

Using Google Apps for Education- Calendar

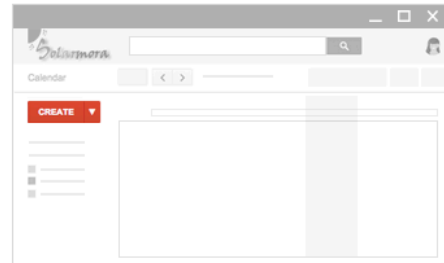
The Google Calendar icon can be found inside My Tools on your Portal Desktop, my.oneclay.net. Log into Google with your county issued @myoneclay.net account

Schedule an Event

Create an event

To create an event in Calendar:

1. Go to calendar.google.com.
2. Click **CREATE**.



Invite people and reserve rooms and resources

To invite people to your event:

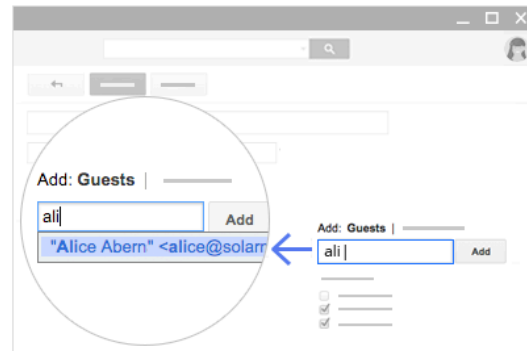
1. In the **Event details** page, find the **Add** section and click **Guests**.
2. Type the first few letters of a person's name or email address in the box. Matching addresses in your organization's directory appear as you type.
3. Click one of the suggestions to add that person to the event. If no suggestions appear, type your guest's full email address and click **Add**.

You can even add a Google Groups mailing list address to invite a large group of people at once, such as your whole team (For example: marketing@solarmora.com) or the entire organization (For example: everyone@solarmora.com).

To reserve rooms and resources* for your event:

1. In the **Event details** page, find the **Add** section and click **Rooms, etc.**
2. (Optional) To see only available resources, check **Show only available**.
3. Start typing the room or resource's name and click one of the suggestions. Or, browse the list of resources and click **Add** next to an available resource you want.

**Your Google Apps administrator must first set up Calendar resources for your organization.*



Choose your event time

To choose a date and time for your event, click the date and time boxes, and select when your event starts and ends.

To set up a recurring event, such as weekly meetings:

1. Check **Repeat** and enter the details for how you want to schedule your recurring events.
2. Click **SAVE**.

If you have a lot of guests, you can quickly see when everyone is available. Click **Suggested times** under your guest list to see a list of times when everyone can attend. Or, click the **Find a time** tab to stack your guests' calendars, then pick a time when nobody has a scheduling conflict.

A screenshot of the event creation interface. At the top, there are navigation arrows, a 'SAVE' button, and a search bar. Below these, there are input fields for the event date and time. The date is set to '2/19/2015' and the time is '12:30pm to 12:55pm'. To the right of the time field is a 'Time zone' dropdown menu. Below the date and time fields, there are checkboxes for 'All day' and 'Repeat...'. At the bottom, there are two tabs: 'Event details' and 'Find a time'.

Save and update events

When you're finished filling in the details, save your event:

1. Click **SAVE**.
2. In the pop-up, click **Send** to notify guests by email, or **Don't send** if you don't want to notify guests at this time.

To update existing events:

1. Click the event in your Calendar.
2. Click **Edit event** to make changes, such as updating the time or inviting more guests. You'll also be able to see which of your guests have accepted your invitation.
3. Click **SAVE**.

A screenshot of the event edit pop-up. The pop-up has a close button (X) in the top right corner. It contains fields for 'Where', 'Video call', and 'Who'. Below these fields, there is a 'Send' button and a 'Don't send' button. To the right of these buttons is a blue arrow pointing down to a button labeled 'Edit event >'. Below the pop-up, there is a calendar view showing a grid of dates and times. The time slots are labeled '11am' and '12pm'. A blue arrow points from the 'Edit event >' button to the calendar view.

Respond to invitations

When you get an invitation to an event, it appears on your calendar.

To reply to an invitation in Calendar:



1. In the calendar grid, click the event.
2. In the dialog box, select your response. Or, if you'd like to include a short note with your response, click **More details**, select your response, type your note, and click **Save**.
3. You can change your response at any time by clicking **More details > Add a note or change your response**.

