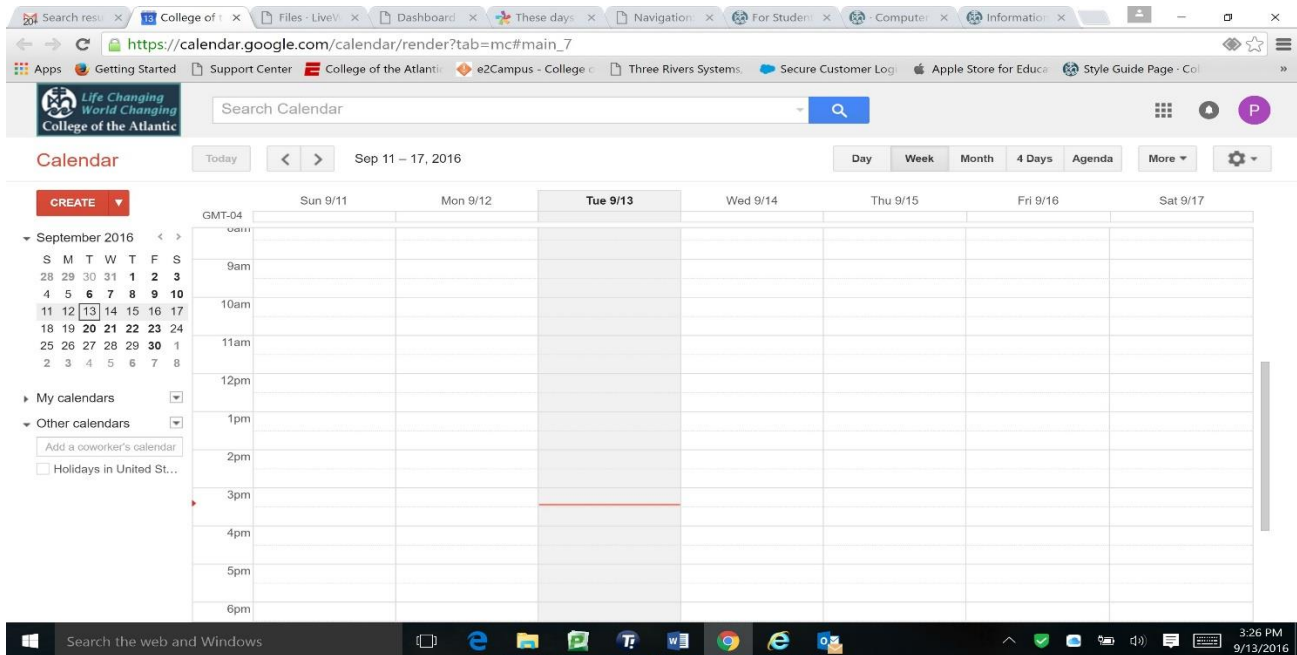


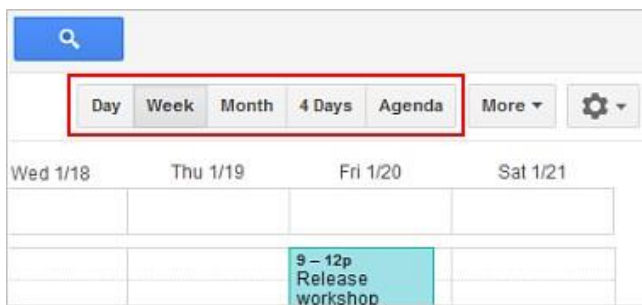
# Google Calendar: Getting Started

## Your calendar view

Sign in to COA calendar either by clicking on **Calendar** in the Google Menu Bar at the top of any of your other COA apps. You'll see your calendar weekly view. Here's an example:



To change your calendar view, click the tabs in the upper-right corner of the view.



