

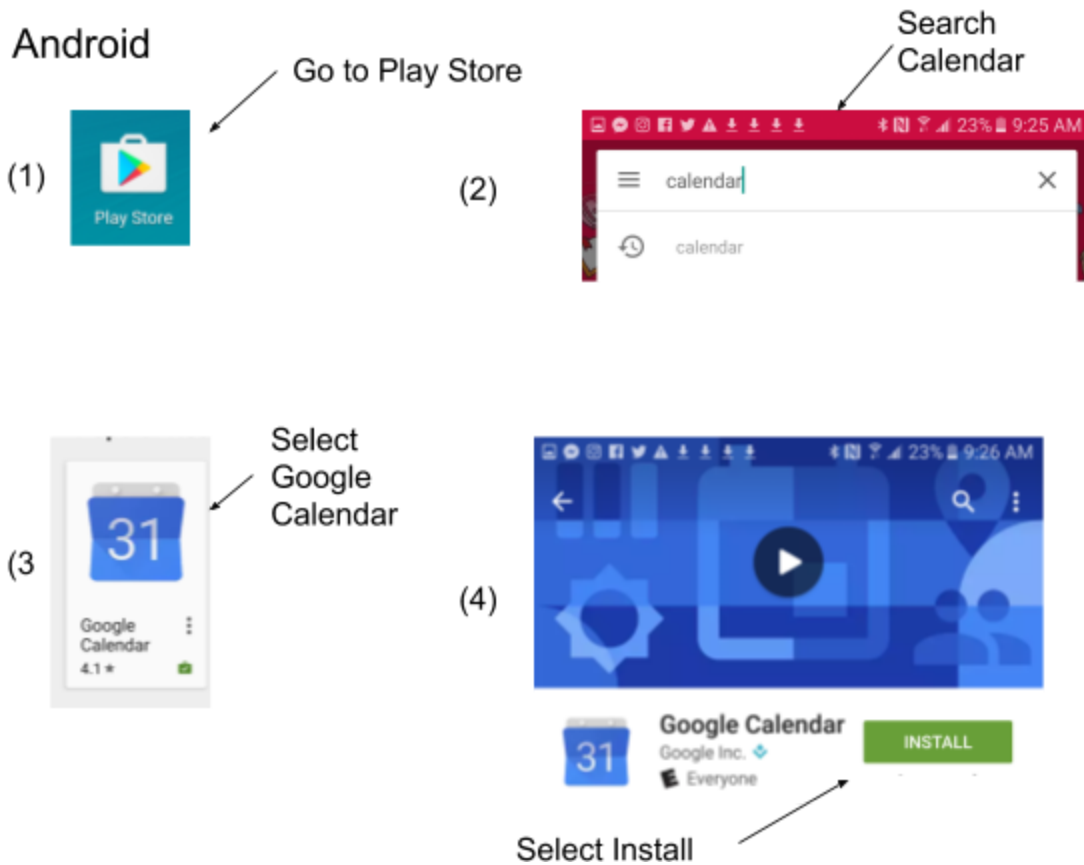


Let's look at the Google Calendar on a Mobile Device.

Download the Calendar App

Android

<https://play.google.com/store/apps/details?id=com.google.android.calendar&hl=en>



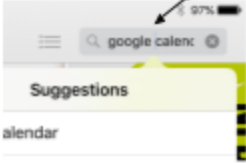
iOS/Apple

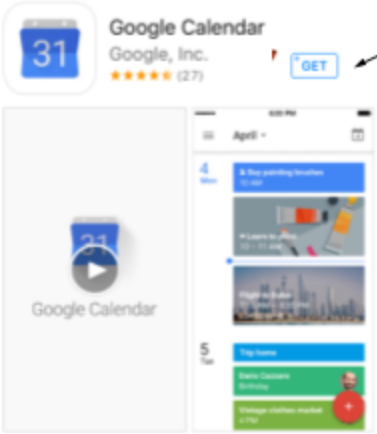
<https://itunes.apple.com/ca/app/google-calendar/id909319292?mt=8>



iOS/Apple

(1)  Open the App Store

(2)  Search Google Calendar

(3)  Click GET and install the app

Open the app on your device



Select Google Accounts

 **Richard Snow**
richardsnow@nlesdonline.ca



Turn on the toggle if calendar detects your district account.



