Williams Google Calendar Quick Reference
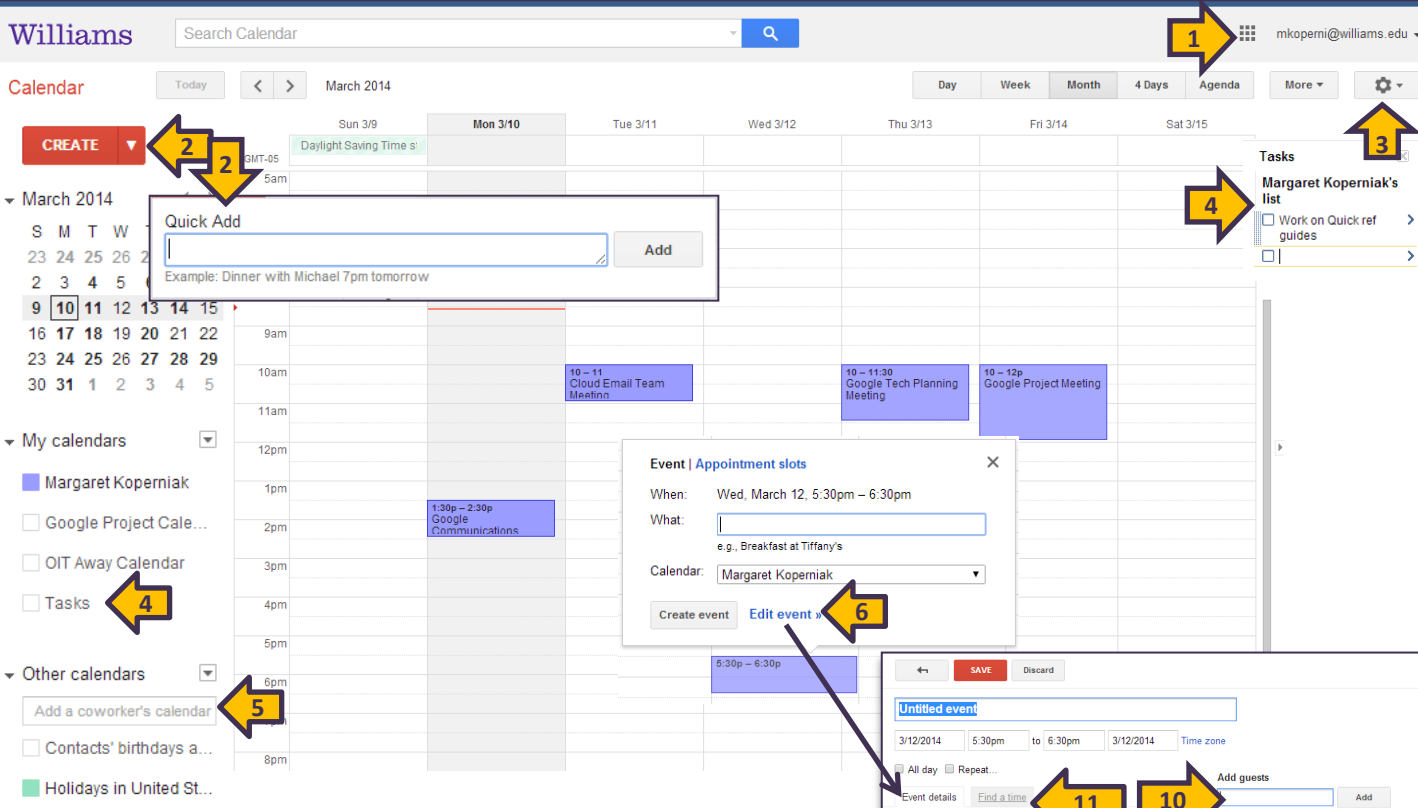

1 Go to Other Google Apps

Click on a link for a Google App to go to another app in a new tab, such as **Drive, Mail, Search**

2 Create a New Event

Click the **Create** button to open a form to complete information about the event. You can set events to be recurring, manage notifications and invite others.

OR- Click the downward arrow on the Create button and type a brief sentence with the name of the event and when it will occur "Dinner w/Michael 7pm tomorrow"

OR- With your cursor, drag directly on the calendar for the date and time you would like to schedule an event. A callout will appear where you can complete the details

3 Manage Calendar Settings

Click the Gear icon to set preferences for your calendar, such as global notifications and privacy

4 Open the Tasks Pane

Click the **Tasks** check box to open the Tasks pane on the right side of the screen. The task lists in you calendar also appear in your Mail Inbox and can be modified in either location

5 View a Coworker's Calendar

Type a coworker's email address in the **Other Calendars** field and press **Enter**. Their calendar will display overlaid on your calendar. Click their name to toggle the display off or the down arrow and click **Hide this calendar from the list.**

6 Edit Events

Click on an event and click **Edit Event**, or click the meeting title to go directly to event details.

7 Set Reminders

Reminders can either be email or pop-up notifications.
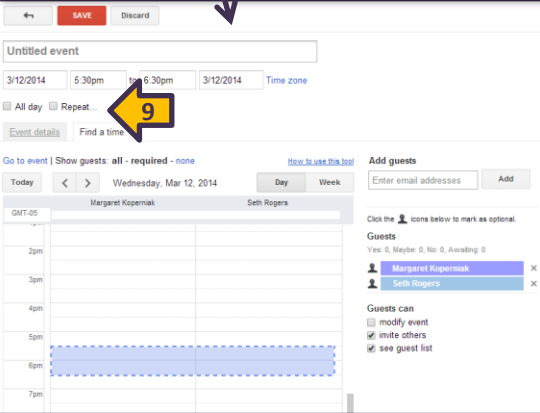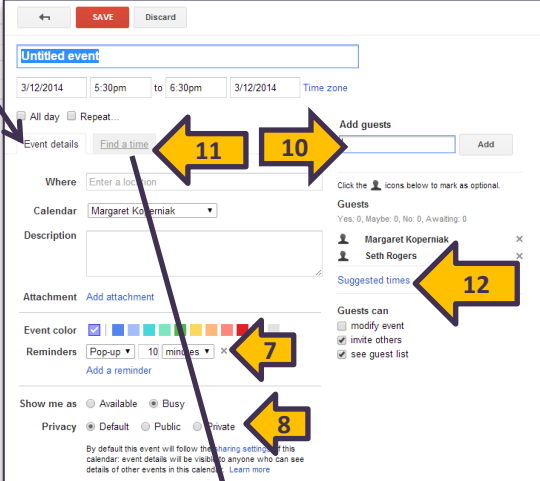
8 Change Event Privacy

The **Privacy** settings will override the calendar's sharing settings. Selecting **Private** will hide the details from all viewers. Selecting **Public** will display the details for all viewers.

9 Create a Recurring Event

Use the Repeat option to create an event that repeats daily, weekly, monthly, annually etc.

10 Set up Meetings with Others

To add people to your event, enter the email address in the **Guests** field. Attendees do not have to be Williams mail users to receive a meeting invitation via email.

11 Click **Find a time** to compare schedules.

12 Click **Suggested Times** to find an open time when all guests can attend.