

Google Calendar



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Basic Navigation

Access your Google Calendar from your Gmail account.

The screenshot shows the Google Calendar interface. On the left, there is a mini calendar for July 2013 and a list of calendars including 'Cody CTC'. A callout points to the mini calendar with the text: 'Change the dates you look at using the mini calendar.' Another callout points to the arrow next to 'Cody CTC' with the text: 'Click on the arrow by the calendar name to manage settings.' A third callout points to the settings menu with the text: 'Display only one calendar.' A fourth callout points to the main calendar grid with the text: 'Events in your calendar. Different colors show the events on different calendars.' The top right of the interface shows the user's profile and a grid of application icons including +CTC, Search, YouTube, Maps, Play, News, Gmail, Drive, and Calendar.

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.

The screenshot shows the Google Calendar interface. A red 'CREATE' button is in the top left. A calendar grid for July 2013 is on the left. The main area shows a weekly view from Sunday to Thursday. A callout box with a red circle '1' points to a blue event block on Thursday, July 25th, from 11am to 12pm. Another callout box with a red circle '2' points to the 'Repeat' checkbox. A third callout box with a red circle '3' points to the 'Description' field. A fourth callout box with a red circle '4' points to the 'Add guests' field. A fifth callout box with a red circle '5' points to the 'Event color' selection. A separate callout box with a red circle '1' points to the 'What:' field in the event creation dialog, which also has a 'CREATE' button.

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.

The screenshot shows the Google Calendar event creation form. The title is 'Gadget Inventory'. The date is 7/25/2013, time is 11:00am to 2:00pm. There are checkboxes for 'All day' and 'Repeat'. The 'Where' field is empty. The 'Video call' option is 'Add video call'. The 'Calendar' is set to 'squeemishly'. The 'Created by' is 'ctcatdpl@gmail.com'. The 'Description' field is empty. The 'Attachment' field is 'Add attachment'. The 'Event color' is selected as blue. The 'Reminders' are set to 'No reminders set'. The 'Show me as' is set to 'Busy'. The 'Privacy' is set to 'Default'. The 'Add guests' field is empty. The 'Add' button is visible. The 'Guests' list shows 'squeemishly', 'Melanie Colletti', and 'Simone Groene-Sackett'. The 'Suggested times' section is visible. The 'Guests can' section has checkboxes for 'modify event', 'invite others', and 'see guest list'.

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