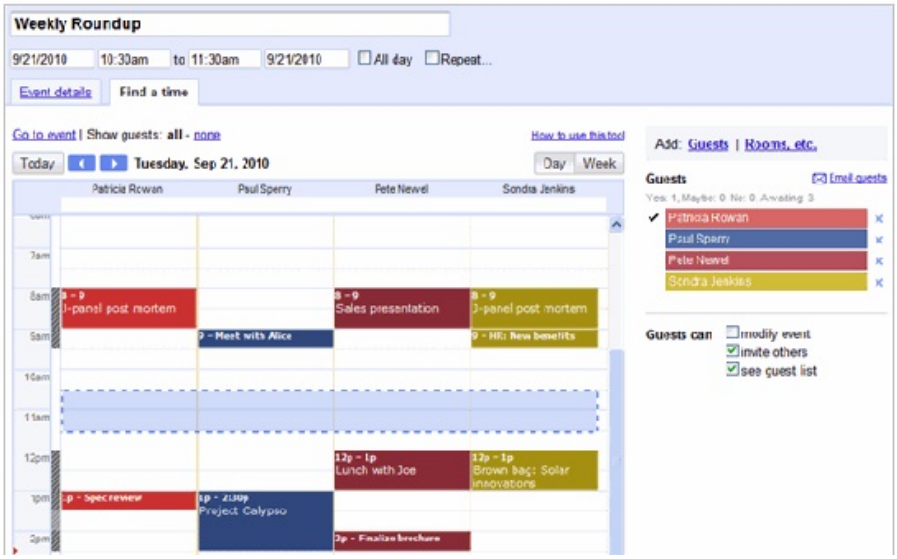


Personal Notes

Important:

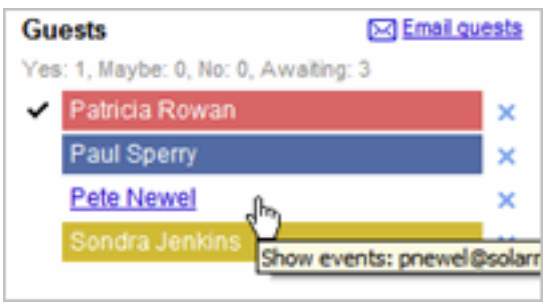
- You can add a group (mailing list) address to the attendees list, if your administrator set up groups for your domain. Or, you can create your own contact group in your personal contact. Click Contacts at the top of your Calendar window.
- If you copy and paste an attendee list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).

4. Check availability of attendees. The Find a time tab shows the free/busy information for any employee[, even those still using Outlook]. The blue box represents the scheduled time for your meeting.



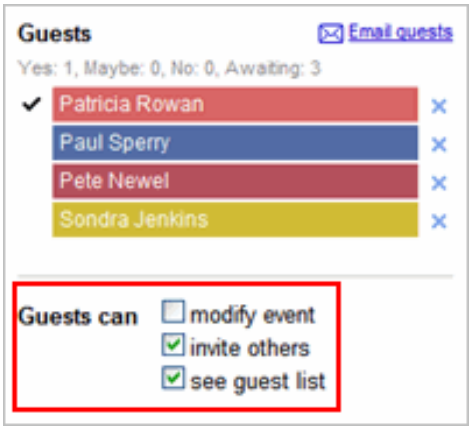
If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all attendees.

Tip: To show or hide an attendee's meetings, click the attendee's name in the Guests list to deselect it.

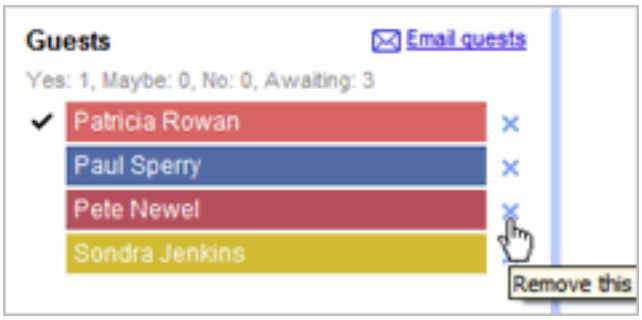


Personal Notes

5. Optionally, allow or prevent attendees from inviting more people to your event or viewing who else was invited, by selecting options below the Guests list.



6. To delete an attendee, click the blue cross to the left of the attendee's name.

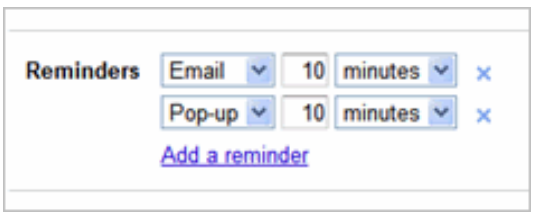


7. Click Save.

Google Calendar asks you whether you want to send invitations to the attendees. Your attendees can respond to the meeting invitation and leave comments.

