

GOOGLE CALENDAR

Now that you have a Gmail Account you might also want to explore using Google Calendar. With Google Calendar you can: share your schedule with others; remind yourself about important events; send event invitations to others; synch your calendar with your mobile device; and view your calendar off-line.

- Getting Started
- Calendar Settings
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GETTING STARTED

There are several ways to access your Meredith Email- here is one way: Click on the Email icon on the Meredith College [enews](#) web page.



Figure 1 Google Calendar- Meredith enews

Select the Student Google login option:



All Meredith Students accounts have been moved to Meredith College's Google Apps

Figure 2 Google Calendar- Click here to Log In

Log in with your Meredith user name and password:

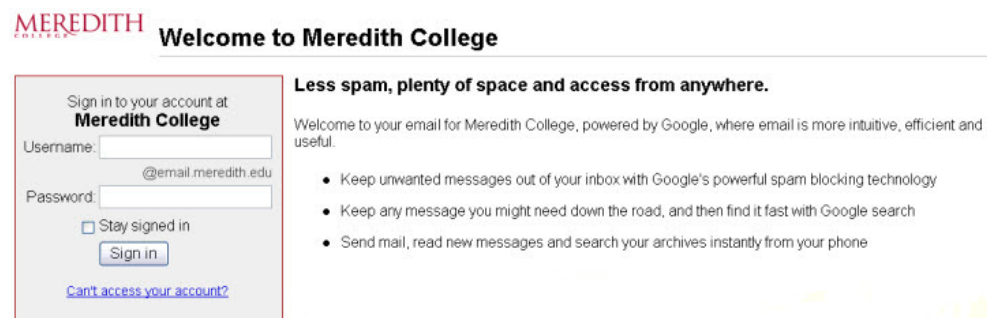


Figure 3 Google Calendar- Meredith Log In

From the email screen click on the Calendar Link, which is located on the top left side of the interface.



Figure 4 Google Calendar- Calendar link on email interface

A default calendar will appear-which may be viewed by the day, week, or month. There is also a 4 day view. For an interactive overview of Google Calendar please click [here](#).



Figure 5 Google Calendar- Calendar Views

To create a new calendar, just follow these steps:

1. At the bottom of the **My Calendars** section on the left, click the **Create** link.

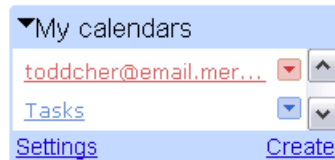


Figure 6 Google Calendar- Create a Calendar

2. Add a Calendar Name, Calendar Description, Location, and Time Zone. Then click **Create Calendar**.

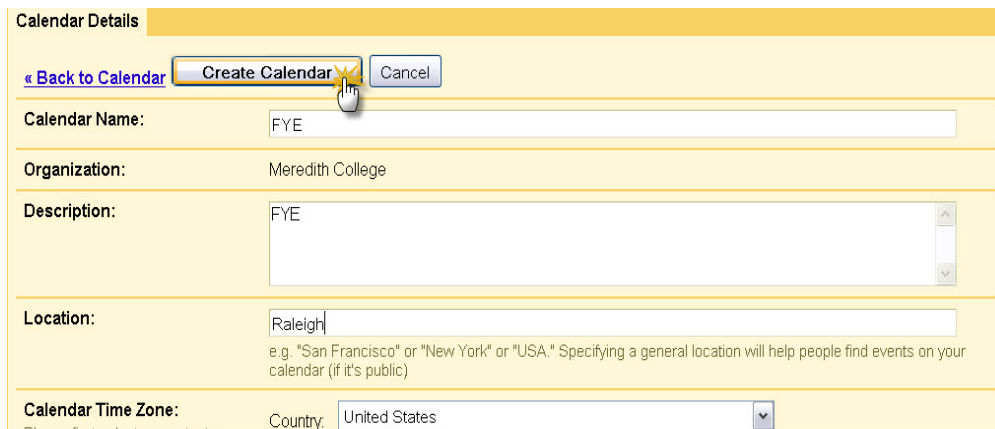


Figure 7 Google Calendar- Create Calendar

All of the calendars you create will be listed under **My Calendars** on the left side of your page. For each of the calendars, you can add, delete, and edit events. To learn how to edit your **calendar settings** click [here](#).

While you don't need a Gmail address to use Google Calendar, there are some features of Google Calendar that are available only to Gmail users.

For example, Gmail users can send event invitations directly from Gmail without accessing Google Calendar, and can easily add events from Gmail conversations to Google Calendar.

