

Access Calendar

1. Any web browser - go to **calendar.google.com** OR Most Google pages—In the upper right, click the App  Launcher and choose **Calendar**
 - a. Sign in username@mrpk.org (No more EDU after the migration!) Password is your Active Directory (ie computer login) password
 2. Can be added to any mobile device (Android, iOS, etc)
 3. Highly suggested! Create a Google Chrome profile and **link data** (saves bookmarks across all synced devices)
 4. **Add Calendar desktop shortcut**
 - a. Go to **Calendar** in Chrome
 - b. Click “the three-dotted menu icon at the top right -> More tools -> Add to Desktop OR Create Shortcut.”
 - c. Name the shortcut Calendar, then click **Add** and the Calendar shortcut will appear on your desktop. (Leave the checkbox for Open As Window checked)
 - d. Right-click icon on desktop and pin to taskbar (optional)
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Calendar screen overview

1. **Change your calendar view** :: At the top right, choose a view, such as **Day, Week, Month, Year, Schedule or 7 Days** (notice keyboard shortcuts listed in drop-down menu).
 - a. Choose to show or hide weekends and declined events
 - b. To the left is month view and under that is your list of calendars you have added
2. **View other apps (Right hand side)**
 - a. **Google Keep** :: Google’s note-taking app (in my opinion better than **Google Tasks**) :: to the **right** of your inbox, click Keep  to open your to do lists. Click  to open Keep in a new window. Click  to close the preview
 - b. Tasks is under that, but again, Keep is better ;)
3. **Color-code calendars and events** :: Give your calendars, reminders, and tasks different colors to tell them apart. For example, make all events related to a project the same color.
 - a. **Change color for all events in a calendar:**
 - i. On the left under **My calendars**, point to the calendar.
 - ii. Click More  and select a color or click Add  to choose a custom color.
 - b. **Change color for a single event:**
 - i. Single-click the event and click Edit .
 - ii. Next to the calendar click the drop down and select a color.
 - iii. Click **Save**.

Create events

1. Click an empty time slot in the calendar grid.
 - a. Tip: To create an event with the detailed view, click **More options**.
 - b. Add an event title, date, and time.
 - c. (Optional) To create the event on another calendar you have edit access to, next to your name, click the Down arrow ▼ and select a calendar.
 - d. Click **Save** or **More Options** to add more details. If you click **Save**, you'll be prompted to send the invitation to guests. If you haven't finalized the event, you can send the invitation later.
2. Add guests to an event
 - a. Create a new event and click **More Options**, or double-click an existing event to open it.
 - b. On the right under **Guests**, click the **Add guests** field.
 - c. Enter the email of the person or group label you have created.
 - d. (Optional) To specify a guest's attendance as optional, point to their name and click Mark optional .
 - e. Under **Guests can**, check or uncheck the boxes to specify whether guests can modify the event, invite others, or see the guest list.
 - f. Click **Save**.
 - g. Tip: If you're not the organizer of the meeting but you have permission to edit the event, you can follow these steps to invite people to a meeting.
3. Find a time that suits all guests
 - a. Get suggested meeting times:
 - i. Single-click your event and click Edit .
 - ii. Open your event and under **Guests**, click **Suggested Times**.
 - iii. Select a suggested time. The meeting is automatically updated.
 - iv. Click **Save**.
 - b. Find a time:
 - i. Single-click your event and click Edit .
 - ii. On the left, click **Find A Time**. You'll see the local time for guests in other time zones just below their name.
 - iii. Scroll up or down the time slots or click the arrows at the top to view different days and available times.
 - iv. Click a time slot and click **Save**. The time will be updated in the meeting details.

4. Add rooms

- a. Single-click your event and click Edit .
- b. Open your event and choose an option:
- c. On the right, click **Rooms**. Suggestions automatically appear under **Rooms**.
- d. Start entering the room name, location, or resource to see available options. For example, enter Video to see a list of rooms with that resource or enter the building name or floor to see available rooms there.
- e. Click the room you want. The room is automatically added to the event.
- f. Click Save.

5. Add files to an event

- a. Single-click your event and click **Edit**  or double click.
- b. Open your event and scroll down to the event description and click **Attach** .
- c. Click **My Drive** or **Upload** and select your file.
- d. Click **Select** or **Upload**. Your file will be attached to the event.
- e. Click **Save**.

