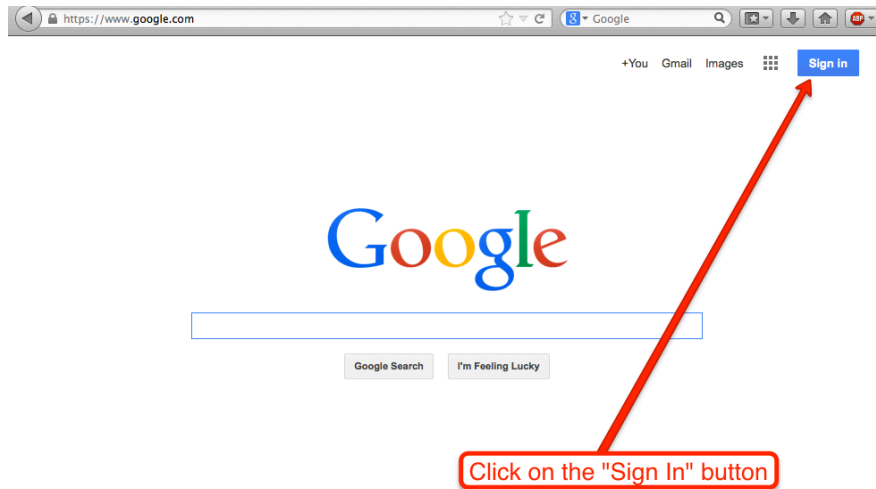


Google Calendar: The Basics

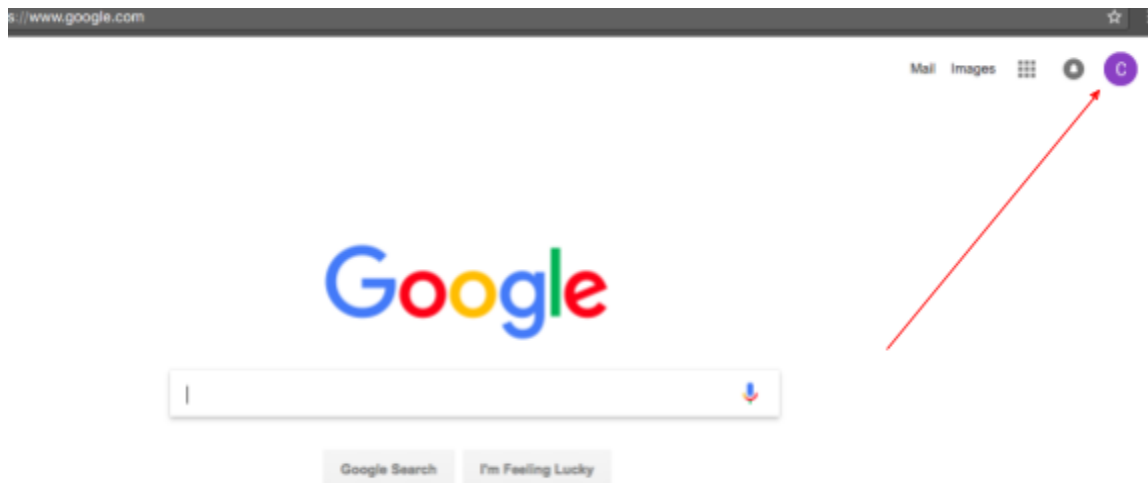
Step 1: Open your Chrome browser from your desktop.



Step 2: Log into your Suffield Google account by clicking on the **SIGN IN** button. Remember this is your *firstname.lastname@suffieldstudent.org* account.