<http://www.google.com/support/calendar/bin/answer.py?answer=47802>

CALENDAR SETTINGS

Here is a brief overview of the Calendar Settings in Google Calendar:

1. Navigate to Calendar Settings by clicking on the Settings link at the top of the screen.

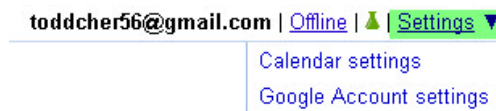


Figure 8 Google Calendar- Settings Menu

2. Click on the **General** tab from the Calendar Settings screen.

A screenshot of the 'Calendar Settings' page in Google Calendar, specifically the 'General' tab. The page has a yellow header with the title 'Calendar Settings' and sub-tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. Below the header, there are navigation buttons: '« Back to Calendar', 'Save', and 'Cancel'. The main content area contains several settings fields: 'Language:' with a dropdown menu set to 'English (US)'; 'Country:' with a text input field containing 'United States' and a note '(choose a different country to E...'; 'Your current time zone:' with a dropdown menu set to '(GMT-05:00) Eastern Time', a checkbox for 'Display all time zones', and a link 'Show an additional time zone'; and 'Date format:' with a dropdown menu set to '12/31/2010'.

Figure 9 Google Calendar- General Settings

On this page you will be able to set and/or edit the following options: language; country; current time zone; date format; time format; week format; default view; custom view; location; weather; events; invitations; alternate calendar; keyboard shortcuts; and Google account settings.

For more details please view the Google Calendar [interactive overview](#).

WORKING WITH EVENTS

Event Scheduling:

- [Invite Guests](#)
- [Undo event changes](#)
- [Repeat an event](#)
- [Add an all day event](#)
- [Privacy settings for individual events](#)

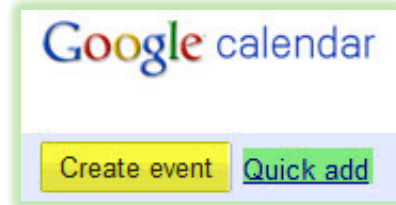


Figure 10 Google Calendar- Create Event/Quick Add

Let's look at a couple of Event features...

Create an Event- You can create a new event by clicking on the [Quick Add](#) tab or by clicking on a cell on the calendar and using the **New Event** feature.

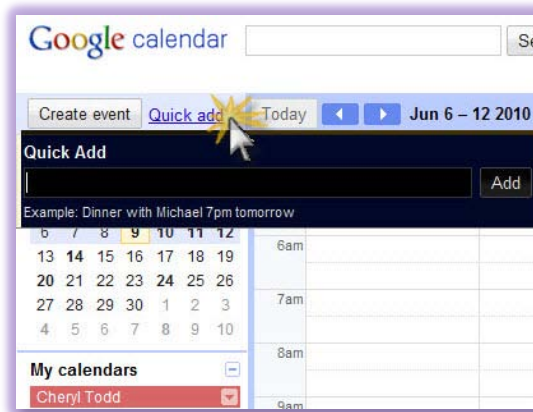


Figure 11 Google Calendar- Quick Add

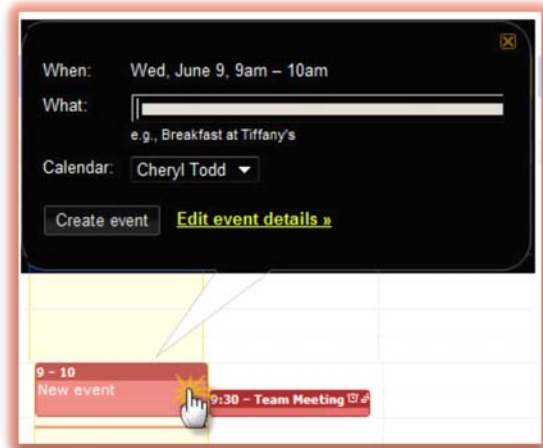


Figure 12 Google Calendar- New Event

Events that last all day- To set up an event that lasts all day, create a new event and click on **edit event details**.

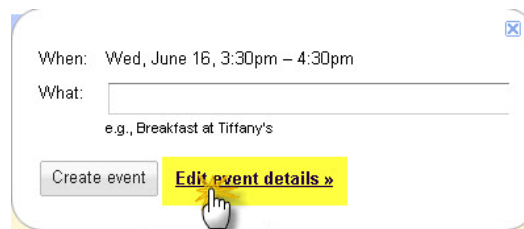


Figure 13 Google Calendar- Edit Event Details

Check the box next to **All Day** and then click **Save**.