6. Add a video-meeting link to an event (Hangouts)

- a. Single-click your event and click Edit .
- b. Open your event and on the left under **Event** details, click **Add conferencing**.
- c. Click **Hangouts Meet**.
- d. For G Suite Enterprise edition accounts, a dial-in phone number and PIN are also added. Guests can call in to the meeting by phone if your G Suite administrator has turned this option on.
- e. Click **Save**. Guests will get a link to the video meeting.

Respond to events

1. Respond to events from Calendar or Gmail

- a. From **Calendar** :: When you get an invitation to an event, it appears on your calendar.
 - i. Single-click the event.
 - ii. At the bottom next to **Going?**, click **Yes**, **No**, or **Maybe**
- b. From **Gmail**
 - i. Open the email with the event details.
 - ii. In the email, click **Yes**, **Maybe**, or **No**.

2. Add a note to your response or propose a new time :: You can propose a new time for the meeting or add a note to the event that guests can see.

- a. Single-click the event.
- b. In the bottom-right corner, click the Down arrow ▼ and choose an option.
- c. To add a note, click **Add note**. Enter your message, optionally change your event response, and click **Send**.
- d. To suggest another time, click **Propose a new time**. On the left, choose the day and time, add an optional message, and click **Send proposal**.
- e. All guests can propose a new time, except for events with more than 200 guests or all-day events.

3. Set event notifications :: You can get event notifications by email or as a pop-up reminder.

- a. On the left, point to your calendar and click More ⋮ and then **Settings and sharing**.
- b. In the **Event notifications** section, click **Add Notification**.
- c. Click **Notification** and select **Email** to add an email reminder.
- d. Select the amount of time before the event for the reminder.
- e. (Optional) To add more notifications, repeat steps 2-4.
- f. (Optional) To remove a notification, next to it, click Remove ✕
- g. (Optional) To set up notifications for all-day events, scroll down to the **All-day event notifications** section.

4. Remove event notifications :: You can remove email notifications for new, changed, and canceled events, and when guests respond to an event.

- a. On the left, point to your calendar and click More ⋮ and then **Settings and sharing**.
- b. In the **General notifications** section, next to **Email**, click the Down arrow ▼ and select **None**.
- c. (Optional) To add more notifications, repeat steps 2-4.

Manage events

1. Create repeating events

- a. Single-click your event and click Edit ✎.
- b. Open your event and at the top next to **All day**, click **Does not repeat**.
- c. Choose how often you want the event to repeat.
- d. If you want to choose an end date, click ✎ and enter your start and end dates.
- e. Click **Save**.

2. Email guests from a Calendar event :: The event organizer and event guests can quickly email everyone invited to the event directly from Calendar.

- a. Single-click the event.
- b. At the top, click Email guests .
- c. Add your message. You can also add other recipients and change the subject if you want.
- d. Click **Send**.

3. Find an event

- a. In Calendar, at the top, click Search .
- b. Enter a search keyword. Results appear as you enter text and you might see results from other G Suite services, such as Gmail and Drive.
- c. (Optional) To see advanced search options, in the search bar, click the Down arrow . Enter your search query and click **Search**.
- d. Click a search result to see the details for that event.

4. Copy an event to a different calendar :: You can copy an event from one of your calendars to another.

- a. Single-click the event you want to copy.
- b. At the top, click More  and then **Copy** to calendar name. The event automatically appears in the calendar.

5. Decline events during out-of-office dates :: Set an out-of-office message that will automatically decline all meetings during that time.

- a. In the Calendar grid, click the first day that you'll be away and then **Out of office**.
- b. Select your dates.
- c. (Optional) To customize your decline message, edit the message.
- d. Click **Save**.

6. Restore a deleted event

- a. In Calendar, at the top, click Settings  and then **Trash**.
- b. Hover over the event, click Restore .
- c. (Optional) To delete the event permanently, click Delete .
- d. Note: Deleted events are kept in the Trash for 30 days before being permanently deleted.

Collaborate

1. Change an event owner :: You can change the owner of an event you created. The new owner won't receive any notification, but their name will appear as the event owner on all the guests' calendars.

- a. Single-click the event and at the top, click More  > **Change owner**.
- b. Enter the email address of the new owner.
- c. (Optional) To add a note for the new owner, enter a message.
- d. Click **Change Owner**.

