



Malteser

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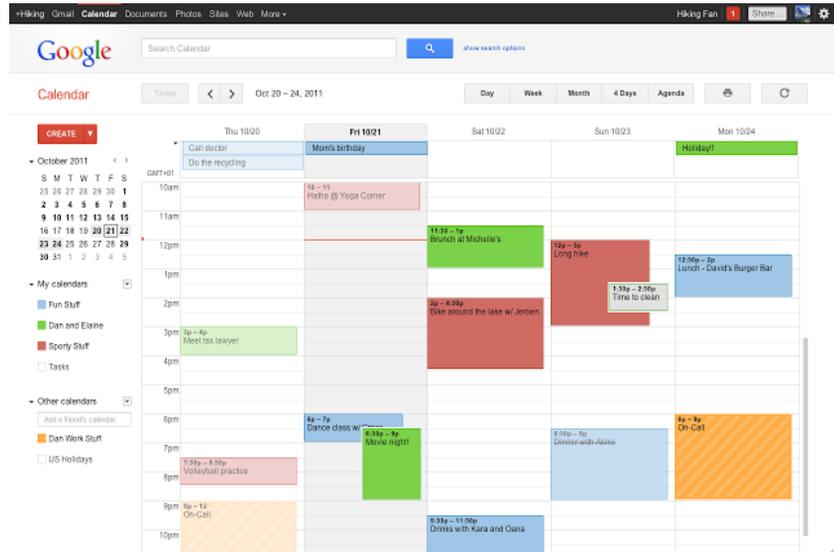
Malteser Computer Training

Workshop 4 : Online Calender

Getting started with Google Calendar

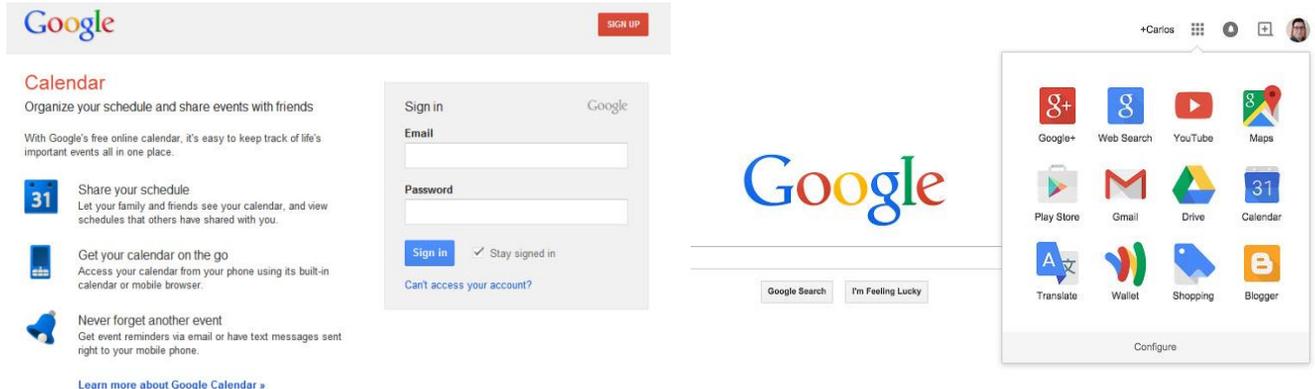
With **Google Calendar**, you can quickly

- schedule meetings and events,
- get reminders about upcoming activities
- create tasks and to-do lists to keep yourself organized



It's also easy to **share your schedule with others and create multiple calendars** that you and your team or family can use together. GC can be accessed from your computer or mobile devices Online and Offline

