

Google Calendar Training



Created by Daniel J. VandeBunte

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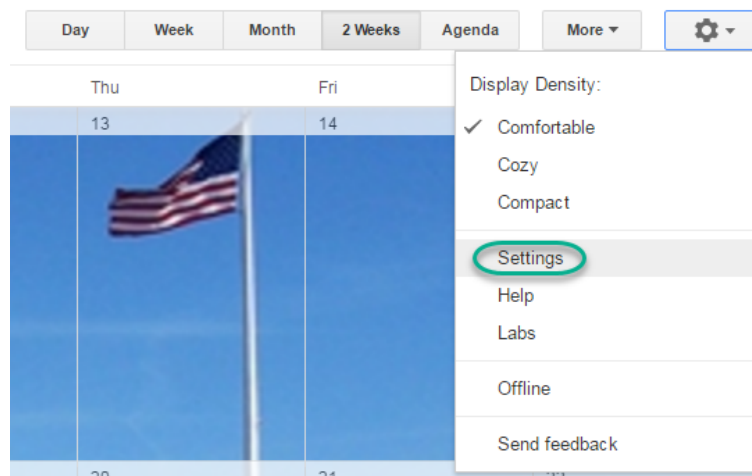
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Accessing Google Calendars

You can access your Google Calendars by signing into Chrome and going to calendar.google.com.

Global Calendar Settings

There are two types settings that govern how your calendars will function; *global* settings, which will apply to all of your calendars, and *local* settings, which will apply to specific calendars as you adjust those settings. To access the global settings for your Google Calendars, click on the settings cog in the upper right and select Settings.



Once you are on the Settings page, you should notice that there are four (4) tabs at the top; General, Calendars, Mobile Setup, and Labs.

General

Under the General tab you can adjust the following settings; Language, Country, Time zone, Date format, Time format, Notifications, Events from Gmail, Default event duration, Week start, Working hours, Event dimming, Show weekends, Default view, custom view, Location, Weather units, Events you have declined, Event invitations, Alternate calendar, Calendar background image (Labs), and Keyboard shortcuts.

Calendars

Under the Calendars tab you can decide which calendars you want to see in your list, edit your notifications for specific calendars, edit your sharing settings, and unsubscribe from calendars.

Mobile Setup

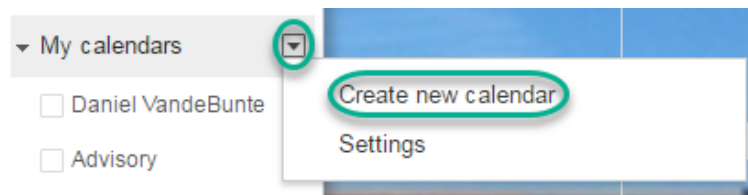
Under the Mobile Setup tab you can set up your mobile device to receive SMS notifications and learn how to sync your Google Calendars to your mobile device.

Labs

Under the Labs tab you will find a handful of experimental features that can improve your Google Calendar experience. Since these features are experimental, they may disappear or stop working at any time.

Creating Google Calendars

To create a new Google Calendar click on the down arrow next to where it says “My calendars” on the left side of the page and select Create new calendar.



Once the new calendar details page opens you can give your calendar a name, a description, location, time zone, and determine the sharing settings.

Create New Calendar

Calendar Details

[« Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

Organization:

Description:

Location:

Calendar Time Zone: Country: (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: ☐ Display all time zones

☐ **Share this calendar with others**

☐ Make this calendar public [Learn more](#)

☐ Share this calendar with everyone in the organization **MSD of Boone Township Schools**