## Schedule a meeting

You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

1. Open Google Calendar.
2. Do either of the following:

**Option 1:** In the upper-left of your calendar, click **Create** to open the event details page.

**Option 2:** Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:

Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

3. Enter details, such as recurrence, guests, an agenda, and a reminder.
4. Click **Save**.

## Edit event details later

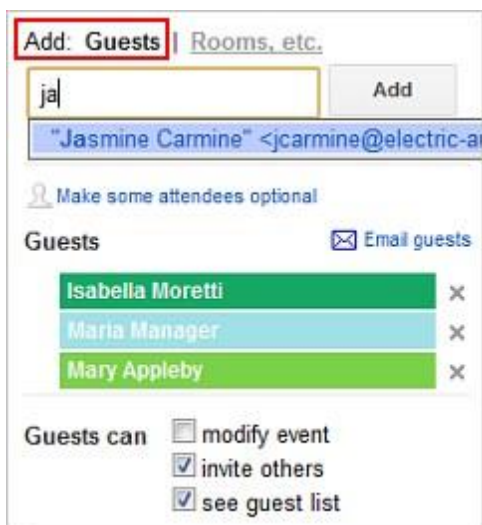
If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



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

## Invite guests

1. Go to the event details page of your meeting.
2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in the COA Directory or your personal contact list.



3. Select the guest to add him or her to your **Guests** list.
4. Continue adding your guests' email addresses one by one.

### Important:

- If your administrator has set up Google Groups (mailing lists) for your domain, you can add a group address to the Guests list. Or, you can [create your own contact group](#) in your personal contacts and add that to the Guests list.
  - If you copy and paste a guest list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).
5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.

Add: **Guests** | [Rooms, etc.](#)

"Jasmine Carmine" <jcarmine@electric-a

[Make some attendees optional](#)

**Guests**  Email guests

- Isabella Moretti x
- Maria Manager x
- Mary Appleby x

**Guests can**

- modify event
- invite others
- see guest list

6. If desired, fill in the rest of the fields on the page.
7. Click **Save**.

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

**Tip:** If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

**Performance Review**

1/18/2012 1:00pm to 2:00pm 1/18/2012 Time zone

All day  Repeat...

[Event details](#) **Find a time**

Go to event | Show guests: all - required - none [How to use this tool](#)

Today < > Wednesday, Jan 18, 2012 Day Week

GMT	PST	Isabella Moretti	Maria Manager	Mary Appleby
7pm	11am	10:30 – 11:30 Project Planning		11 – 12p Work on Pitch
8pm	12pm	11:30 – 12:30p Team Lunch	11:30 – 12:30p Team Lunch	
9pm	1pm			
10pm	2pm			
11pm	3pm	2:30p – 3:30p Conference Organization	2:30p – 4p Hiring Committee	

**Add: Guests** | [Rooms, etc.](#)

"Jasmine Carmine" <jcarmine@electric-a

[Make some attendees optional](#)

**Guests**  Email guests

- Isabella Moretti x
- Maria Manager x
- Mary Appleby x

**Guests can**

- modify event
- invite others
- see guest list

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 guests.

## Book a room or other resource for your meeting

In most cases, rooms are booked by Academic Services. To reserve these rooms, contact [mstivers@coa.edu](mailto:mstivers@coa.edu). For resources booked in Google Calendar:

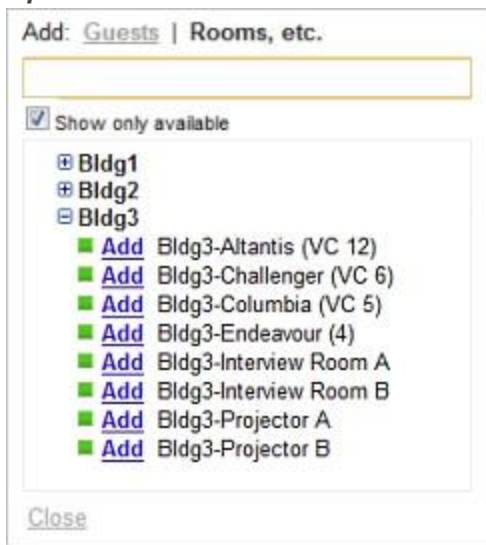
1. Go to the event details page of your meeting.
2. In the **Add:** section, click **Rooms, etc.**
3. Do either of the following:

**Option 1:** Start typing any part of the room or other resource's name in the box. A list of matching resources appears in the list.