Getting started with Google Calendar

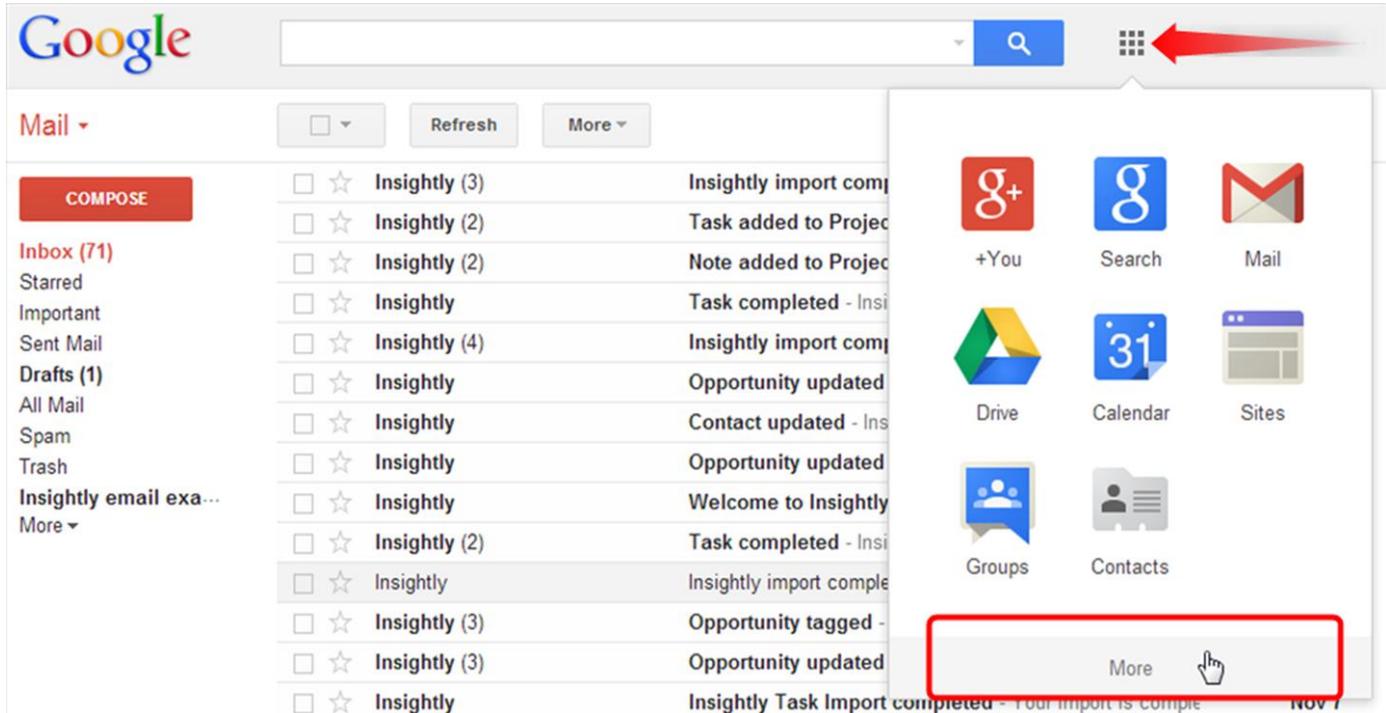


If you have a Google Account or Gmail, find **Google Calendar App**:

- Sign In to your Google Account
- Choose Calendar App from your list of Google Applications
- You can also Sign Up for Google Calendar with email other than Gmail!

Sign in Google Calendar from GMAIL

If you are signed in Gmail, find **Google Calendar App** in Application Menu:



