



# Google Calendar Basics

## Introduction

Google Calendar lets you manage your schedule online from any computer. Your calendar can be shared with friends, family or colleagues, or published as a publicly accessible web page.

## The 4J Version of Google Calendar

You may have already noticed that you can access Google Calendar via your personal Gmail account. However, the 4J school district provides staff and students with a special edition of Google Calendar. Your current 4J email address and password will grant access to it. We recommended that you use 4J's Google Calendar for your school-related calendars.

## Logging into 4J's Google Calendar

1. Open a web browser – Safari, Firefox, or Internet Explorer.
2. Type the address <http://gcal.4j.lane.edu>
3. Log into the Internet filter if prompted.
4. You will be presented with a login page. Enter your 4J **Username** and **Password** in the corresponding blanks, then click the **Login** button.
5. You are now logged in and ready to use Google Calendar.

## Adding Events to Your Calendar

1. Click the **Quick Add** link.
  2. Type a free-form description of your event in the box that appears, then push Return or Enter on your keyboard.
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3. Google Calendar intelligently interprets your description and adds it to the calendar.
  4. To confirm that the details are correct, double-click your new calendar entry. Here we can see that Google Calendar has created a new entry in my calendar with the correct description, date and time, and location. However, if you find that any of the information was incorrect, correct it now and click **Save**.



## Removing Events

1. Click once on the event to delete.
2. A box appears: Click the **Delete** link.
3. The event will disappear from your calendar. If you accidentally delete the wrong one, look at the top of the page and click the **Undo** link.



## Creating a New Calendar

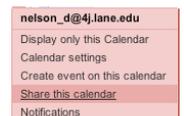
Your Google Calendar account automatically displays a calendar titled with your name or email address. You may wish to make additional calendars for different locations in one or more schools – a library or computer lab, for example.

1. Log into your Google Calendar account and click the **Create** link under **My Calendars**.
2. You will be asked to enter some details for this calendar. You are not required to fill in all the fields, but you must at least enter a **Calendar Name**. You can opt to share a new calendar immediately, but this can easily be done later.
3. Click the **Create Calendar** button at the bottom of the page. You will be returned to your Google Calendar home page, and the new calendar will be listed under **My Calendars**.



## Sharing Calendars With Other Users

1. Under **My Calendars**, locate the calendar you want to share. Click the triangle to the right of its name.
2. Click on **Share this calendar**.
3. A new screen appears: In the **Person** column, enter a recipient's email address. In the **Permission Settings** column, specify whether they should be able to edit or just view the calendar. Click the **Add Person** button and repeat for each person you want to invite.



## Publishing Calendars as a Public Web Page

1. Under **My Calendars**, locate the calendar you want to publish. Click the triangle to the right of its name.
2. Click on **Share this calendar**.
3. Click the checkbox next to **Make this calendar public**.
4. Click the **Calendar Details** tab at the top of the page.
5. At the bottom of the page locate and click the blue **HTML** button next to **Calendar Address**.
6. You will be given a link to your calendar. Copy the address and send it via email, or link to it from your website or wiki.



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## Overview of the Google Calendar Interface

1. The **Search** box lets you search using names and descriptions of your events. This makes it easy to find events a crowded calendar.
2. The **Create Event** and **Quick Add** links both make new entries in your calendar. Create Event displays a dialog box for entering a new event, and Quick Add uses free-form entry, for example "Dinner with Michael 7pm tomorrow."
3. The **Previous** and **Next** buttons allow you to skip forward and backward through your calendar. It will move in increments of one day, week, or month depending depending on your current view.
4. Click the **Today** button at any time to jump back to the current date's events in your calendar.
5. The date(s) currently being displayed in your calendar are shown at the top.
6. The **View** tabs let you choose to view a single day, week, month, or the next four days at once in a grid-like calendar format. The Agenda tab shows a simple list of upcoming events from your calendar.
7. The **mini calendar** shows a traditional monthly view of the calendar. You can click on any given date to jump to that day's information.
8. Events that fall within the current view (day, week, month, etc.) are shown in the main section of the window.
9. The **Create Event dialog** can be accessed either by clicking the **Create Event link** or **clicking on your calendar** at the time you wish it to start. In this example, the mouse was clicked on the intersection of Wednesday and 2pm. Enter a description in the **What** field, choose a calendar from the **Calendar** menu. Optionally, click on the **Edit event details** link to add more info, set an alarm, or change duration.
10. **My calendars** lists calendars that you personally own.
11. Click **Create** to start a new calendar, or click the down arrow next to any existing calendar to change its settings.
12. **Other calendars** lists calendars which others have shared with you.
13. The **Add** link lets you locate and subscribe to shared calendars created by other users.
14. A small arrow indicates the current time of day on your calendar.