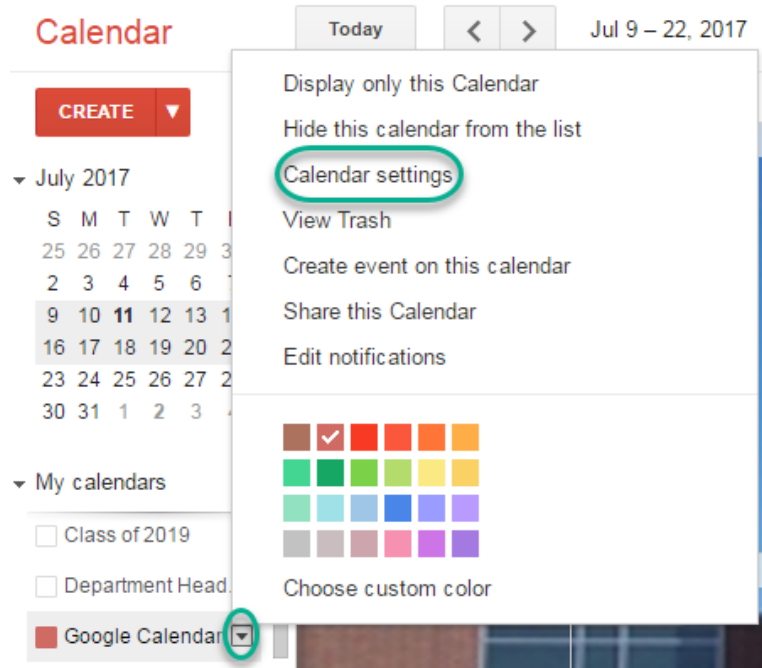
Share with specific people

Person	Permission	Settings	
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>	<input type="button" value="Remove"/>
vandebunted@hebronschools.k12.in.us	Make changes AND manage sharing		

Note that you must select “Share this calendar with others” before you can share it with anyone.

Google Calendar Settings

To access the settings for a particular calendar, click on the downward arrow next to the calendar name in your calendar list on the left.




Calendar Details

When the calendar settings open, you will see the Calendar details page from when you created the calendar with the sharing options removed (they will now be under Share this Calendar) and some new settings added in. These new settings will allow you to control whether invitations will be auto-accepted, provide the calendar embed link, and give you the option to delete the calendar.

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events.
[Learn more](#)

☐ Auto-accept invitations that do not conflict.
☒ Automatically add all invitations to this calendar.
☐ Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.
[Customize the color, size, and other options](#)

```
<iframe
src="https://calendar.google.com/cal
endar/embed?
src=hebronschools.k12.in.us_n0fem
nmtq1dcdkdf8o2glent0%40group.c
```

Calendar Address:
[Learn more](#)
[Change sharing settings](#)

ICAL **HTML** (Calendar ID: hebronschools.k12.in.us_n0femnmtq1dcdkdf8o2glent0@group.calendar.google.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address:
[Learn more](#)

ICAL [Reset Private URLs](#)
This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

Export Calendar:
[Learn more](#)

[Export this calendar](#)
Export: All events in this calendar will be exported in an ICS file.

Delete calendar:
[Learn more](#)

[Permanently delete this calendar](#)
Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.

[Back to calendar](#)

Share this Calendar

Under the Share this calendar tab you can adjust the sharing settings for your calendar. These are typically set when you first create the calendar, but if you want to go back and change these settings later this is where you would go to do so.

Edit Notifications

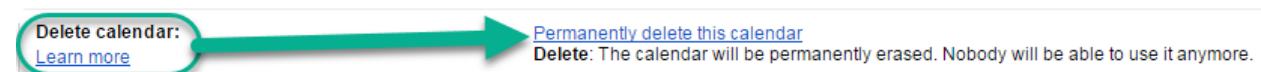
Under the Edit notifications tab you can control how and when you receive notifications about events on your calendar. You can set a default notification for all events on the calendar. This is handy if you are busy and rely on notifications or reminders to alert you to upcoming meetings. You can set up email and/or SMS notifications whenever you are invited to an event on the calendar, when an event is changed or cancelled, or when someone responds to an event invitation. You can also set up a daily email that contains your agenda for the day.

Trash

When you delete an event from a calendar it does not disappear forever. Each calendar has its own trash bin and you can go to its trash bin to either permanently remove an event or restore it if you decided you need it back on your calendar.