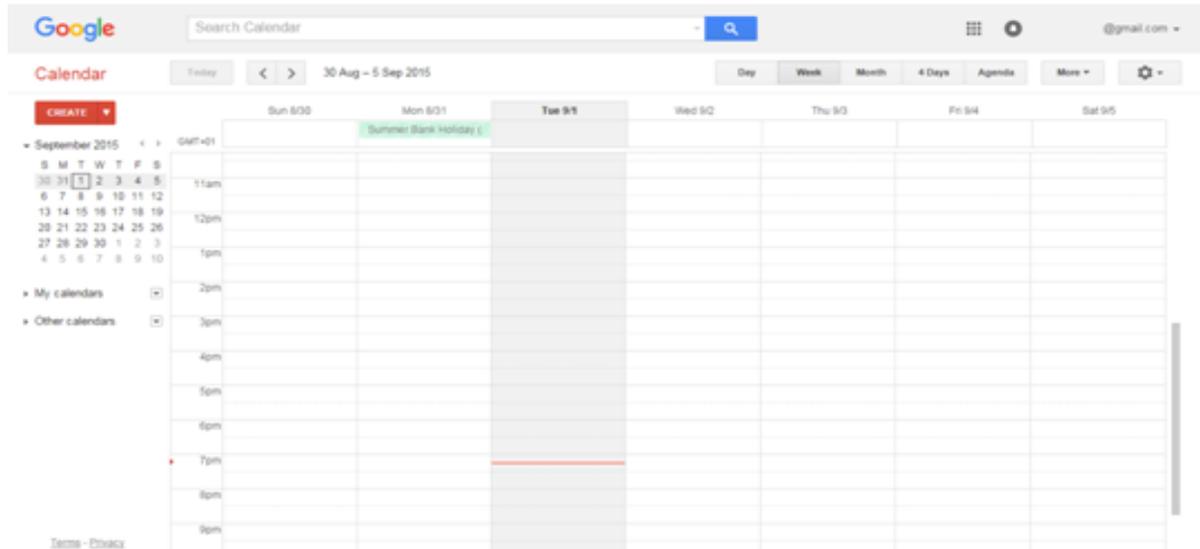
The screenshot shows the Gmail interface with the application menu open. The application menu is located in the top right corner, indicated by a red arrow. The menu contains the following items:

- +You
- Search
- Mail
- Drive
- Calendar
- Sites
- Groups
- Contacts
- More

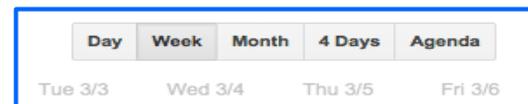
The 'More' button at the bottom of the application menu is highlighted with a red box and has a hand cursor over it.

Google Calendar: Layout

By default, your Calendar will look like this:



You can customize your calendar view by **Day**, **Week**, **Month**, **4 Days** or by **Agenda**: the list of planned events and activities by date



Scheduling Meetings and events

Just click on Create to add an event to your Calendar:

Follow these steps:

- 1) Add event title;
- 2) date and time;
- 3) Where?
- 4) select your calendar (if you have multiple calendars) - will be explained further;
- 5) add a description
- 6) Click Save

The screenshot shows a calendar event creation interface. At the top, there is a navigation bar with a back arrow, a 'SAVE' button with a red circle containing the number 6, and a 'Discard' button. Below this, the event title 'Week 6 Assignment' is entered, with a red circle containing the number 1 next to it. The date and time are set to '10/30/2012 2:00pm to 3:00pm 10/30/2012', with a red circle containing the number 2 next to the 'Time zone' label. There are checkboxes for 'All day' and 'Repeat...'. Below this is a section for 'Event details' with a 'Find a time' button. The 'Where' field is 'Room 16', with a red circle containing the number 3 next to it. The 'Video call' field is 'Add a Google+ hangout'. The 'Calendar' field is 'Important Class Dates', with a red circle containing the number 4 next to it. The 'Description' field contains the text 'Assignment 6 must be handed in at end of class.', with a red circle containing the number 5 next to it. Below this is an 'Event colour' section with a color palette. The 'Reminders' section has two rows: 'Email' and 'Pop-up', both set to '30 minutes', with an 'Add a reminder' link below. At the bottom, there are radio buttons for 'Show me as' (Available, Busy) and 'Privacy' (Default, Public, Private).