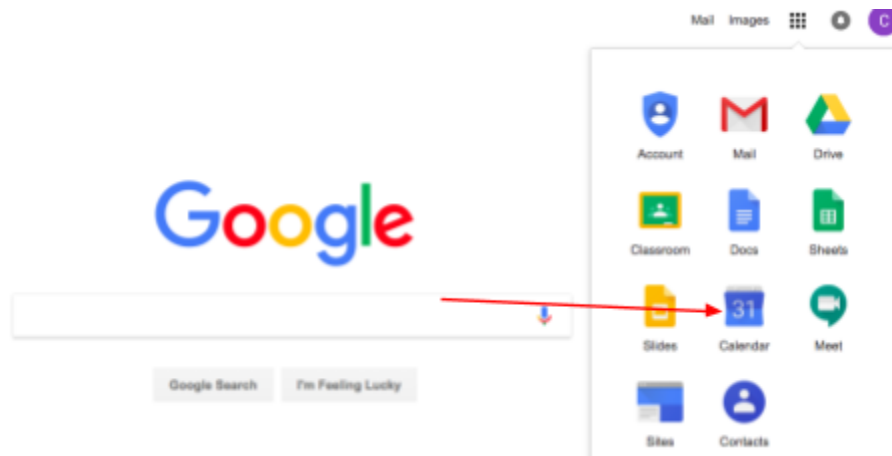
- If you are already logged in, you will see your name in the Google account circle icon.



Step 3: Click on the App Launcher - the 9 tiles in a square icon.

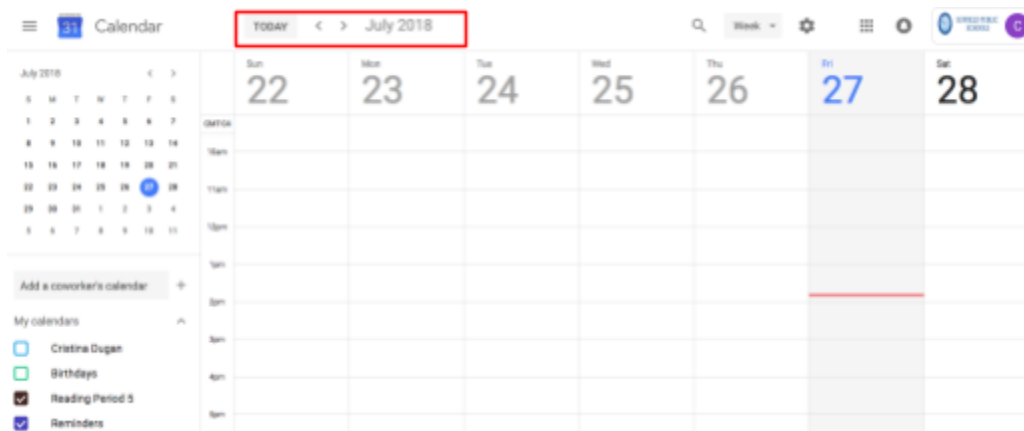


Step 4: Click on the Google Calendar icon.

