

Your calendar view

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:

Solarmora	Sear	rch Ca	lenda	ar					¥	Q			cassy@s	olarmo	- 1		+ Sha	are >
Calendar	Today	<	>	Sep 1	6 – 20, 2	2013				D	Day 1	Neek	Month	4 Days	Ag	enda	More	¢.
CREATE V	London	SF		Mon 9/'	16		Tue 9/1	7	V	Ned 9/	18		Thu	J 9/19			Fri 9/20)
September 2013 < → S M T W T F S	1pm	5am																
25 26 27 28 29 30 31 1 2 3 4 5 6 7	2pm	6am																
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	3pm	7am																
29 30 1 2 3 4 5	4pm	8am	8 – 12p Team trainin	8 – 12p Team trainin	♠ 8 – Team traini	♠ 8 – IT Tea meeting	9 • 8:30	8:30 - 1:1										
Cassy Smith	5pm	9am			ng		and Ca	Murth				9):30 – 10:3(Feam Mee) tina				
IT team	6pm	10am												,g				
Product Launch Sch	7pm	11am							11 – 12 Team meetin	11 – 12 Team meetir	Tear mee	n ii						
	8pm	12pm																
Add a coworker's calendar	9pm	1pm																
ABC Team vacation Alice Abernathy Mapy Dorma	10pm	2pm																
Patricia Rowan	11pm	3pm																
Sondra Jenkins	12am	4pm																

To change your calendar view, click the tabs in the upper-right corner of the view.

Q	c	cassy@solarmo				- 🕅
Day	Week	Month	4 Days	Agenda	More 🔻	Q -
Wed 9/18	Thu 9/19				Fri 9/20	

Schedule a meeting

You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

- 1. Open Google Calendar.
- 2. Do either of the following:

Option 1: In the upper-left of your calendar, click **Create** to open the event details page.

3	1	50	1 0	r	n	771	ı	Sear	ch Ca	alenc
С	a	len	dar	-				Today	<	>
	c	REA	TE	▼				London	SF	
- S	ep	oten	nber	20	13	<	>	1pm	5am	
2	5	M 26	T 27	W 28	T 29	F 30	S 31	2pm	6am	
8	B	9	3 10	4 11	5 12	6 13	7 14		7	
1	5	16	17	18	19	20	21	3pm	/am	
2	2	23	24	25	26	27	28			
2	9	30	1	2	3	4	5	4pm	8am	8 – 12 Tearr

Option 2: Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:

	Tue 9/17	Wed 9/18	Thu 9/19		Fri 9/
	Event Ap	pointment slots		×	
	When:	Wed, September 18, 10	am – 11am		
	What:				
	Calendar:	e.g., Breakfast at Tiffany's		\$	
IT Tea meeti	Create eve	nt Edit event »			
		10 - 11	Team Meeting		

Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

3. Enter details, such as recurrence, guests, an agenda, and notifications.

4. Click Save.

Edit event details later

If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



Note: Once you've finished entering meeting details, click **Save** at the top of the event details page.

Invite guests

- 1. Go to the event details page of your meeting.
- 2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in your corporate directory.



- 3. Select the guest to add him or her to your **Guests** list.
- 4. Continue adding your guests' email addresses one by one.

Important:

- If your administrator has set up Google Groups (mailing lists) for your domain, you can add a group address to the Guests list. Or, you can <u>create your own contact group</u> in your personal contacts and add that to the Guests list.
- If you copy and paste a guest list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).
- 5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.



- 6. If desired, fill in the rest of the fields on the page.
- 7. Click Save.

Google Calendar asks you whether you want to send invitations to the guests. Your guests can respond to the meeting invitation and leave comments.



If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

/18/2013	1	1:00pm	to 2:00pm	9/18/2013	Time zone	
All day Event de	Rep	eat Find a time				
o to even	t Show	/ guests: all -	required - none	9	How to	use this
loday	< >	Wedne	sday, Sep 18, 2	013	Day	Week
	05	IT team	Benito Caccia	tore Mary Dorm	a Murthy D	esdai
London	SF					
London 7pm	11am		11 – 12p Team meetin	ig <mark>11 – 12p</mark> Team meetin	ng 11 – 12p Team me	eting
London 7pm 8pm	11am 12pm		11 – 12р Team meetin	g <mark>11 – 12p</mark> Team meetir	11 – 12p Team mei	eting
London 7pm 8pm 9pm	11am 12pm 1pm		11 – 12p Team meetin	g <mark>11 – 12p Team meetin</mark>	ig <mark>11 – 12p</mark> Team mei	eting

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

Book a room or other resource for your meeting

- 1. Go to the event details page of your meeting.
- 2. In the Add: section, click Rooms, etc.
- 3. Do either of the following:

Option 1: Start typing any part of the room or other resource's name in the box. A list of matching resources appears in the list.