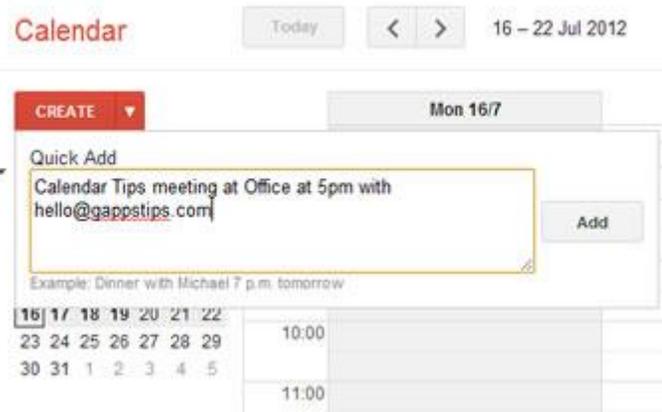
Scheduling Meetings and events

Quick add

There is also a **Quick Add** option to add events:

- Click on the drop down arrow of your Create button ▼
- Type the **title** of the event + **date** (on Wednesday 28.06.2018), + **place** (e.g. at Example street 123) and Google will recognize your request.
- By adding an email address of people who should join you, Google will also send invitations to their email addresses, e.g. **with** you@gmail.com

Google will recognize your request and add an event according to the details you have provided! The event will automatically appear in the main area of your calendar.



Events from Gmail

Date format:

Time format:

Events from Gmail: Add automatically

- Click the settings gear in the top right . 
- Select **Settings**.
- Find the **Events from Gmail** section (stay in the "General" tab).
- Uncheck **Add automatically**.

Adding Attachments to Calendars

Where

Video call [Add video call](#)

Calendar

Created by

Description

Attachment [Add attachment](#)

Event color

Reminders No reminders set
[Add a reminder](#)

Click here to add attachments from your Google Drive or upload them from your computer.



Attach an Image or File to your Calendar or Event in order to share some data with others

Invite people

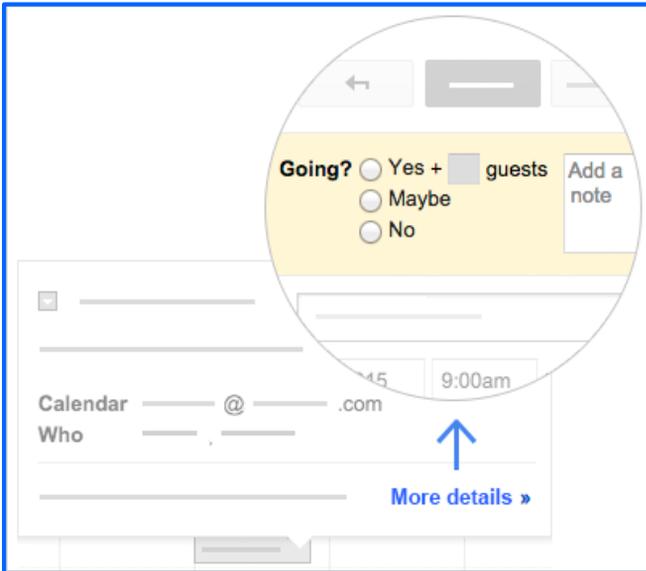
If your event or activity involves other people, you can invite people to your events. They will receive an invitation to their email:

- Click on the event and choose Edit event option
- Add email(s) of our guest(s)
- Click Save