For example, in the following screenshot, when you start typing *ca*, two rooms populate: *Acadia* and *Bryce Canyon*.



**Option 2:** Browse the list to find the room or other resource you want to book.



4. Check if the resource is available during the time of your meeting.
  - - Available
  - ⊗ - Not available
5. To book an available resource, click **Add** (to the left of the resource name). If there aren't any available resources, try changing the time or day of your event. To easily find a time that works for all guests and resources, click the **Find a time** tab.
6. After you've entered all event details, remember to click the **Save** button.

## Set a personal reminder for your meeting

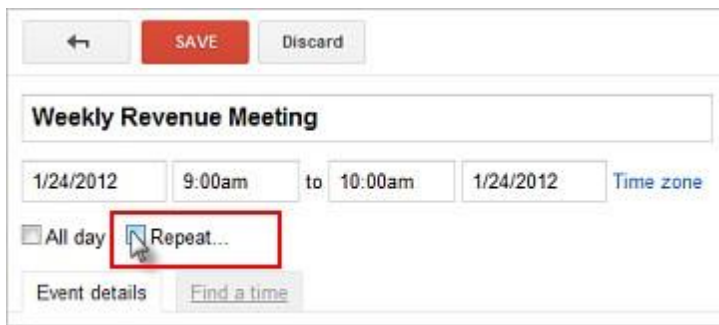
1. Open your meeting.
2. Under **Reminders**, choose the type of reminder you want (pop-up or email message) and when you want to receive it.



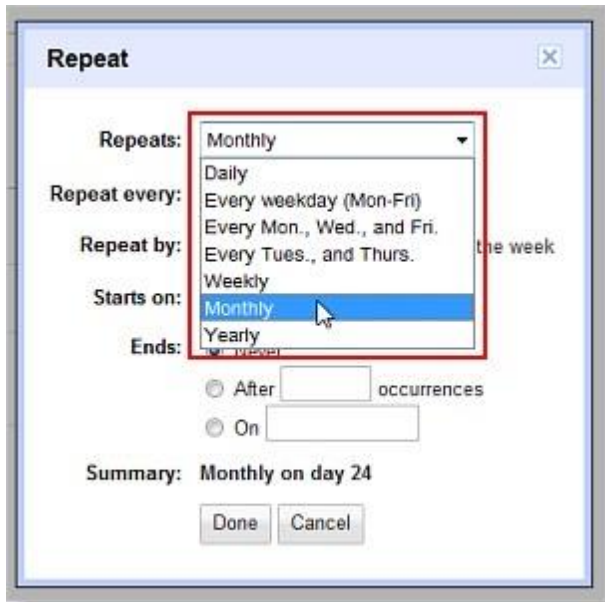
3. To add more reminders, click **Add a reminder**.
4. Remember to click the **Save** button.

## Set up a recurring meeting

1. Go to the event details page.
2. Check the box to the left of **Repeat**.



3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

## Attach a file to a meeting invitation

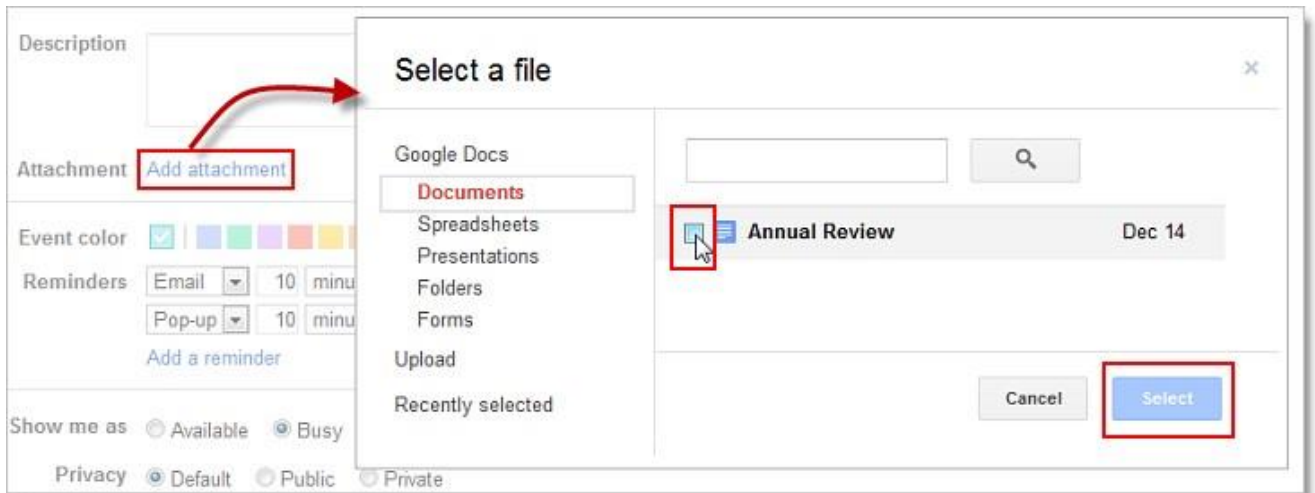
### *Option 1: Using the Event Attachments Calendar lab*