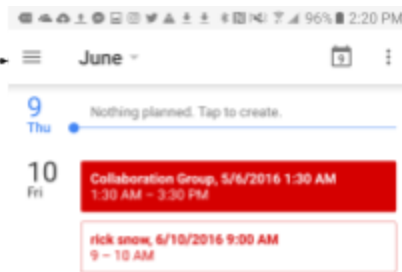
Add another account

Can add google calendar from district if your device does not pick up account automatically.

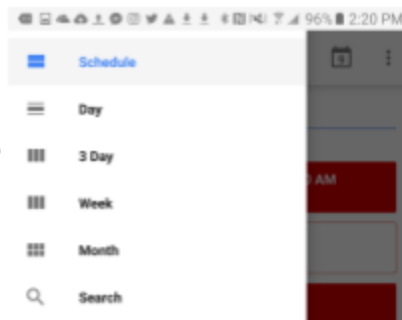
Google Calendar supports iCloud, Exchange and Yahoo! calendars. To enable, go to Settings and select Manage Accounts.

Set the display options for your calendar

Click here to see viewing options



Calendar can be viewed as per day, week, etc...

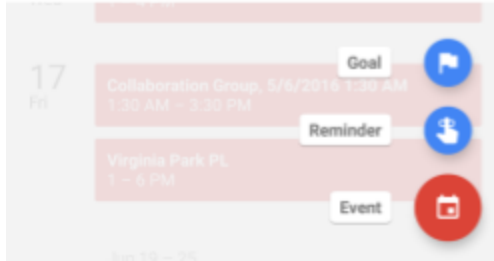


Set an Event, Reminder or Goal

G-SUITE

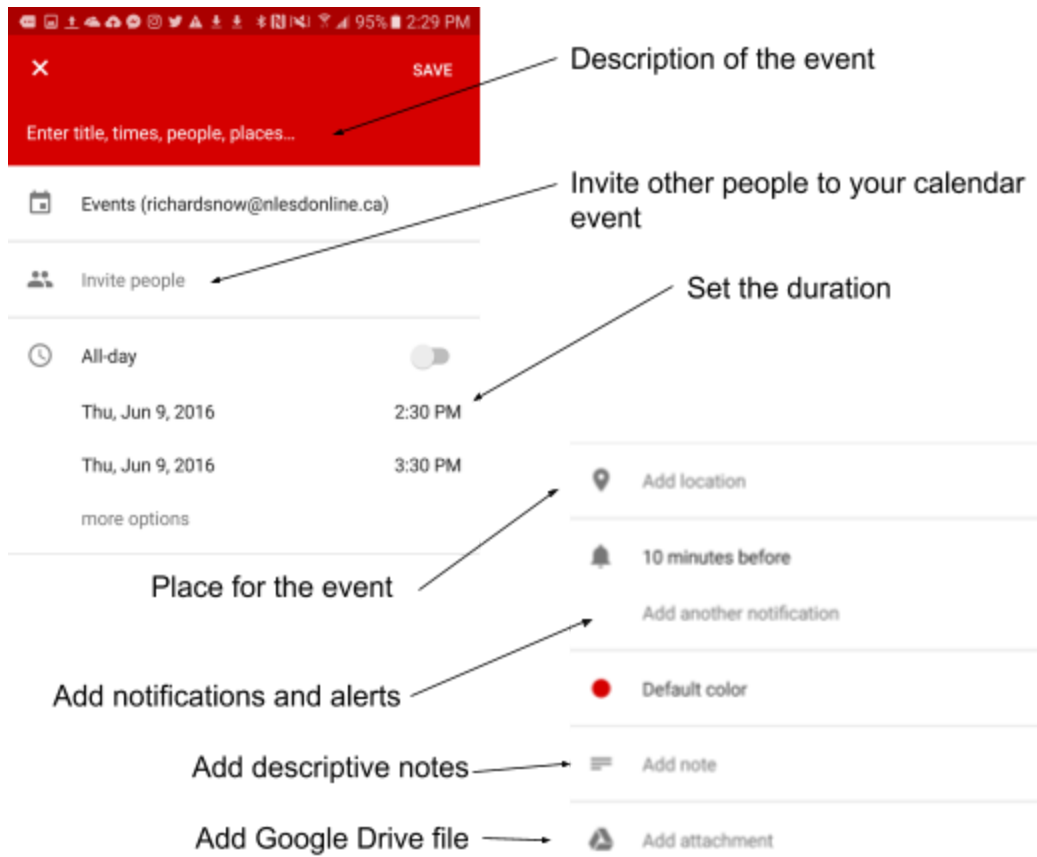


Click on the "plus" sign to add items to your calendar





Events



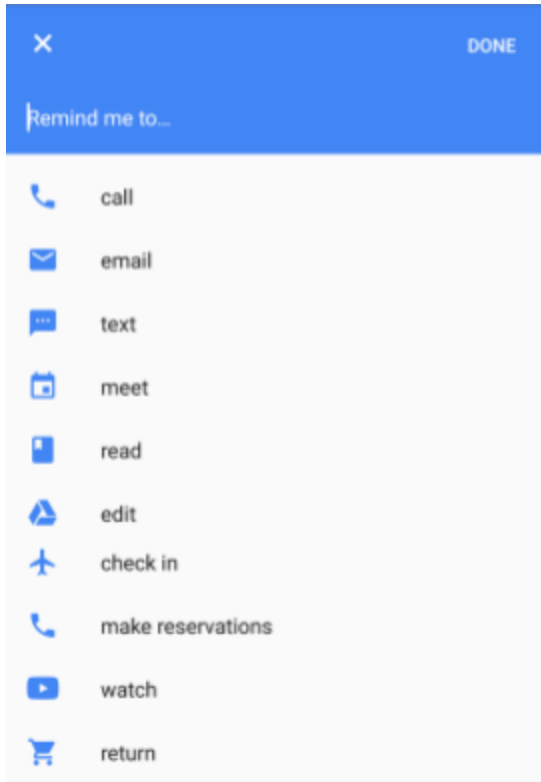
The screenshot shows the Google Calendar event creation screen. At the top is a red header with a close button (X) and a SAVE button. Below the header is a text input field with the placeholder "Enter title, times, people, places...". The main area is divided into several sections: "Events (richardsnow@nlesdonline.ca)", "Invite people", "All-day" (with a toggle switch), "Thu, Jun 9, 2016" (with a time of 2:30 PM), "Thu, Jun 9, 2016" (with a time of 3:30 PM), and "more options". The "more options" section includes "Add location", "10 minutes before" (with "Add another notification" below it), "Default color", "Add note", and "Add attachment".