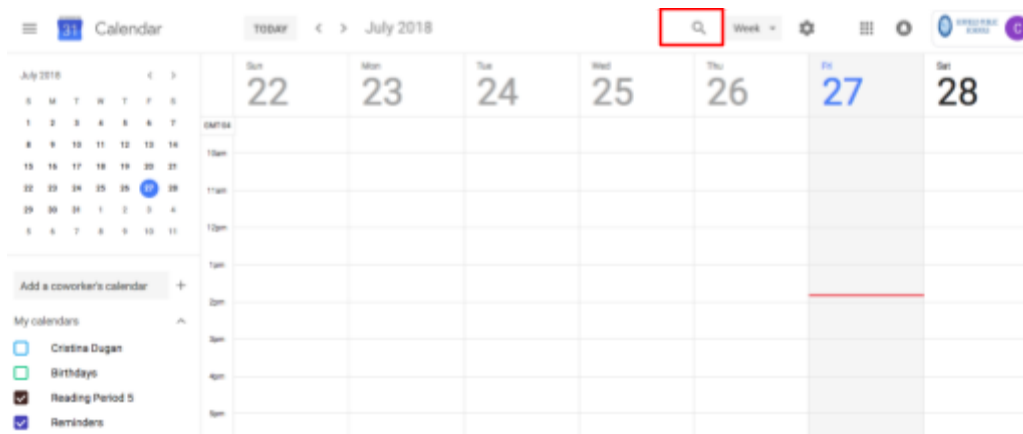


Step 5: Navigating the Classroom

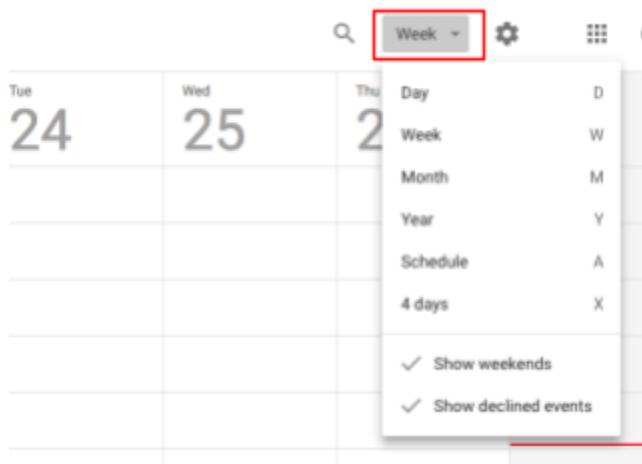
- Use the **arrows** to toggle between the next week and previous week.



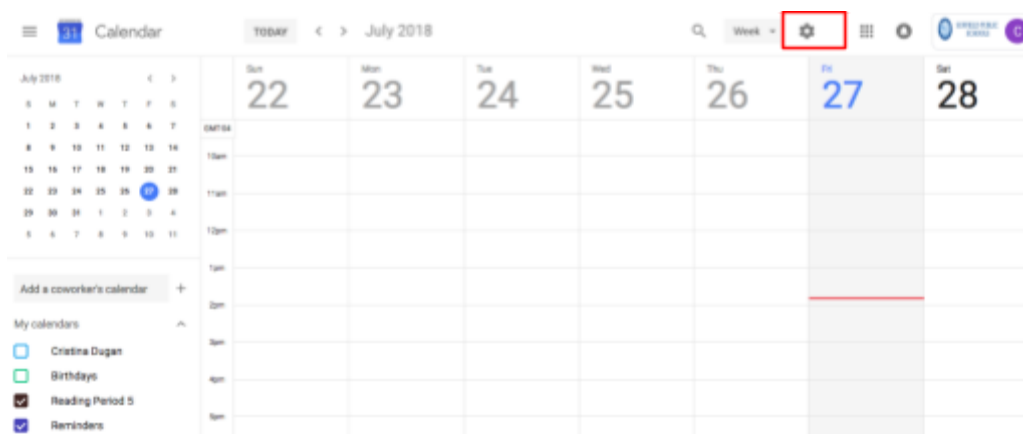
- Use **magnifying glass** to search for events in your calendar.



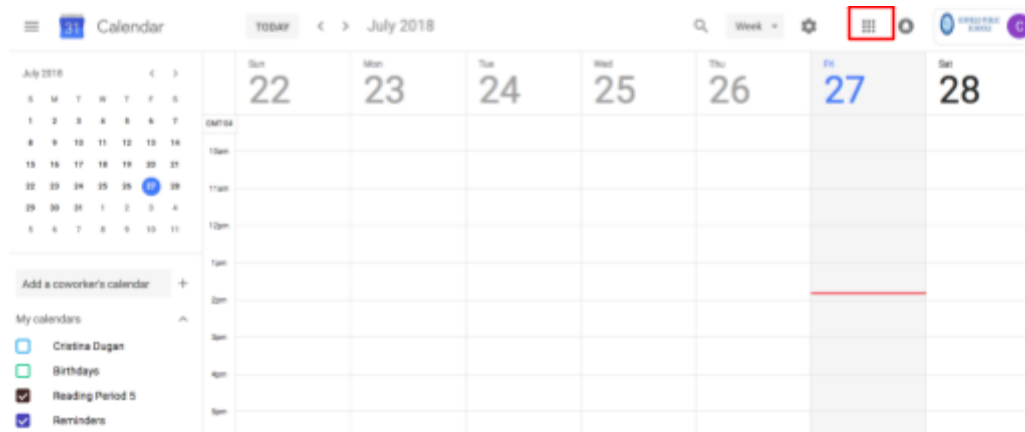
- Use **drop down menu** to change the display of your calendar.