First, make sure the **Event attachments** Calendar lab is enabled.

1. Select **Settings** from the **gear** menu, and go to the **Labs** tab.
2. Select **Enable** next to **Event attachments**.
3. Click **Save**.

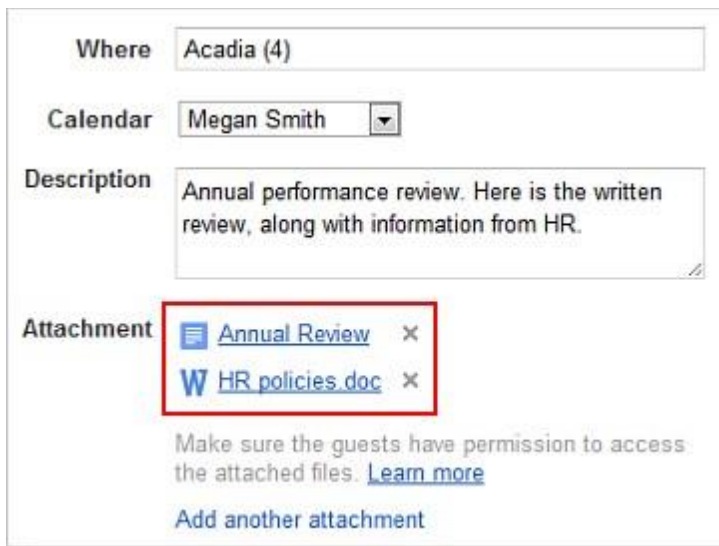
To add an attachment using this lab:

1. Open your meeting.
2. In the **Attachment** section, click **Add attachment**.
3. Check the box next to one or more Google Docs files, and click **Select**.



Or, for other file types (like PDF), click **Upload** and follow the prompts to upload your file(s).

- Review your attachments. Here's an event with both an attached Google Doc and a Microsoft Word document that was uploaded to Google Docs:



- After you've entered all event details, remember to click the **Save** button.

**Option 2: Using a Google Doc or other web based document**

For this option, your attachment has to be a Google Doc or otherwise available via a URL. (Google Docs generates URLs for each of your documents.) To attach a Microsoft Office or PDF document, just upload it first to Google Docs, and--optionally--convert it to Google Docs format.

Once you have a URL for your document, here's how to add it to your event:

- Open your meeting.
- In the **Description** field, copy and paste the URL that Google Docs generates.



Where

Calendar

Description  
Annual performance review. Here is the written review, along with information from HR.

[https://docs.google.com/a/solarmora.com/document/d/1IEmeSe9dwSZhSlgqNMSLNJA4\\_KUsigGgMRkzdQaGJ38/edit?hl=en\\_US](https://docs.google.com/a/solarmora.com/document/d/1IEmeSe9dwSZhSlgqNMSLNJA4_KUsigGgMRkzdQaGJ38/edit?hl=en_US)

3. After you've entered all event details, remember to click the **Save** button.

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

- Send the attachment in a separate email message to guests.
- Schedule the event through Gmail. Compose a new message and attach the file. Then click **Invitation** and enter information about the event. However, you can't book a room from Gmail, so you'll have to edit the event in Google Calendar later.