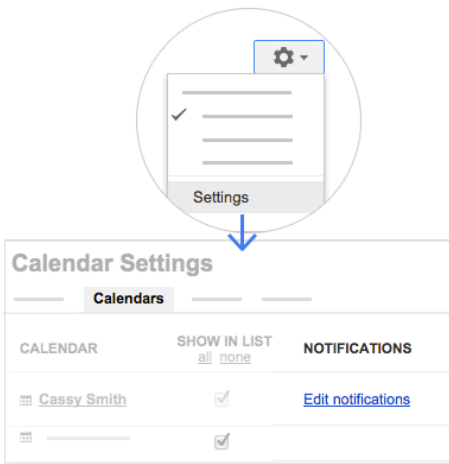
You'll also get an invitation in your email. If you're using Gmail, you can respond to the invitation by clicking **RSVP** in your list of messages, or by clicking a response option in the message.

A screenshot of the event response dialog box. The dialog box has a close button (X) in the top right corner. It contains a 'Going?' section with three radio button options: 'Yes + [number] guests', 'Maybe', and 'No'. To the right of these options is a button labeled 'Add a note'. Below the 'Going?' section, there is a text input field for a note. At the bottom, there is a 'More details >' button. The dialog box is overlaid on a calendar view showing a grid of dates and times. The time slots are labeled '9:00am' and '9:45am'. A blue arrow points from the 'More details >' button to the dialog box.

Add Event Reminders


Set up default notification settings

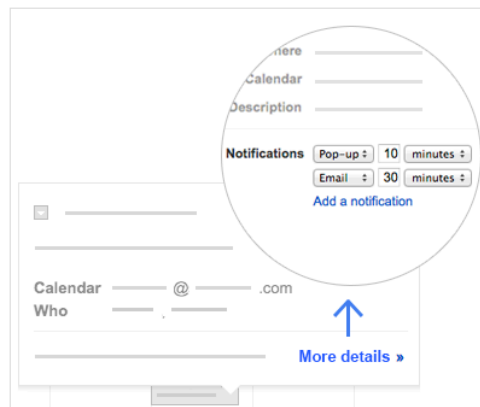
1. Click  and select **Settings**.
2. At the top, click the **Calendars** tab.
3. Click **Edit notifications** next to your calendar's name.
4. Choose how and when you want to be notified about different events and updates.
5. Click .



Add or change notifications for a specific event

Need a little extra time to prepare for an important event? Or don't need a reminder about an activity after all? You don't have to change your default notification settings—just add or update reminders for that particular event:

1. Click the event on your calendar and click **Edit event** (for events without guests) or **More details** (for events with multiple guests).
2. In the **Notifications** section, choose how you want to be reminded about the event.
3. (Optional) To add multiple notifications, click **Add a notification**.
4. (Optional) To remove a notification, click **x** next to the notification you want to remove.
5. Click .

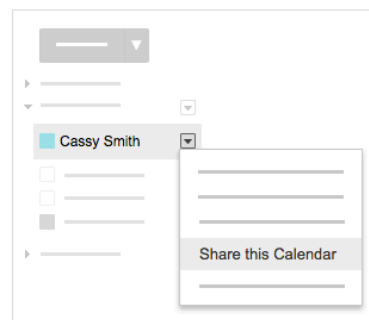


Share and View

Share your calendar

To choose who to share your calendar with and how much they can see:

1. Click ☐ next to your calendar name.
2. Click **Share this Calendar**.
3. Enter email addresses and set permissions for people you want to share with.
4. Click **Save**.



To share your calendar with people who don't use Google Calendar:

1. Click ☐ next to your calendar name.
2. Click **Calendar settings**.
3. Scroll to **Calendar Address**, click one of the options to get a link you can share. For example, to let someone see your calendar in any web browser, click **HTML** and share the URL in the pop-up.
4. Click **OK** > **Save**.



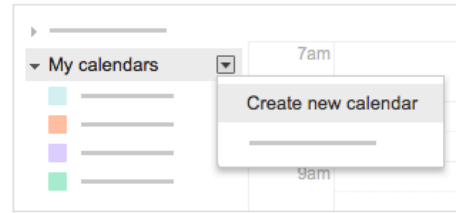
Create a Team Calendar

Create a team calendar

To create a team calendar:

1. Click ☐ next to **My calendars** and select **Create new calendar**.
2. Name the calendar, enter your timezone, and add a description so your team knows the purpose of this calendar.
3. Check the **Share this calendar with others** box, and share it with everyone in your organization.
4. Enter individual email addresses of people who can modify or manage the calendar, and set their permission levels.
5. Click **Create calendar**.

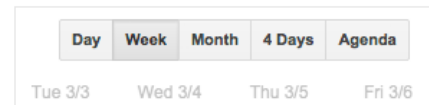
You can create as many calendars as you want using the same process.



Customize

Choose your calendar view

You can choose how many days you see at a time in your calendar view, or change your calendar to an agenda view to see a list of your events. Select the option that's best for you in the top corner of your calendar.



Change your event colors

Changing event colors can help you distinguish between calendars when you have several layered on the same screen.

To change the color of events on your or others' calendars:

1. Click ☐ next to the calendar name.
2. Select the color you want from the palette.