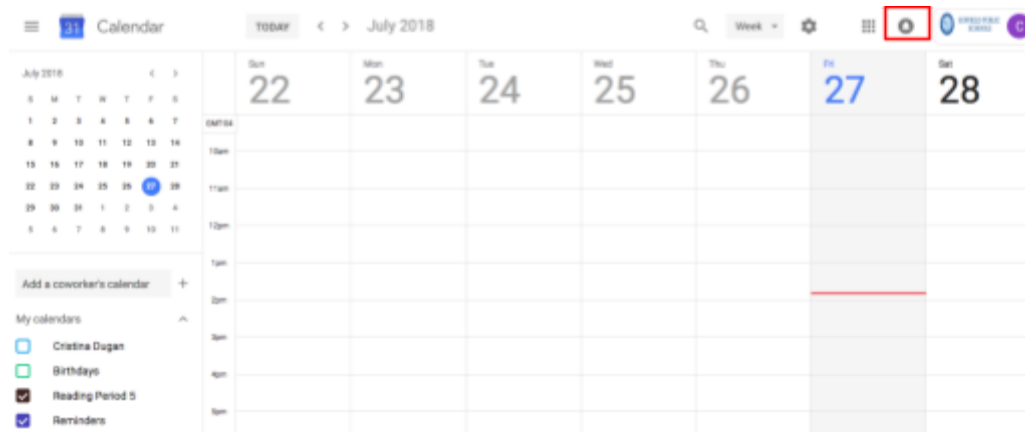
- Adjust the settings of your calendar by clicking on the **Settings** icon.



- The **App Launcher** - the 9 tiles in a square icon - displays the other Google Apps.



- The **Notifications** shows any notifications you may have.



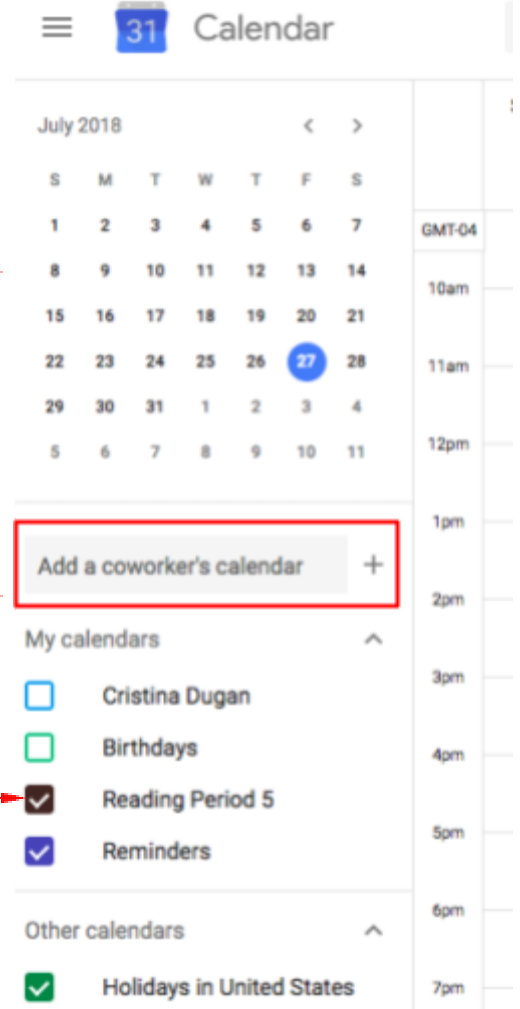
Step 6: The Left-Side Navigation

- Click on any date on the monthly calendar to view events listed on such date.

- Add a coworker's calendar to your calendar by clicking on the **plus sign**.

- Select which calendar you would like to view.