## Print your calendar

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.

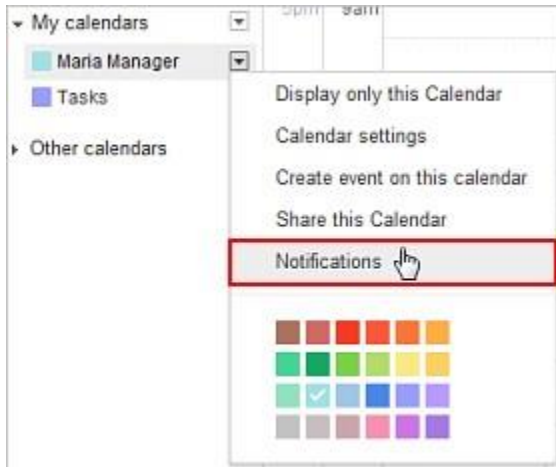


3. Click the print icon. In the **Calendar Print Preview** window, you can select a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.

## Set up event reminders

By default, you receive an email and a pop-up reminder 10 minutes before each event on your calendar. To change your default reminder settings, follow these steps:

- In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



- In the **Event reminders** section, select either **Email** or **Pop-up** from the drop-down.

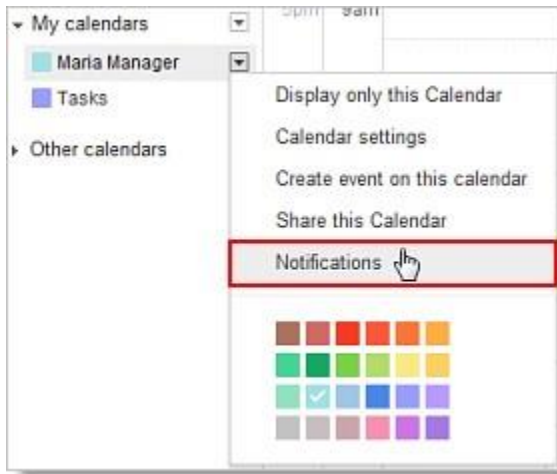


- Enter the corresponding reminder time (between one minute and four weeks).
- Optionally, click **Add a reminder** to create a new reminder or **remove** to delete an existing reminder. • Click **Save**.

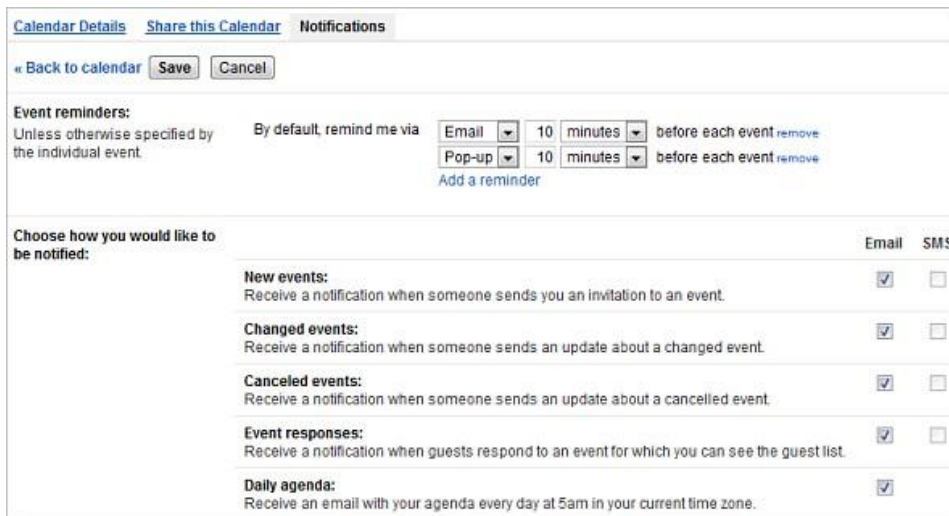
## Set up event notifications

By default, you receive an email message when someone invites you to a new event, changes or cancels an existing event, or responds to an event. To change your default notification settings, follow these steps:

- In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



- In the **Choose how you would like to be notified** section, select the **Email** check box for each type of notification you'd like to receive.



