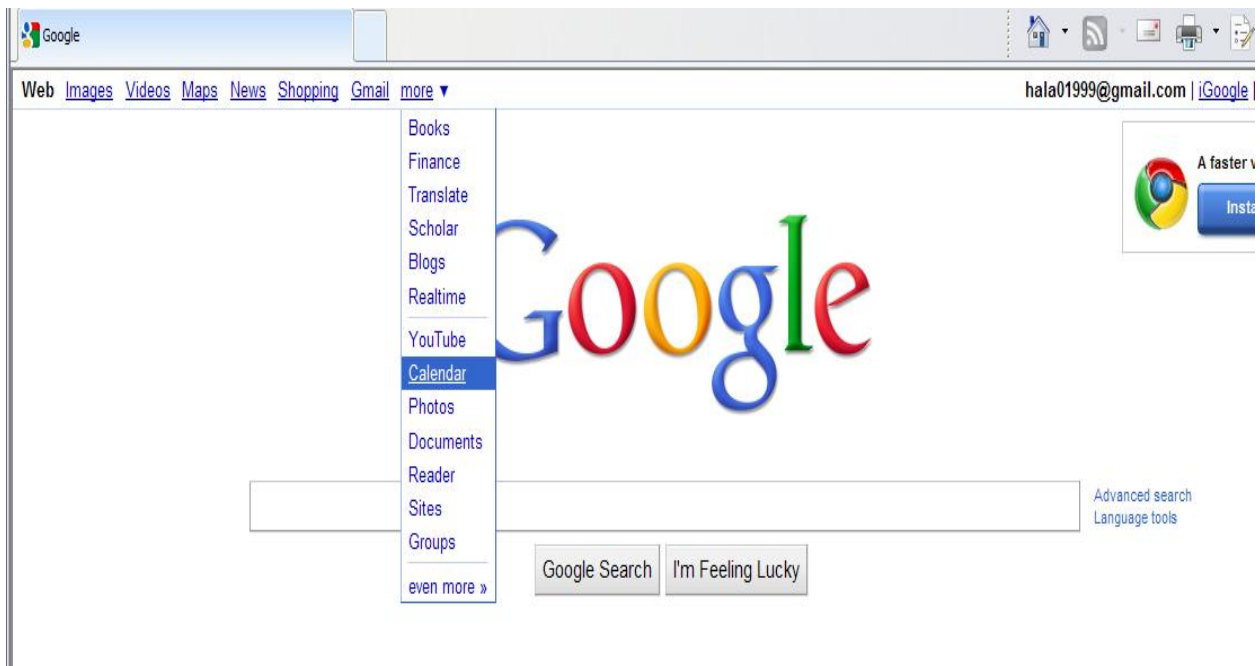# Google Calendar (GCal)

- Free web-based application, accessible from anywhere.
- Share changes in real time.
- Publish calendar to the web
- Synchronize with virtually any desktop calendar such as Microsoft Outlook.
- Send alerts to your phone (via email or text message)
- Store in the Cloud (Google's server).

If you have registered for a Gmail account, you already have access to Google Calendar

Calendar Settings

After you login into your Google account, select the ***Calendar*** link from the drop down menu. Using it for the first time you have to configure the details of your calendar. When finished, you will be directed to the main screen of the calendar which defaults to the **week view.**

Create and Name you Calendar

- Click on ***Setting*** link at top right corner of page. Select ***Calendar settings***. Choose ***Calendar*** tab at top left side of screen. Click on ***Create new Calendar.***

Elements of the Screen

Create your views

- Click on the *Setting* link on top right corner of page.
- Select *Calendar Settings*.
- Select the *General* Tab.
- Pay attention to **Time format**, **Default View** and **Custom View**.
- Click on **Save.**

The Agenda View tab displays appointments in chronological order, starting with the present date.

A cool way to display a relevant stretch of days is to click and swipe over the mini-calendar on the left, selecting just the days you want.

Create an Event

Google calendar provides several simple ways to add items: one way is to click *Create an Event* tab in the upper left area of the calendar page, another is to click the *Quick Add* tab, or you can click on any day in calendar and start typing in the box that opens.

Need to reschedule? You can easily change dates and times by dragging and dropping an appointment. If you need to cancel just click on delete.

If you enter the full address of the event location in the *Where* field in (Edit event details page), you and people you invited will be able to see a link showing the location on Google map.

Edit Events Details

Reminders: allow you to have messages sent to you in variety of ways reminding you of an upcoming event. Default method is *email*, but you can choose pop-up window from the drop down menu.
Show me as: when sharing calendar, you can show allotted time when you are available/busy for other people to make appointments with you.
Privacy: this option is activated when sharing your calendar. Default setting is always private. Depends on level of sharing, guests are able to see all description of an event (s).
Add Guest: See Sharing and Inviting other people
Guest Can: See Sharing and Inviting other people

Find and View Events

To locate events use the "Search" function box located on the top of every calendar page. To view events either click on the event itself in calendar or use the Agenda view.

Recurring Events

This function should save you from manually and continually entering events. To organize repeating events click the *Create events* tab at the top left corner of the page. After adding the title and date, check the *Repeat* box, a pop-up window will appear giving you options for setting your recurring process.

You can also use *Quick Add* to create repeating events. Example:" Monthly training meeting at 10:00 am on the first Tuesday of the month monthly"

Sharing calendars and Inviting Other People to specific Events

By default only you can see the events on your calendar. But you can make entire calendar(s)--or individual events--public if you like. To change the default settings, click the Gear Icon, on top right corner of screen. Choose the *Calendars* tab, click on the link *Shared: Edit settings*. Two options are given: either make calendar public or share with few specific people. You can also control permission

settings. Click on **save** when finished. To invite people to an event into your calendar simply type their email address(s) in the **Guest Box** on the "Edit event details" page.

Multiple Calendars

You may need different calendars for specific purposes-work and social life for example. To accommodate such divisions, click on **Add** tab below the mini-calendar on the left. Simply fill out the form and click on **Create New Calendar** tab.

Having multiple calendars lets you customize privacy, sharing and other settings for each one.

To move an event between calendars, select the event and click on *Edit event details.* Choose another calendar from the drop down list, click and save.

Print and Save Calendars

Click on the **Print** tab by the Refresh on the top right hand corner of the calendar. You can either print from a pop-up window or you save as. Calendars are saved automatically to the cloud (technical term for Google's server).