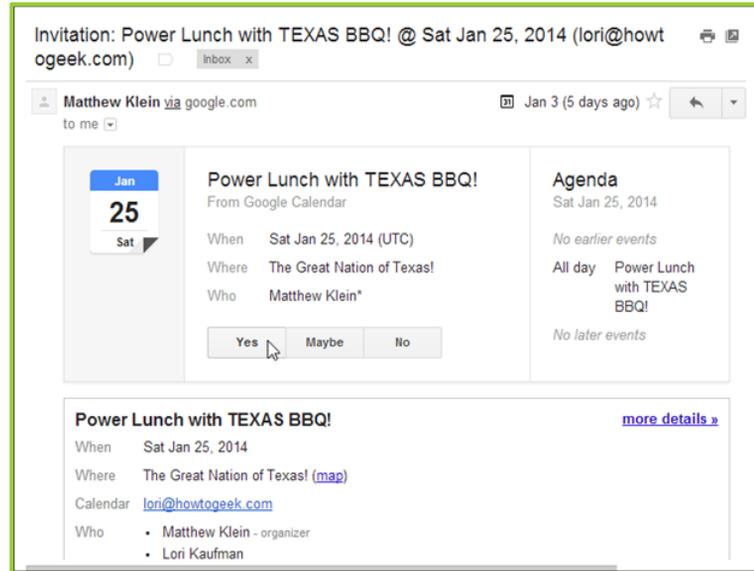
The screenshot shows the Google Calendar 'Edit event' page for an event titled 'My Awesome Halloween Party'. The event is scheduled for 10/31/2014 from 7:00pm to 8:00pm. The 'Add guests' section is highlighted with a red box and the text 'Add guests via email.'. Below this, there is an input field containing 'guest@guest.com' and an 'Add' button. The page also shows other event details like location ('My House'), description ('Wear your best costume and win a prize. Dogs are welcome!'), and a list of guests including 'Richard Byrne' and 'max@freetech4teachers.com'.

RSVP to an event in Google Calendar & Email

via CALENDAR



via GMAIL

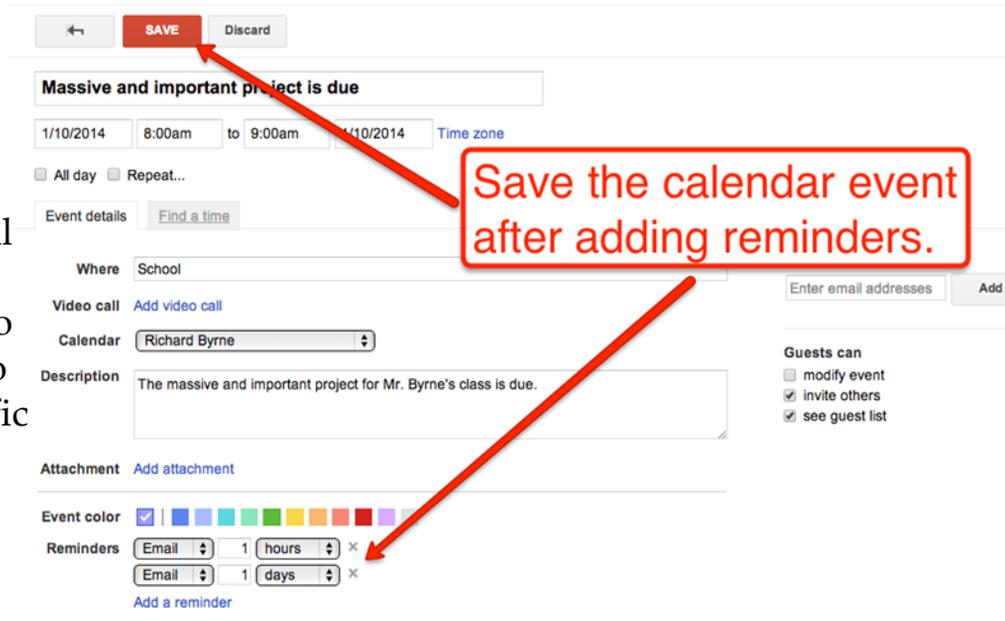


Reminders of your events and activities

Option 1

Choose how you want to be reminded: via email or as pop up and how many hours/days/weeks before the event you want to be reminded

By adding or changing reminders in this way (by editing individual events), changes will apply only to this event! If you want to receive reminders to all events in a specific way and time, you should change your Default Settings.