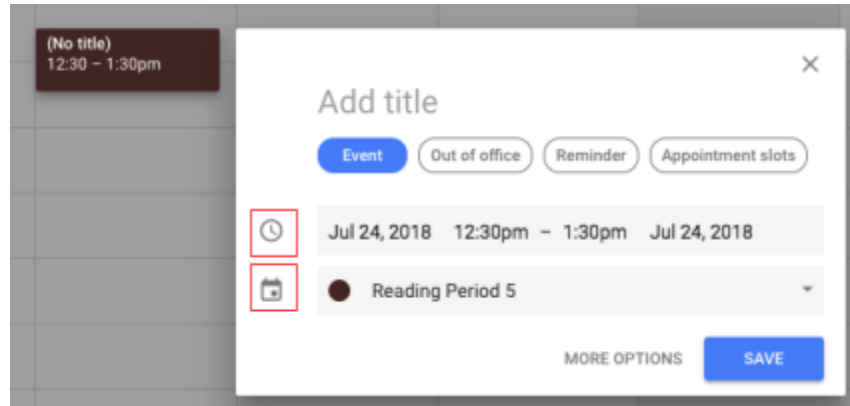
- Each class from Google Classroom will show as a separate calendar in this list.



Step 7: Add an Event to your Calendar

For a quick way to set up an event:

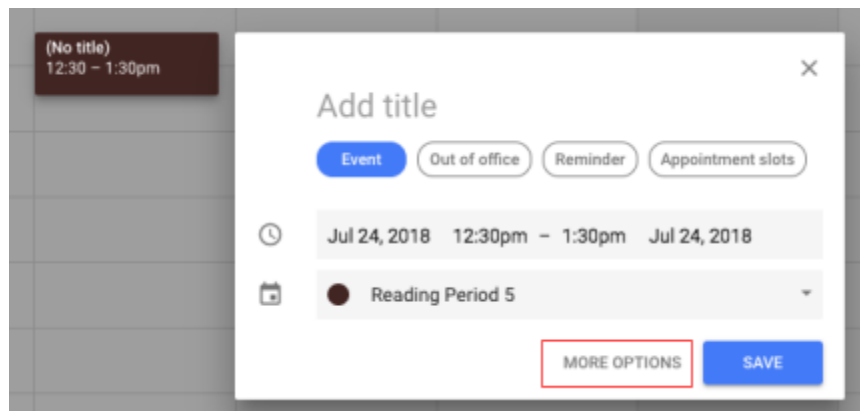
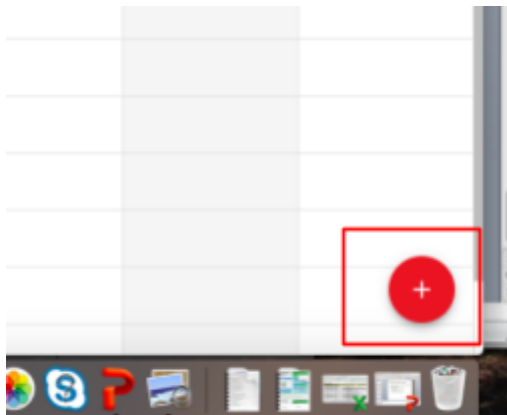
- Click on the calendar to add an event by clicking on the day and time you need for the event.
- You can schedule an event, out of office notification, reminder, and set appointment slots in the calendar.



- Set the exact date and time frame by clicking on the **clock icon**.
- Make sure the event is on the proper calendar by clicking on the **calendar icon**.
- Click **Save** to create your event.

For a more detailed event:

- Click on the **Plus Sign** in the bottom right of the calendar or **More Options** in the quick set up box.



- The “Out of Office” and “Reminder” events do not have a detailed view.

- **Adding a detailed event:**

- Click on each field to add in the needed information.

× Add title SAVE

Jul 22, 2018 12:00pm to 1:00pm Jul 22, 2018 TIME ZONE

☐ All day Does not repeat ▾

EVENT DETAILS FIND A TIME **GUESTS**

ADD NOTIFICATION

Reading Period 5 ▾ ● ▾

Busy ▾ Default visibility ▾ ?

Add description

GUESTS

Add guests

Guests can:

☐ Modify event

☒ Invite others

☒ See guest list

- Add a notification for this event as a reminder.
- Ensure your event is on the correct calendar by clicking on the calendar icon. You can also set a color for the event.