Annotations with arrows pointing to specific elements:

- Description of the event**: Points to the text input field.
- Invite other people to your calendar event**: Points to the "Invite people" button.
- Set the duration**: Points to the time selection area (2:30 PM and 3:30 PM).
- Place for the event**: Points to the "Add location" option.
- Add notifications and alerts**: Points to the "10 minutes before" notification option.
- Add descriptive notes**: Points to the "Add note" option.
- Add Google Drive file**: Points to the "Add attachment" option.



Reminders

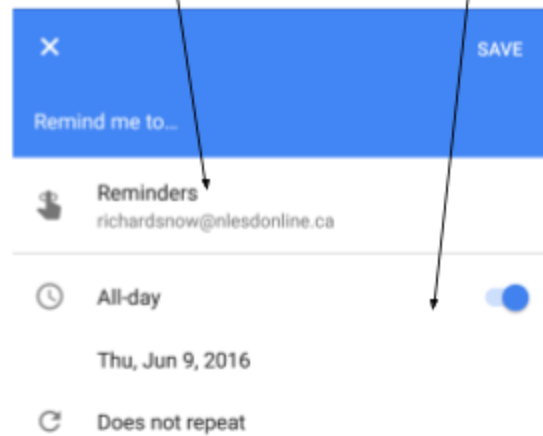


Click on the "plus" sign to add items to your calendar



Select your work google account

Set the reminder date and duration





Goal



Goals learn from your routine

Choose one and Calendar will schedule time for it

Exercise
Run, do yoga, get your body moving

Build a skill
Learn a language, practice an instrument

Family & friends
Make time for those who matters most

Me time
Read, meditate, take care of yourself

Organize my life
Stay on top of things