To set a reminder for your meeting:

1. Open your meeting.
2. Under Reminders, choose the type of reminder you want (pop-up or email message) and when you want to receive it.

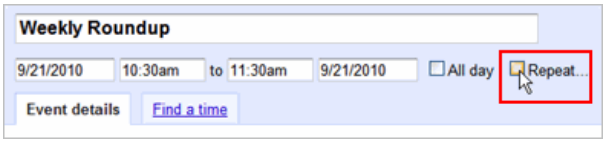


Personal Notes

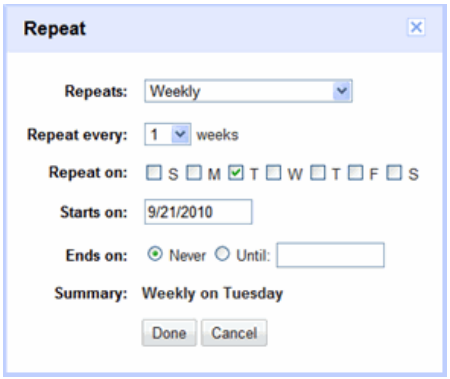
To add more reminders, click Add a reminder.

To set up a recurring meeting:

1. Open your meeting.
2. Select the Repeat check box.



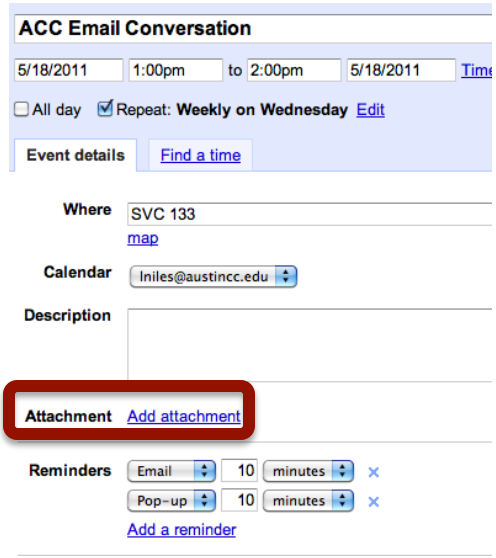
3. Choose options on the Repeat dialog box.



4. Click Done.

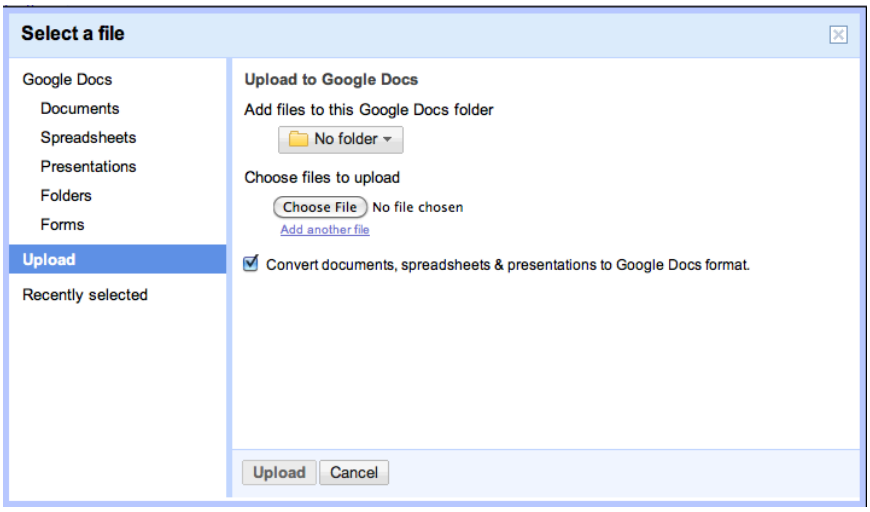
Add a File Attachment to an Invitation

1. Open your meeting.
2. In the event details, select Add Attachment.



Personal Notes

3. You will be prompted to *Select a file*. You may choose a Google Docs document that is already housed in your Google documents area or you may choose to upload a new file. Make sure to click the check box to the left of *Convert documents, spreadsheets & presentations to Google Docs format*.



4. If you choose to upload a new file, once selected, click Upload.
5. If you choose one of your documents housed in Google docs, choose the document and click Select.
6. Make sure the guests have permission to access the attached files.