For example, in the following screenshot, when you start typing *ca*, two rooms populate: *Acadia* and *Bryce Canyon*.



Option 2: Browse the list to find the room or other resource you want to book.



4. Check if the resource is available during the time of your meeting.



- 5. To book an available resource, click **Add** (to the left of the resource name). If there aren't any available resources, try changing the time or day of your event. To easily find a time that works for all guests and resources, click the **Find a time** tab.
- 6. After you've entered all event details, remember to click the **Save** button.

Set a notification for your meeting

- 1. Open your meeting.
- 2. Under **Notifications**, choose the type of notification you want (pop-up or email message) and when you want to receive it.

Event color	
Notifications	Email + 10 minutes + ×
	Pop-up + 10 minutes + ×
	Add a notification

- 3. To add more notifications, click **Add a notification**.
- 4. Remember to click the **Save** button.

Set up a recurring meeting

- 1. Go to the event details page.
- 2. Check the box to the left of **Repeat**.

Team Mee	ting				
9/18/2013	1:00pm	to 2	:00pm	9/18/2013	Time zone
🛾 All day 🛒	Repeat:				
Event details	Find a tir	ne			

3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.

Repeat	×
Repeats:	Weekly ÷
Repeat every:	1 ‡ weeks
Repeat on:	S M T ØW T F S
Starts on:	9/18/2013
Ends:	Never
	After occurrences
	On
Summary:	Weekly on Wednesday
	Done Cancel

- 4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
- 5. Finish creating your meeting as usual.

Attach a file to a meeting invitation

The best way to do this depends on if your Google Apps administrator has enabled Calendar Labs for your domain. (If Calendar Labs are enabled for your domain, you'll see a **Labs** tab when you select **Settings** from the **Gear** menu.)

If Calendar Labs are enabled for your domain

First, make sure the **Event attachments** Calendar lab is enabled.

- 1. Select **Settings** from the **gear** menu, and go to the **Labs** tab.
- 2. Select Enable next to Event attachments.
- 3. Click Save.

To add an attachment using this lab:

- 1. Open your meeting.
- 2. In the **Attachment** section, click **Add attachment**.
- 3. Check the box next to one or more Google Drive files, and click **Select**.

Description	Add attachment f	rom Google Drive	×
	My Drive Shared with me	•	۹ 🔳 🎞
Attachment Add attachment		TITLE	LAST MODIFIED
Event color	Upload	Better Brainstorming Example	Sep 16
Reminders Email + 1	Previously selected	Marketing Team Off-Site	Sep 13
Pop-up \$		Team Off-Site Proposal	Jul 1
Add a reminder		Training Satisfaction Survey (Responses)	Jun 27
Show me as O Available 💿		Select Cancel	
Privacy 💿 Default 🔘 P			

Or, for other file types (like PDF), click **Upload** and follow the prompts to upload your file(s).

4. Review your attachments. Here's an event with both an attached Google Doc and a Microsoft Word document that was uploaded to Google Docs:

Calendar	IT team \$
Created by	cassy@solarmora.com
Description	Team Meeting
Attachment	Better Brainstorming Example ×
l	W Marketing Team Off-Site ×
	Make sure the guests have permission to access
	the attached files. Learn more
	Add another attachment

5. After you've entered all event details, remember to click the **Save** button.

If Calendar Labs are not enabled for your domain

For this option, your attachment has to be a Google Doc or otherwise available via a URL. (Google Docs generates URLs for each of your documents.) To attach a Microsoft Office or PDF document, just upload it first to Google Docs, and--optionally--convert it to Google Docs format.

Once you have a URL for your document, here's how to add it to your event:

- 1. Open your meeting.
- 2. In the **Description** field, copy and paste the URL that Google Docs generates.

Calendar	IT team \$
Created by	cassy@solarmora.com
Description	Team Meeting
	https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYg UAKrhLg-DJT3LgBfkzMb8bvwcbCnrC

3. After you've entered all event details, remember to click the **Save** button.

Note: Alternatively, you can add an attachment using either of these methods:

- Send the attachment in a separate email message to guests.
- Schedule the event through Gmail. Compose a new message and attach the file. Then click **Invitation** and enter information about the event. However, you can't book a room from Gmail, so you'll have to edit the event in Google Calendar later.

Print your calendar

- 1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
- 2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.



- 3. Click **More**, and then select **Print** from the drop-down menu. In the **Calendar Print Preview** window, you can choose a font size, page orientation, and other options.
- 4. Select the options you want, and then click **Print**.