- **Guests option:**

- Invite the guests needed for the event or meeting by clicking on the **Add Guests** box and type their email address.
- Be sure to set the guests' access to the event by choosing the settings under the "Guests can" area.

× Add title SAVE

Jul 22, 2018 12:00pm to 1:00pm Jul 22, 2018 TIME ZONE

☐ All day Does not repeat ▾

EVENT DETAILS FIND A TIME **GUESTS**

ADD NOTIFICATION

Reading Period 5 ▾ ● ▾

Busy ▾ Default visibility ▾ ?

GUESTS

Add guests

Guests can:

☐ Modify event

☒ Invite others

☒ See guest list

- **Adding appointment slots:**
 - Click on each field to add in the needed information.
 - Set the amount of time you want for each appointment by clicking on the time next to **Slots with Duration**.
 - Make sure appointment is in the proper calendar!

×

Add title

SAVE

Jul 25, 2018 1:30pm to 2:30pm Jul 25, 2018 TIME ZONE

Slots with duration 60 minutes Does not repeat

EVENT DETAILS FIND A TIME

Add location

Reading Period 5

[This calendar's appointment page](#)

Add description

GUESTS

Add guests

- You can invite your students or fellow colleagues by using the Add guests box or after you save and publish the event to your calendar, a pop-up box will provide the URL to the event to share via email, Google Classroom, Google Forms, etc.

Publish event

Use this code on your site so that visitors can add this event to their Google Calendar.

HTML code

`<a target="_blank" href="https://calendar.google.com/event?ac..."` COPY

Or copy the link:

Link to event

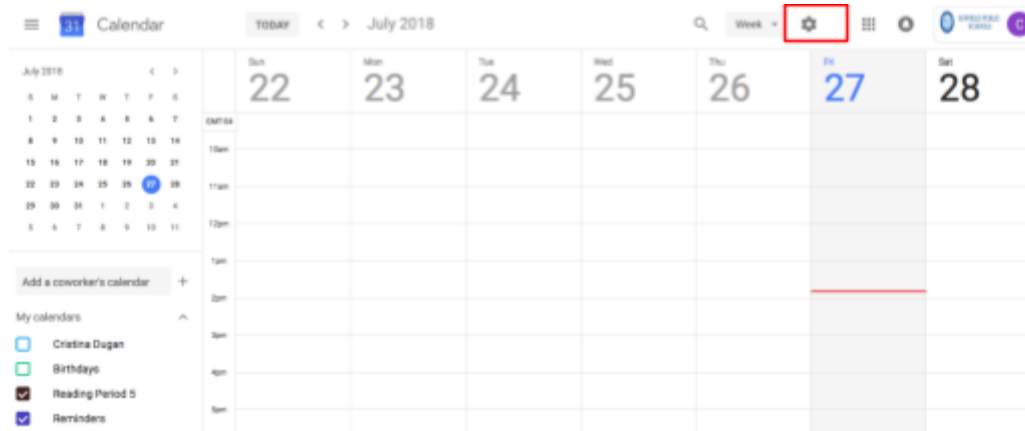
`https://calendar.google.com/event?action=TEMPLATE&tmeid...` COPY