Note: Sharing a file is just like sharing a doc, but you need to start the process from your Docs list at docs.google.com. Follow these steps to share a file:

1. *In your Docs list, check the box(es) next to the file(s) you want to share.*
2. *Click the **Share** drop-down, then choose 'Sharing settings.'*
3. *At the bottom of the Sharing settings window, click the white space under 'Add people.'*
4. *Type the email addresses of the people you want to share with. You can add a single person or a mailing list. You can also choose from a list of your contacts.*
5. *To the right of the list of names, choose 'Can view' or 'Can edit' from the drop-down.*
6. *Click Share.*

Note: Alternatively, you can add attachment using either of these methods:

- Send the attachment in a separate email message to attendees.

Personal Notes

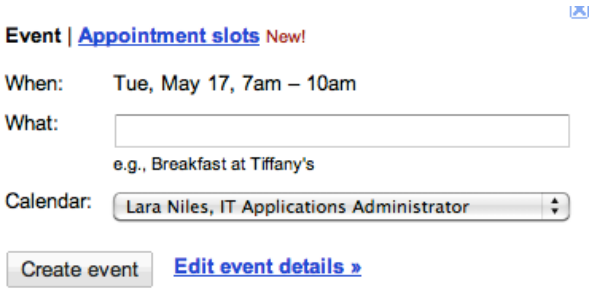
- Schedule the event through Gmail: Compose a new message and attach the file. Then click Invitation and enter information about the event. However, to book a room, you'll need to create a separate invitation on your calendar first, and then add the room information to your email message before sending the invitation.

Personal Notes

Appointment Slots

The Appointment slots feature lets you set time slots on your calendar that other people can book.

For instance, a professor could allow his or her students to reserve time during office hours each week. A hair salon could let anyone visiting their web site schedule an appointment during set business hours.



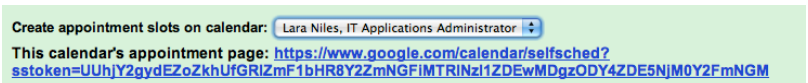
How does this work?

1. Create appointment slots – Pick a block of time you want to offer to others, and choose how many slots to split it up into; don't worry, you can always change it later.

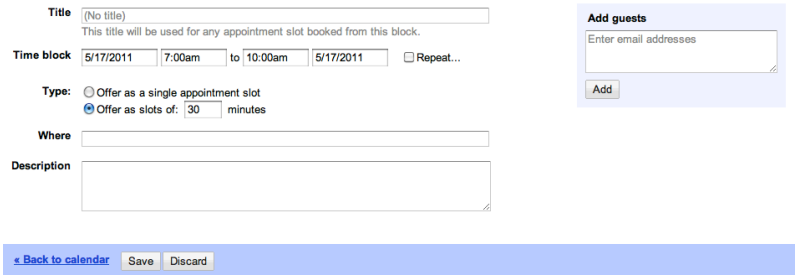
2. Share your appointment page – This is the link to your publish appointment page. Anyone who has this link can book an appointment slot.

3. Guests book appointment slots - Booked appointment slots appear right on your calendar as regular events.

Choose the calendar to add the appointment slot



Add Event Details

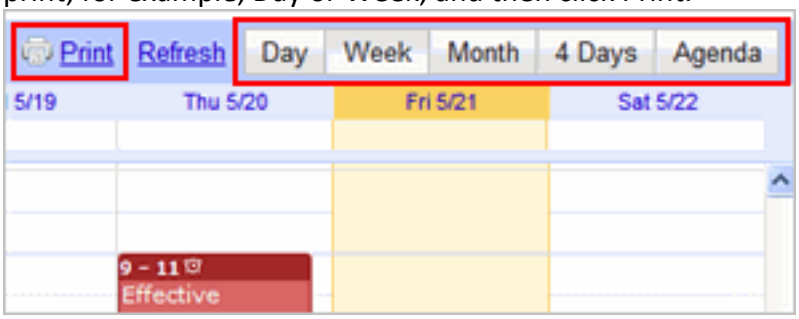


After all details are added, click on Save to complete your changes, and then click on the Back to calendar link.

Print your Calendar

1. Make sure the calendars you want to print are selected in your list under My Calendars. If not, simply select the calendars to highlight them.

2. At the top of the calendar view, select the view you want to print; for example, Day or Week, and then click Print.



In the Calendar Print Preview window, you can select a font size, page orientation, and other options.

3. Select the options you want, and then click Print.

Personal Notes

Google Apps Resource Website - http://www.austincc.edu/ITdocs/google/index.php

Rules and Terms of Service - http://www.austincc.edu/ITdocs/google/rules.php

Google Apps FAQs - http://www.austincc.edu/ITdocs/google/faqs.php