Google Calendar

Google Calendar

http://www.google.com/calendar

Before You Begin

If you currently have your calendar in Outlook and want to completely transition to Google Calendar:

1. Click the **ADD** link under "Other Calendars" on the left hand side and choose **IMPORT CALENDAR**
2. Follow the 3 step process on the Import Calendar tab

If you currently have your calendar in Outlook and want to keep both Google Calendar and Outlook synced, click this link for instructions on enabling Google Calendar Sync.

http://www.google.com/support/calendar/bin/answer.py?answer=89955

Settings

1. Click the **SETTINGS** link under the calendar list on the left side
2. Click the **GENERAL**, **CALENDAR**, and **MOBILE SETUP** tabs to make changes as desired
3. Click **SAVE** and **BACK TO CALENDAR**

Add Events

1. Click the **CREATE EVENT** link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (though this one only works if Google Calendar is currently open on your computer).
4. Click **SAVE**.

You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to create a multi day event). After entering the event title, you can click **CREATE EVENT** if you're finished, or **EDIT EVENT DETAILS** if you want to add more info.

Add Tasks

1. Click the **TASKS** link on the left hand side.
2. To create a task without a due date, simply click in the **TASKS** pane on the right hand side and type your task.
3. To create a task with a due date, click on the due date within the calendar and be sure to select the **TASK** option.

4. To attach a due date to an existing task, click the right-arrow from within the task list, and then click the calendar icon. To modify a task's due date by dragging it to a different date.
5. To mark a task completed from within Calendar, just click on the task's checkbox. (Isn't that satisfying, overachievers?)
6. To keep track of due dates before they arrive, there's a "Sort by due date" feature available in the Actions menu at the bottom of your task list. While sorting by due date, you can reschedule a task by clicking on it in your list, then pressing control and the up or down arrow key.
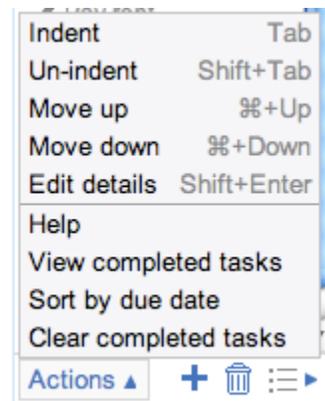
Add Public Calendars (Holidays)
1. Click the **ADD** link under "Other Calendars" on the left hand side and choose **ADD PUBLIC CALENDAR**
2. Select desired calendar(s)

Stay Connected Wherever You Are
- You can access Google Calendar on your mobile device by going to http://www.google.com/calendar in your phone's web browser to sign in. You'll be able to view your agenda, add events, and invite others (at this time, you can't edit or delete existing events from your mobile device).
- You can also stay connected via your mobile device by setting up SMS reminders for your events. With this feature enabled, Google will send you a text message (you have control over how far in advance) with the name, time, and location of your event. To enable SMS messaging, go to the **MOBILE SETUP** tab within the calendar **SETTINGS**.

Create Multiple Calendars
1. Below **MY CALENDARS** on the left hand side, click **CREATE**.
2. Fill in the desired information on the Create New Calendar form and click the **CREATE CALENDAR** button.
3. If you think you're going to be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another. To do this, click the down-arrow next to the appropriate calendar's name in the calendar list on the left and select a color from the menu that appears.

Share Your Calendar
1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select **SHARE THIS CALENDAR**.
2. Enter the email address of the user with whom you want to share your calendar.
3. From the drop-down menu, select the desired level of permission, then click **ADD PERSON**.

4. Note: Once you click **ADD PERSON**, the person you selected to share the calendar with will receive an email invitation to view your calendar.

Share with specific people	
PERSON	PERMISSION SETTINGS
Enter email address	See all event details ⌄ **Add Person**

Send Invitations

Invitations let you circulate information about a particular event (without requiring you to share your entire calendar with others). Here's how it works:

1. Click on the event to which you'd like to invite guests (or, create a new event).
2. Click the **EDIT EVENT DETAILS** link.
3. In the Guests box on the right, enter the email addresses of the people you're inviting (if you're a Gmail user, you can click the **CHOOSE FROM CONTACTS** link to see your contacts list).
4. Select the level of control you'd like your guests to have (e.g. whether they can invite more people to your event, view who else has been invited).
5. Click **SAVE**. (Your guests will be able to respond to the event and have the option to leave comments in the event details.)
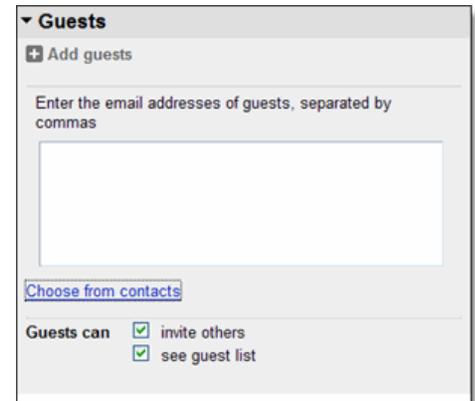
Public Calendars and Public Events

By making your calendar public, you're sharing your event information with the entire world. To make your calendar public, follow the instructions above to create a calendar and check the **MAKE THIS CALENDAR PUBLIC** box.

Embed in your Website

1. Select the calendar you want to embed from your Calendars list, and click the down-arrow next to it (note that you'll have to make your calendar public in order to embed it).
2. Select **CALENDAR SETTINGS**.
3. In the 'Embed This Calendar' section, copy the iframe code displayed in the white box.
4. Paste this code into your website to embed your calendar.

Paste this code into your website.
Customize the color, size, and other options

```
<iframe
src="http://www.google.com/calendar/embed?src= randomcode%blahblah%etc&
style="border: 0" width="800" height="600" frameborder="0"
scrolling="no"></iframe>
```

5. Anyone who views your website will be able to see the events on your calendar, so make sure you don't embed calendars that contain any information you don't feel like sharing with everyone.

Ideas:
Lesson plans or homework to create multiple calendar pages on your Schoolwires page
Create a calendar for each family member and share