CLOSE

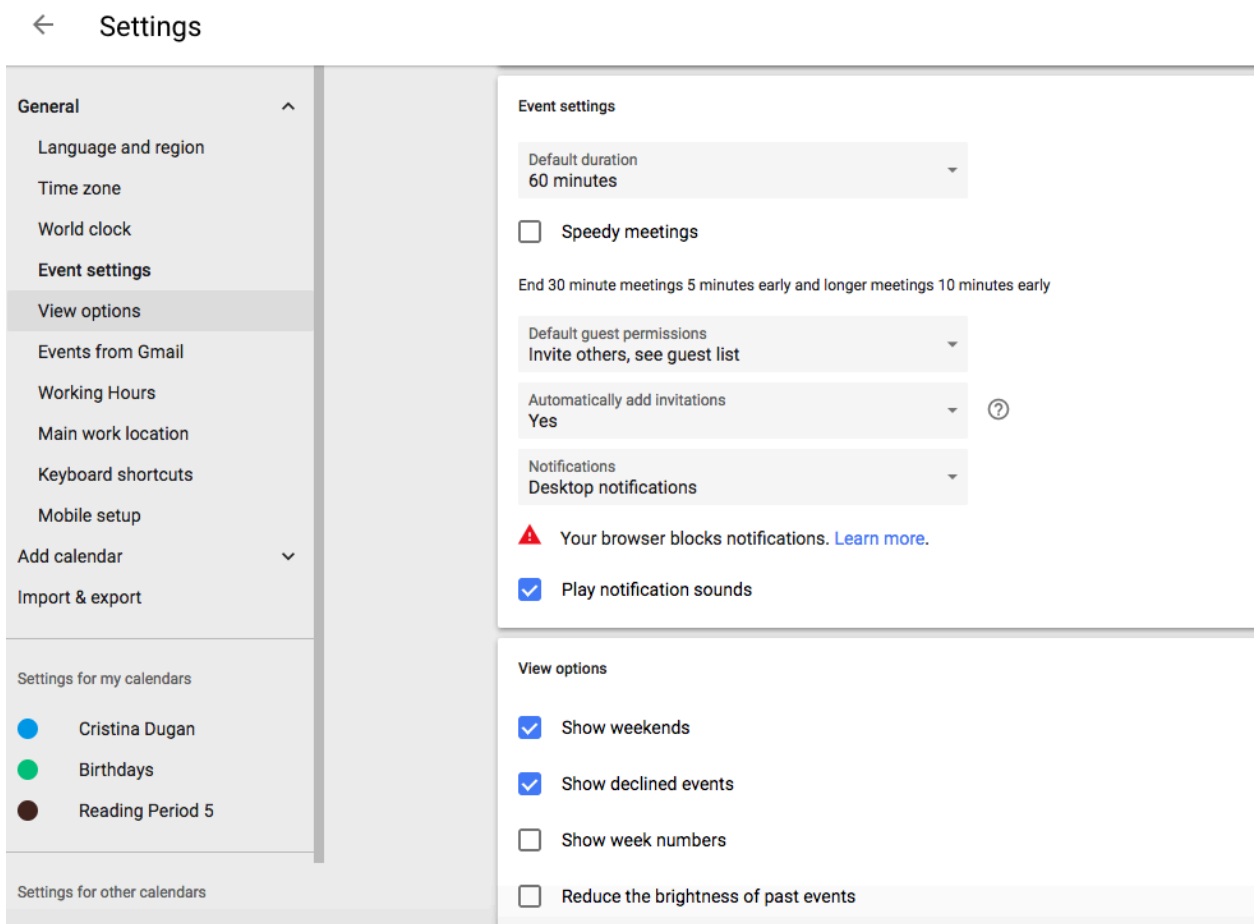
Created by: Cristina Dugan

Step 8: Customize your General Settings

- Click on the settings icon in the top right corner.

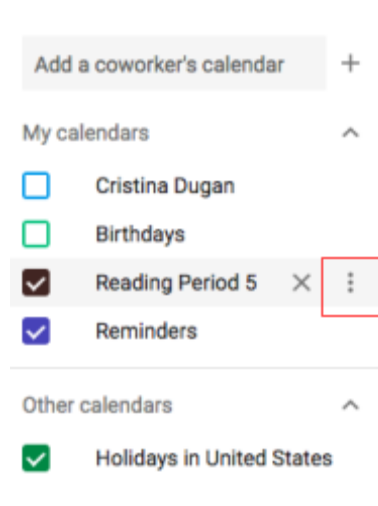


- Go through each section of the settings to ensure you are receiving notifications and invites about calendar events.



Step 9: Customize each Calendar's Settings

- Click on the 3 vertical dots next to the calendar you wish to edit.



- Go through each section of the settings to ensure you are receiving notifications and invites about calendar events. This is also where you will find a link to share this calendar with parents, colleagues, students, etc.