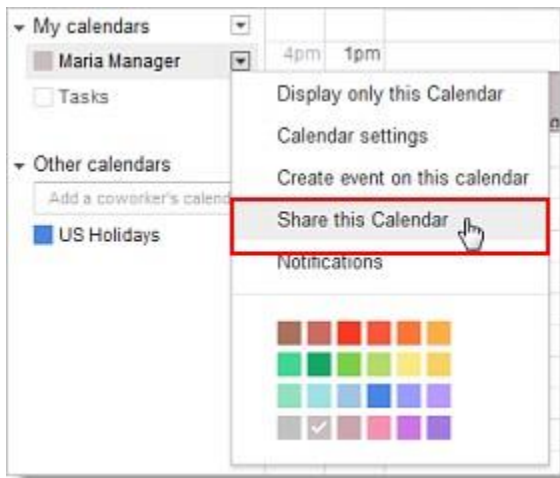
- Click **Save**.

**Note:** If you select the **Daily agenda** option, the emailed agenda won't reflect any event changes made after 5am in your local time zone.

## Share your calendar

By default, your "free/busy" calendar information is shared with everyone at COA. This is required for group calendaring features like "Find a time" to work as expected. You can share additional details with everyone, a COA group, or specific individuals.

- In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and then select **Share this calendar**.

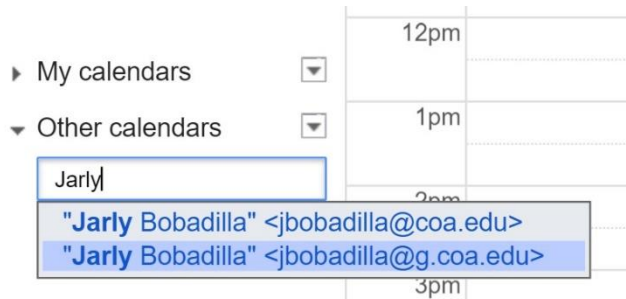


1. Select the sharing options you want to use for your calendar.
2. Click **Save**.

## View another user's calendar

If other users have shared their calendars with you, you can view those calendars. If a user hasn't yet shared his or her calendar with you, you can send a request to that person.

- In the **Other calendars** list on the left, start typing a user's name or address in the **Add a coworker's calendar** field. In the list that appears, click the user whose calendar you want to add.



- If the user has shared his or her calendar, it appears in your list under **Other calendars**, and the user's events appear on your calendar.

If the user has *not* shared his or her calendar, you'll see a page on which you can send a request to the user. Edit the default message if you like, and then click **Send Invite**.

**Tip:** To hide or show the user's events on your calendar, simply click the calendar in your list.

## Create another calendar

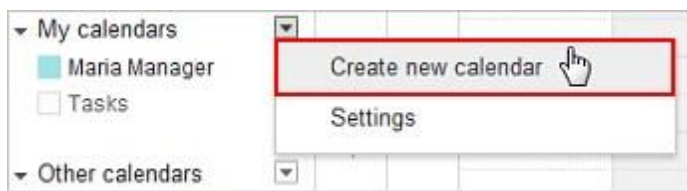
You can create any number of secondary calendars. For example, you can set up a calendar for your work group or team to share or even a calendar for events you want to make visible on a public web page. Each calendar you create appears in your list under **My Calendars**.

### Important considerations with secondary calendars

Consider carefully what COA apps account should create or "own" the calendar. Secondary calendars used by work groups or teams should be created using the department's COA apps account and then shared with the individual users or COA group that will need to use the calendar.

Secondary calendars do not show up as free or busy when others view your calendar, only your primary calendar will indicate your availability to others.

- Click the down arrow next to **My calendars**, and select **Create new calendar** from the drop-down.



- In the **Create New Calendar** window, enter a name for the calendar. You can also enter a description and location, select a time zone and sharing options for the calendar.
- When you're finished setting up the calendar, click **Create Calendar**.