The screenshot shows a calendar event editing form. At the top, there are buttons for navigation and actions: a back arrow, a red 'SAVE' button, and a 'Discard' button. Below this is the event title 'Massive and important project is due'. The event is scheduled for 1/10/2014 from 8:00am to 9:00am. There are checkboxes for 'All day' and 'Repeat...'. The 'Event details' section includes a 'Find a time' button. The 'Where' field is set to 'School'. There is a 'Video call' link and a 'Calendar' dropdown menu currently showing 'Richard Byrne'. The 'Description' field contains the text 'The massive and important project for Mr. Byrne's class is due.'. There is an 'Attachment' link and an 'Event color' selection area with a red color selected. The 'Reminders' section shows two reminders: 'Email' 1 hour before and 'Email' 1 day before. A red box highlights the 'SAVE' button and the 'Reminders' section, with a red arrow pointing from the box to the 'SAVE' button. Another red arrow points from the box to the 'Reminders' section. A red box contains the text 'Save the calendar event after adding reminders.'

Reminders of your events and activities

Option 2

You can also change your Default Notifications settings:

→ Go to the Calendar settings by clicking on a gear button in the right corner

→ Find Notifications Settings

→ Choose the preferred options from the list menu:
→ Click SAVE.

Calendar Settings

[General](#) **Calendars** [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

My Calendars Calendars I can view and modify

| CALENDAR | SHOW IN LIST | NOTIFICATIONS | SHARING |
|-----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|
| carotids carotids | <input checked="" type="checkbox"/> | Notifications | Share this calendar |
| Tasks | <input checked="" type="checkbox"/> | | |

Event reminders: By default, remind me via Email SMS Pop-up

Unless otherwise specified by the individual event.

10 minutes before each event [remove](#)

30 minutes before each event [remove](#)

Choose how you would like to be notified:

| | Email | SMS |
|---|-------------------------------------|--------------------------|
| New events: Receive a notification when someone sends you an invitation to an event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Changed events: Receive a notification when someone sends an update about a changed event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Canceled events: Receive a notification when someone sends an update about a cancelled event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Event responses: Receive a notification when guests respond to an event for which you can see the guest list. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Daily agenda: Receive an email with your agenda every day at 5am in your current time zone. | <input type="checkbox"/> | <input type="checkbox"/> |

Exercise: Google Calendar

- **Sign in** your **Google account** or **Gmail** and **Go to Google Calendar** from your **Apps Menu**
- Choose the preferred **Calendar View**
- **Create an event for the next computer course** and **Save** the event
- **Edit the event by adding a reminder:** pop-up reminder, 1 day before the event - **Save the changes**
- **Invite your trainer to the event.**
- **Delete** this event and then **Restore** it from the **Trash**

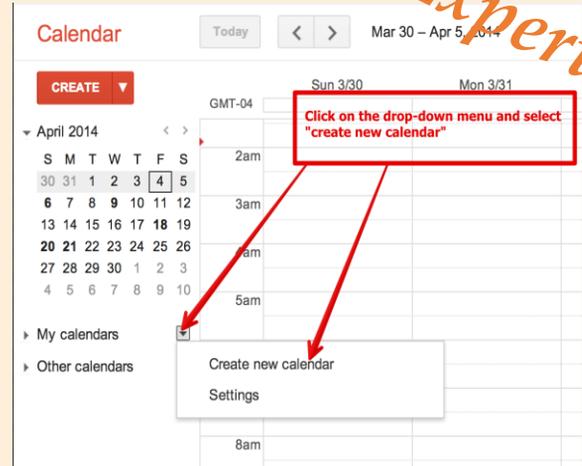
Creating Multiple Calendars

For Experts

To create a **new** calendar:

Click the **Down arrow** next to **My calendars** and select **Create new calendar**.

Name the calendar, enter your timezone, and add a description so your team knows the purpose of this calendar. Click **Create** calendar.



