Google Calendar

Basic Navigation

Access your Google Calendar from your Gmail account.

Change the dates you look at using the mini calendar.

Click on the arrow by the calendar name to manage settings.

Display only one calendar.

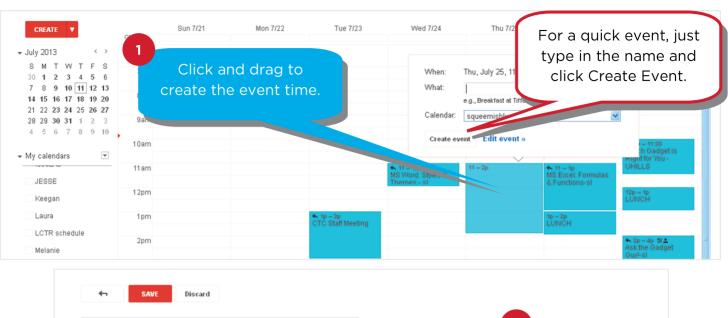Events in your calendar. Different colors show the events on different calendars.
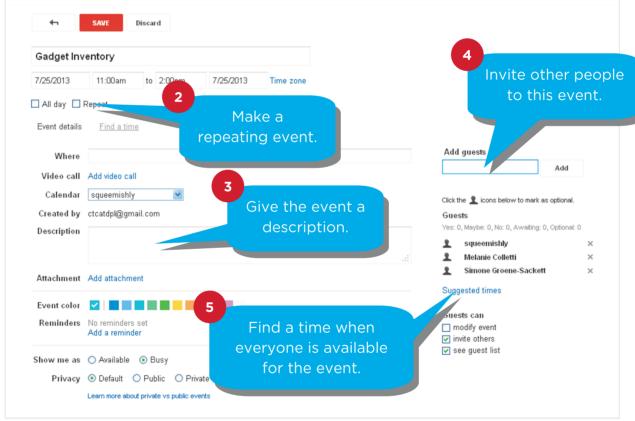
TIPS:

Invite friends or co-workers to meetings you have scheduled with them; that way they get an email reminder.

Share your calendar with people who need to know your schedule, like bosses or people you work closely with. That way they can check to see if you are available for meetings or other events.

Change your view when you need to look at multiple calendars at the same time.

Create an Event

1 Click and drag to create the event time.

For a quick event, just type in the name and click Create Event.

2 Make a repeating event.

3 Give the event a description.

4 Invite other people to this event.

5 Find a time when everyone is available for the event.

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

Google Calendar Support Center www.google.com/support/calendar