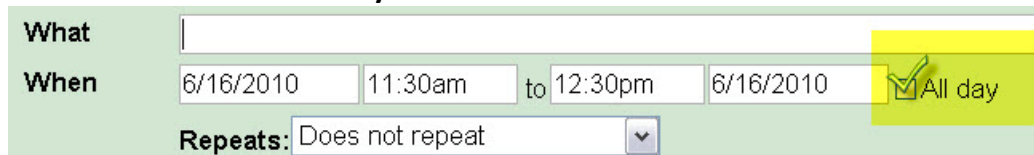


Figure 14 Google Calendar- Set All Day Event

For more details please view the Google Calendar [interactive overview](#).

ADDING AND IMPORTING CALENDARS

Add a Calendar

1. Click the **Add** button on the left of your main calendar page.
2. Select **Create a new calendar** from the menu.
3. Enter all the relevant information on the [Calendar Details](#) page. Give your calendar a name, description, time zone, and add the email address of anybody you'd like to share it with. Click **Create Calendar**.

If you plan on working with a few calendars, it's helpful to **assign colors** to distinguish your calendars from one another. To do this, click the down-arrow next to the calendar's name, in the calendar list on the left, and select a color from the menu.

Add a Friend's Calendar

1. At the bottom of the calendar list click **Add**- select **Add a friend's calendar**.
2. Enter the appropriate email address in the field provided, then click **Add**.

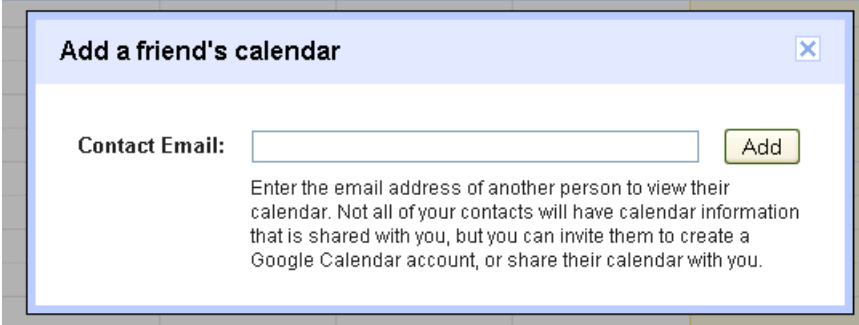
A screenshot of a dialog box titled "Add a friend's calendar" with a close button (X) in the top right corner. The dialog contains a text input field labeled "Contact Email:" followed by an "Add" button. Below the input field, there is a paragraph of text: "Enter the email address of another person to view their calendar. Not all of your contacts will have calendar information that is shared with you, but you can invite them to create a Google Calendar account, or share their calendar with you."

Figure 15 Google Calendar- Add a Friend's Calendar

If your friend has opted to share his or her calendar publicly, it will then appear under **Other Calendars** in the left column. If not, you'll see a message requesting access to your friend's calendar. You can add a note to the request, and then click **Send Request**.

Import Events from iCalendar or CSV files

1. Click the **Add** down-arrow button at the bottom of the calendar list on the left side of the page, and select **Import Calendar**.
2. Select the Calendar where you'd like to import events, and then click **Import**.
3. Click **Browse** and choose the file that contains your events, click **Open**.
More [Info](#)

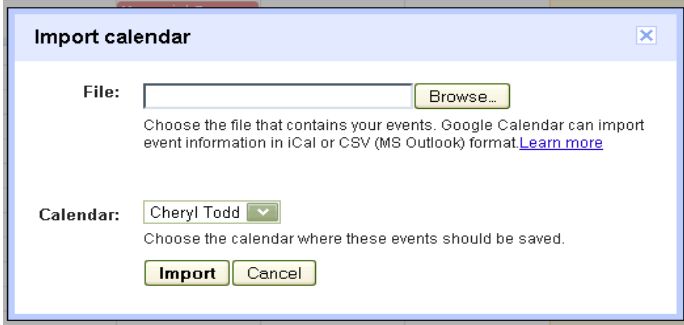
A screenshot of a dialog box titled "Import calendar" with a close button (X) in the top right corner. The dialog contains a "File:" label followed by a text input field and a "Browse..." button. Below this, there is a paragraph of text: "Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)". Below the text, there is a "Calendar:" label followed by a dropdown menu showing "Cheryl Todd" and a downward arrow. Below the dropdown, there is a paragraph of text: "Choose the calendar where these events should be saved." At the bottom of the dialog, there are two buttons: "Import" and "Cancel".