The screenshot shows the 'Create New Calendar' form. It has a 'Calendar Details' section with buttons for 'Back to calendar', 'Create Calendar', and 'Cancel'. The form fields are: 'Calendar Name:' (with a red box and arrow pointing to it and the text 'Name your calendar'), 'Organization:' (filled with 'Educational Technology and Mobile Learning'), 'Description:' (with a red box and arrow pointing to it and the text 'Type in a short description of your calendar'), and 'Location:' (with a note: 'e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)'). The 'Calendar Time Zone:' section includes a 'Country:' dropdown (filled with 'Canada') and a 'Now select a time zone:' dropdown (filled with '(GMT-04:00) Atlantic Time - Halifax'). A red box and arrow point to the time zone dropdown with the text 'select a time zone to display'.

Sharing Calendars with others

For Experts

You can also share your calendar using Google Calendar Settings and also define how much information about your appointments or events others can see:

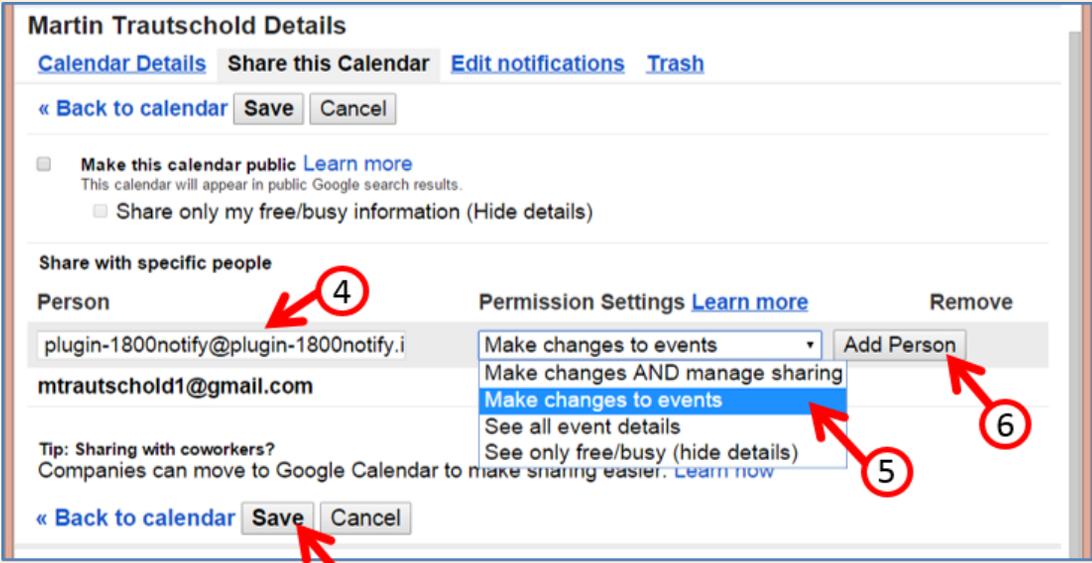
1 Click the Down arrow next to your calendar name. Find and Click on Calendar Settings.

2 Go to Share this Calendar in the top tab of the page. By making your calendar **Public**, you agree that everyone in public Google Search **can view** your calendar.

The screenshot shows the Google Calendar interface for May 2014. A red circle with the number '1' highlights the 'My calendars' section. A red box highlights the 'Share this Calendar' option in the dropdown menu for the 'Lisa Nowakowski' calendar. A red arrow points from the text box to the 'Share this Calendar' option. The text box contains the following instructions: 'Locate the calendar you wish to share. Hover over the name of the calendar. Click on the arrow. Choose 'Share this Calendar'.'