2. Add a co-worker's calendar :: Add a co-worker's calendar to see all your events on the same page. **Note:** Your co-worker must have an email address on your organization's G Suite account AND it must be made available for Moorpark Unified School District

- a. On the left in the Other calendars section, click + > **Subscribe to calendar**.
- b. Enter your co-worker's email address. Their calendar appears under **Other calendars** on the left, and their events appear on your calendar page.
- c. (Optional) To temporarily hide the events from another calendar, uncheck the box next to the calendar.

3. Create additional calendars :: You can create new calendars for teams and projects.

- a. On the left, next to **Add calendar**, click More 
- b. Click **New calendar**.
- c. Enter a name and optionally a description for the calendar.
- d. Choose the time zone and click **Create calendar**.
- e. You can find the new calendar on the left under **My Calendars**.
- f. (Optional) To hide or show events from a calendar, check the box next to the calendar.

4. Share or delegate your calendar

- a. On the left under **My calendars**, next to the calendar you want to share, click More  > **Settings and sharing**.
- b. On the left, click **Share with specific people**.
- c. Click **Add people** and enter an email address.
- d. Click **Permissions** and choose an option:
 - i. To let others view your calendar, select **See all event details** or **See only free/busy (hide details)**.
 - ii. To delegate your calendar, select **Make changes to events** or **Make changes and manage sharing**.

5. **Share your calendar with your organization** :: Share your calendar with your entire organization and choose the level of access people should have. Make your calendar visible to your organization:
- On the left under **My calendars** next to the calendar you want to share, click More  >
Settings and sharing.
 - Scroll down to the the **Access permissions** section and check the **Make available for your organization** box.
 - On the right, click **See all event details** and choose the level of access people should have.
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Productivity Tips

1. Create tasks in Calendar

- In Calendar, on the right, click Tasks .
- If it's the first time you're opening Tasks, at the bottom, click **Get Started**. (If you don't see **Tasks**, at the bottom right, click Show side panel  .)
- (Optional) To create a new task list, at the top under **Tasks**, click the Down arrow  >
Create new list. Add a name and click **Done**.
- Click Add a task  and enter a task.
- (Optional) To add details or a due date, click Edit .
- Hint :: Assign a different color to your tasks so you can tell them apart from events. At the left, under **My Calendars**, point to **Tasks**, click  and select a color.

2. Get your daily agenda to your inbox

:: You can get an email each morning with your daily agenda.

- In Calendar, go to Settings  > **Settings**.
- On the left, click your calendar.
- Click **General notifications**.
- Next to **Daily agenda**, click the Down arrow  and select **Email**.

3. Use filters to move Calendar responses out of your Gmail inbox

- In the [Gmail](#) search box, click the Down arrow .
- In the **To** field, enter your email address.
- Next to **Has the words**, enter invite.ics OR invite.vcs.
- Check the **Has attachment** box.
- Click **Create filter**.
- Check the **Apply the label** box and choose a label to automatically sort incoming event response messages.
- If you want response messages to be automatically moved out of your inbox, but want to be able to access them later, check the **Skip the Inbox Archive it** box.
- Click **Create filter**.

- 4. Set working hours** :: If you'd prefer not to be invited to events outside of your working hours, you can adjust your Google Calendar settings so organizers know to reschedule an event to a better time.
- In Calendar, go to Settings  > **Settings**.
 - On the left under **General**, click **Working Hours**.
 - Check the **Enable working hours** box.
 - For each day, click the time when you're available. Suggestions may already appear, but you can click the time to change them.
 - (Optional) To set the same times for every day, click **Copy time to all**.
- 5. Add appointment slots to Calendar** :: You can set up a single appointment with bookable slots in your calendar. For example, you might want to allow people to book a time to review a proposal.
- In Calendar, at the top, select **Week** or **Day**.
 - Single-click the first day you want to start your appointments.
 - Click **Appointment slots**.
 - Add a title and choose the timeframe for appointments.
 - Next to **Slots with duration**, enter the length of time for each appointment.
 - (Optional) To add more details, such as a description or room or to add repeat blocks, click **More Options**.
 - (Optional) To invite people to book slots, click **More Options**. Under **Event details**, copy the **This calendar's appointment page** link and email it to people.
 - Hint :: Appointment slots show as a single event in Calendar, with a grid icon in the upper left corner.
 - Great for parent conferences! See my sample [here](#)

[Beginner Tips](#)

[Intermediate Tips](#)

[Advanced Tips](#)

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