Figure 16 Google Calendar- Import Calendar Events

SHARING YOUR CALENDAR

Here are some ways that you can share your calendar:

- [Share with the public](#)
- [Share with specific users](#)
- [Share with your domain](#)
- [Share with people who don't use Google Calendar](#)

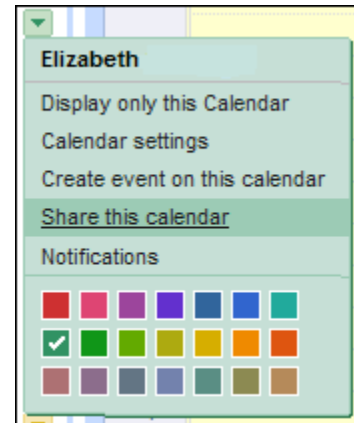


Figure 17 Google Calendar- Share this calendar



Figure 18 Google Calendar- Share with specific people

You can also share your calendar with friends who don't currently use Google Calendar by using your calendar's address in HTML format. Just follow these steps:

1. In the calendar list on the left, click the down-arrow next to a calendar and select **Calendar settings**. (Alternatively, click **Settings** at the bottom of the calendar list, then click the name of the appropriate calendar.)
2. In the **Calendar Address** section, click the **HTML** icon.

HTML (Calendar ID: toddcher@email.meredith.edu)

Figure 19 Google Calendar- HTML icon

3. A pop-up window will appear with your calendar's URL.

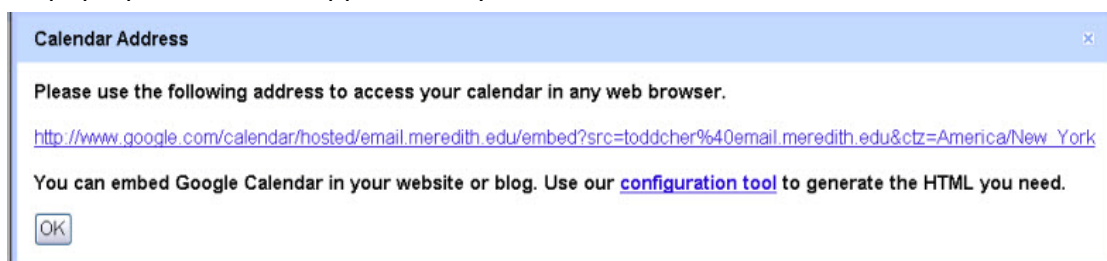


Figure 20 Google Calendar- Calendar Address

Share this URL with your friends who don't use Google Calendar.

Other options for sharing: [Public calendars and events](#); [Event invitations](#)

USING GOOGLE CALENDAR WITH SCREEN READERS

To access the ARIA enhanced version of Google Calendar:

1. Use Firefox 3.0 or greater
2. If you're using a screen reader, you need to use an ARIA supporting screen reader to get the best experience.

Contents

[Signing in](#)

[Navigating to ARIA enhanced version of Calendar](#)

[Keyboard shortcuts](#)

Signing In

Once you have a Google account, follow these steps to sign in to the ARIA enhanced version of Calendar:

1. Visit <http://www.google.com/calendar>
2. The initial focus is in the Username edit box. Enter your username and press Tab to the password edit field.
3. Type your password, and press ENTER.
4. If your username and password are correct, you'll be in your calendar.

Navigating to ARIA enhanced version of Calendar

By default, you'll be taken to the regular version of Google Calendar. To switch to the ARIA enhanced version:

1. Place the cursor focus at the top of the page.
2. Navigate through the page until you find the heading "Click here for the ARIA enhanced Google Calendar."
3. Place the cursor focus at the top of the page.
4. Turn off the virtual cursor.
5. Navigate to the "click here for ARIA enhanced Google Calendar" link and press ENTER.

Keyboard shortcuts

To get a list of [keyboard commands](#) anytime, press "?". Note that if you're using a screen reader, you need to have the virtual cursor turned off to get a list or use any of the keyboard commands.

If you need assistance with information in this section please email:

toddcher@meredith.edu

RESOURCES

<http://www.google.com/support/calendar/bin/answer.py?answer=97699>

<http://edu.googleapps.com/tutorials-and-tips>

<http://www.google.com/moderator/#15/e=23ba&t=23ba.40&v=5>

<http://google.com/support/contactsync/bin/answer.py?hl=en&answer=92997>

<http://www.google.com/googlecalendar/about.html>

<http://www.google.com/support/calendar/bin/answer.py?hl=en&answer=152654>

<http://www.google.com/support/calendar/bin/answer.py?hl=en&answer=37095>

http://email.about.com/od/googlecalendartips/Google_Calendar_Tips_Tricks_and_Secrets.htm