The screenshot shows the 'Plan Details' dialog box for sharing a calendar. The 'Share this Calendar' tab is selected and circled in red. A red arrow points from the text box to the 'Share this Calendar' tab. The dialog box contains the following information: 'Calendar Details', 'Share this Calendar', 'Edit notifications', 'Trash', 'Back to calendar', 'Save', 'Cancel', 'Make this calendar public Learn more', 'This calendar will appear in public Google search results.', and 'Share only my free/busy information (Hide details)'. The 'Make this calendar public' checkbox is checked.

- 3 By making your calendar Public, you agree that everyone in public Google Search can view your calendar.
- 4 Or you can *share it with specific people only*. Add the person's **email address** into the corresponding field (*see the picture below*)
- 5 Find **Permissions Settings** and choose one of the 4 options: depending on who you are sharing your calendar with, you can choose *how much of the information in your calendar a person can see*.
- 6 Click **Add Person**
- 7 Click **Save**



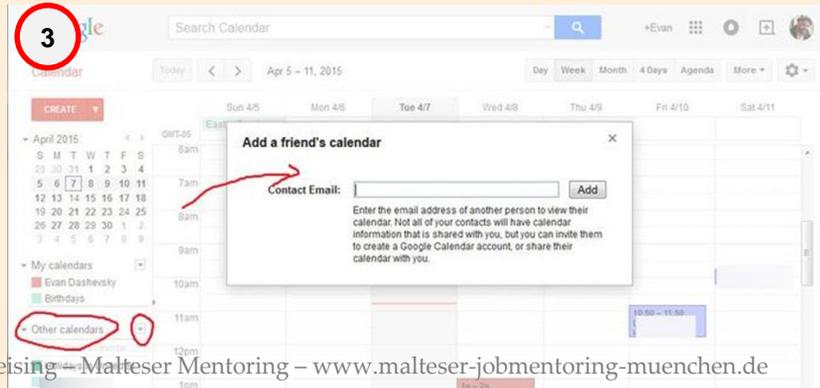
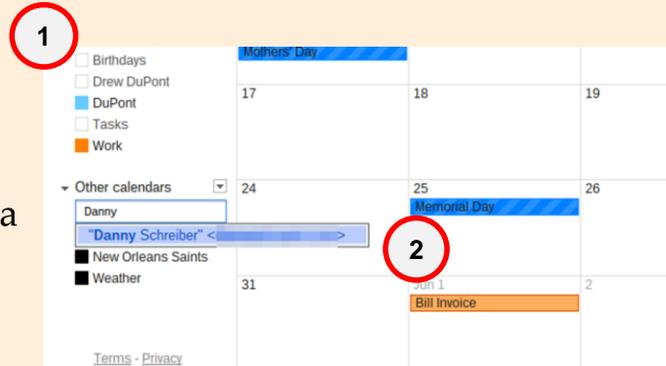
Viewing other people's calendar

You can request for a permission from them to View other people's calendars:

1 Under Other calendars, start typing the person's name or address in the Add a friend's/coworker's calendar box.

2 Select the person from the list: If the person has shared their calendar, it appears in your Other calendars list. That person's events also appear on your calendar.

3 If the person hasn't shared their calendar or doesn't use Google Calendar, you can send a request and ask for a permission to view their Calendar.



Viewing other people's calendar

4 Click on the Down Arrow next to Other calendars and select the Add a friend's/coworker's calendar option. A dialog box will appear. Fill out your request form and click Send Request.

5 You can stop sharing your calendar with a person or people at any time by Removing that person or people from the sharing list. Use your Calendar Settings to achieve it (instead of adding person, click on the bin button next to the person's email address):

4 Add a friend's calendar ✕

Contact Email:

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.

Request Access: You do not have access to ahmd.nabeel@gmail.com's calendar

Type in a brief message to request access to this calendar.

5

More
Google search results.
Person (Hide details)

Permission Settings [Learn more](#) Remove

| | | |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | Make changes to events | <input type="button" value="Add Person"/> |
| | Make changes AND manage sharing | |
| | Make changes to events | <input type="button" value="Bin"/> |

Calendar to make sharing easier. [Learn how](#)

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