



# Google Calendar

## online calendar

### Google Calendar:

Google Calendar is a free online calendar. Online calendars are often considered more convenient than traditional paper calendars because of the amount of information they can hold while also being accessible anywhere the Internet is accessible.

The website for Google Calendar is [calendar.google.com](http://calendar.google.com). Create an account or log in using an existing Google account. A Gmail account is a Google account, so a Gmail username and password will work for Google Calendar as well.

### Introduction:

- The home screen is divided into two main parts.
  - The small calendar on the left side of the screen shows the current month in miniature and is helpful when navigating between specific dates.
  - The days and times at the center of the screen are the calendar itself to which events can be added and from which they can be removed.
- The uses for both parts of the home screen are described in more detail below.

### Events:

- Create a new event as follows.
  - Click on a time on a specific day.
  - Type a name for the event.
  - Click on “Create event.”
- The default length for an event is one hour.
- Customize an event by clicking on the event and then clicking on “Edit event.”
  - The beginning and end times can be changed or the event can be scheduled to last all day.
  - A location can be assigned to the event. Suggested locations appear while entering text in the “Where” field.
  - A description can be added to the event in the “Description” text box.
  - The color for the event can be changed. Color-coding events can make browsing the calendar easier and more efficient.
  - Event notifications can be set.
    - A “pop-up” notification will only work while one is logged in to Google Calendar.
    - An email notification will work whether or not one is logged in to Google Calendar.
    - Notification periods can be set in minutes, hours, days, or weeks.
  - Click on the red “Save” button at the top before exiting the editing screen.
- Delete an event as follows.
  - Click on the event.
  - Click on “Delete” at the top of the event editing screen.

**View:**

- The calendar is viewed one week at a time by default.
- The view can be toggled between each of the following.
  - day
  - week
  - month
  - 4 days
  - agenda

**Printing:**

- The calendar can be printed by clicking on “More” and then “Print” at the top right.
- Before printing, each of the following can be customized.
  - print range
  - font size
  - orientation
- Click on “Print” at the bottom right to print the calendar with the customized options.

**Navigating:**

- The calendar on the left can be used to navigate between dates.
- The arrows at the top can be used to navigate between weeks.
- The “Today” button at the top can be used to return to a view of today’s events.
- To choose a specific date, the “Jump to date” feature can be added to the calendar as follows.
  - Click on the gear icon to bring up the Settings menu.
  - Click on “Labs.”
  - Scroll down until “Jump to date” is in view.
  - Click on the white circle to the left of “Enable.”
  - Click on “Save” at the bottom of the screen.
  - The “Jump to date” widget is now shown at the top right of the screen.
  - Use the drop-down menus within the widget to select a specific date.
  - Finally, click on “Jump to date.”
- Search for an event using the “Search Calendar” box at the top of the screen.
  - This feature searches the names, locations, and descriptions of all events on the calendar.
  - Click on the date to the left of an event to view all events occurring on that day.

**Signing Out:**

- Remember to sign out when finished viewing the calendar.
- Sign out as follows.
  - Click on your name or email address at the top right of the screen.
  - Click on “Sign out.”

**Tips:**

- Add descriptions and locations to events.
- Color-code events.
- Search for events.
- Do not be afraid to ask for help.