Using Google Calendar
By Pat Hetu

Google Calendar is very useful for keeping track of appointments and scheduling meetings with others.

1. On the Google Apps page, click on the Calendar icon.

2. At the next prompt, choose your country and time zone. Click Use this time zone.
3. At the Security Alert, click **Yes**.

4. A blank calendar opens. You can view your calendar by the day, week, month, next 4 days, or you can view an agenda for the day.

5. To add an event (i.e., an appointment), click on the calendar at the date and time where you would like to schedule. Type in the information and click **Create Event**. For more detail, click on the edit event details link.
6. On this page you can change the time for the event, type in where the event will be held, invite others to the meeting and also schedule a reminder. To check the schedules of the people you intend to invite, click on the Check guest and resource availability link.

7. The Find a Time screen appears. To check the schedules of those people you intend to invite, type in their e-mail addresses and then click Add.

8. The schedules of the people you invite will appear (Note: you will only be able to see the schedules of those people registered through Google Apps.) After checking the schedules, click OK.
9. The guests whose schedules you checked will now appear on the guest list. You can also type in the e-mail addresses of other whom you would like to invite.

10. Under Options you can choose to have a reminder either pop up or be emailed to you. You can also make the event Private (available for viewing by only to those you choose) or Public (available for everyone in Google apps to view). Click the Save button (located at the bottom of the page.)

11. The event appears on your calendar.
Creating Recurring Events

If you have an event that recurs (say a meeting that you are scheduled to attend on a weekly or biweekly basis) you can set that event up in Google Calendar to appear on an ongoing basis.

1. In the **Edit Event** box, click on the pull down list next to **Repeats** to view the options available. If the meeting occurs weekly, choose **Weekly**.

2. Determine if the meeting repeats every week, every two weeks, etc. on the pulldown menu.
3. Determine how many weeks the meeting will be repeating. Under **Range**, choose an end date for the meeting by typing it in or using the calendar. If no end date has been given for this meeting, click **Never**.

4. After making all necessary changes, click **Save**.
5. Click on the **Month** tab. All the meetings set up to recur that month appear.