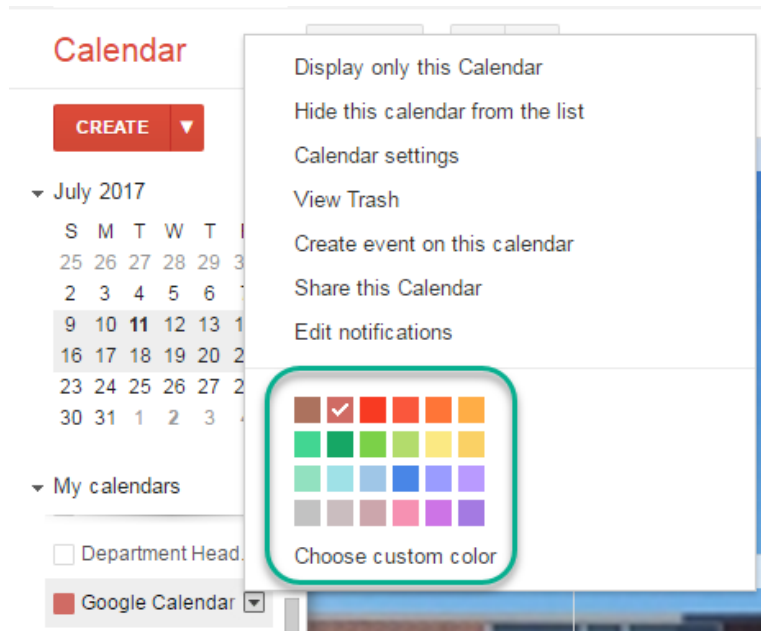
Deleting a Calendar

To delete a calendar, go to the calendar settings and under the calendar details tab the option to delete is the very last option.



Color Coding Google Calendars

To color code your calendars, click the downward arrow next to the calendar's name on the left. You can select one of the 24 colors displayed or click on Choose custom color to be more selective. If your calendar view will be displaying multiple calendars, you should consider color coding them to make them easy to distinguish from one another.



Adding Events to Google Calendars

There are a few ways to add events to your calendar. For example, if you click the red Create button in the upper left corner a new event will open scheduled for the first day on your current view. In other words, if you are in month view and you click on create, it will be scheduled on the first day of that month. If you are on week view, it will be scheduled for the first day of that week. You can also quick add events by clicking on the downward arrow next to the word Create. When you use this you have to enter specific information so the event gets scheduled correctly. Neither of these two methods are likely what you will use on a daily basis.

Single click

If your current view contains the day on which you would like to add a new event, single click on the day and you can add an event with a short title, a time, and the specific calendar on which to appear.

Double click

By double clicking on the day of the event, the event page opens and you can add much more detail to your event.

Basic Information

At the top of the event page you can give your event a title, a duration, and set up repetition of the event.

Event Details

Under the Event details tab you can add a location, video call, select the calendar, add a description, add multiple attachments, select an event color (if you are using color coded calendars, choose the matching color), set up notifications, determine your visibility, and add guests to the event.

When you add guests to the event you decide whether they will be able to edit the event, invite others, and see the guest list.

Find a Time

Under the Find a time tab Google can use your calendar and the calendars of your guests to determine a time that fits for everyone.

Sharing Calendars

There are a few things you need to consider before sharing a calendar; 1) is the information available in the calendar suitable for public viewing?, 2) how do you adjust the settings so that sharing is possible?, and 3) how can you actually share the calendar?

Privacy

Keep in mind what information you will be putting on the web. You probably don't want to share every detail about your life. Calendar that contain personal events should be separate from calendars that contain professional events.

Set Up Calendar Sharing

New calendars created on the hebronschools.k12.in.us are not shared by default. In order to share a calendar you must change this setting yourself. If you click on the downward arrow next to the calendar name, select Calendar settings, and click on the Share this Calendar tab you can access the sharing settings for a particular calendar.

Google Calendar Training Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Trash](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

☒ Share this calendar with others

☒ Make this calendar public [Learn more](#)

See only free/busy (hide details) ▼

☒ Share this calendar with everyone in the organization **MSD of Boone Township Schools**

See all event details ▼

Share with specific people

Person

Permission Settings ?

Enter email address

See all event details ▼

[Add Person](#)

vandebunted@hebronschools.k12.in.us

Make changes AND manage sharing

[« Back to calendar](#) [Save](#) [Cancel](#)

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You can make a calendar public or share it only with people in our domain. Or you can share it only with specific people. In either case you can control what permissions people have for calendars you have shared with them.

Sharing a Calendar

There are several ways to share a calendar. If you share it only with specific people they will get notified that you are sharing a calendar with them but they must still accept the invitation.

If you go to the calendar's settings page you can get the embed code, provide people with the public URL for the calendar, or you can export the calendar as a .ics file (probably not what you want). You can also embed a Google Calendar into a Google Site. When you embed a Google Calendar into a Google Site users can subscribe directly from the Site. Just look for + *Google Calendar* button in the lower right corner of the calendar.

