Using Google Calendar

NOTE: Please view the "Sharing your calendar" section to be sure you have setup the sharing rights in the manner that you prefer.

Table of Contents

Calendar Basics: 2

Open Google Calendar 2

Schedule a meeting 3

Invite attendees and enter meeting details 3

Add an attachment to a meeting invitation 6

Print your calendar 7

Set Up Your Calendar: 8

Set up event reminders 8

Set up invitation replies 8

Share your calendar 9

View another user's calendar 11

Create another calendar 11

Add the Josiah Venture Master Calendar 11

What's Not Available in Google Calendar 13

Calendar Basics:

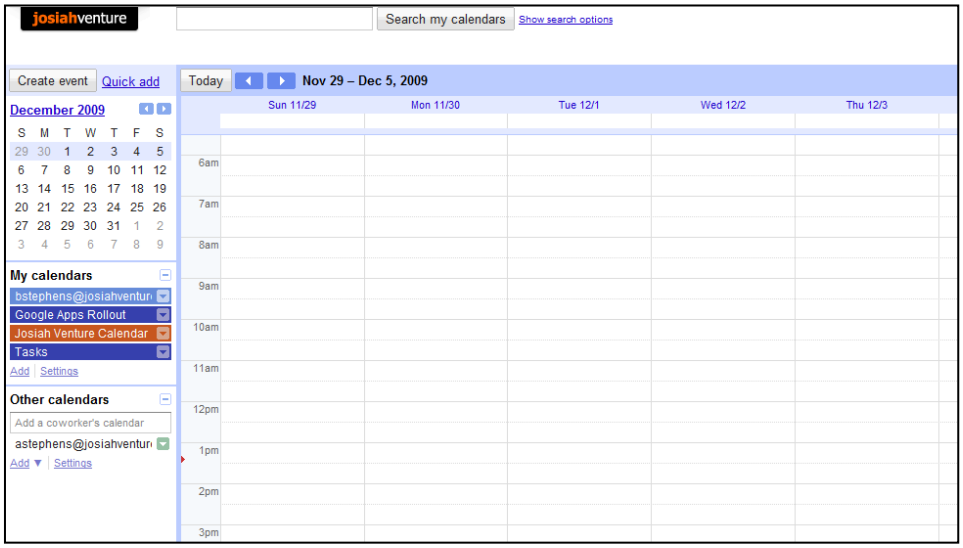
Scheduling, invitations, attachments, & printing

Open Google Calendar

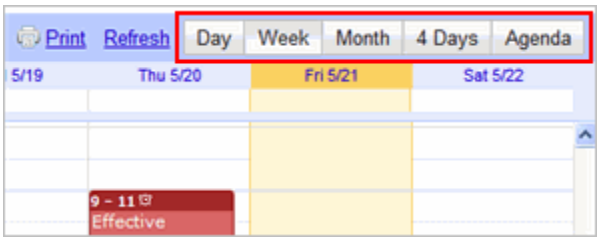
To open your calendar, click the **Calendar** link at the top of your Mail or other Google service window:

Your calendar view

You'll see your calendar weekly view. For example:



To change your calendar view, click the tabs in the upper-right corner of the view:



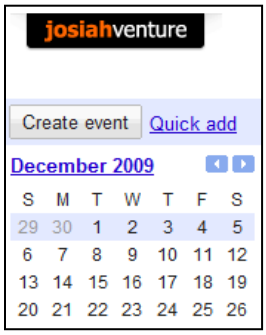
Schedule a meeting

You can schedule a meeting by clicking the **Create Event** link or by just clicking right on your calendar view.

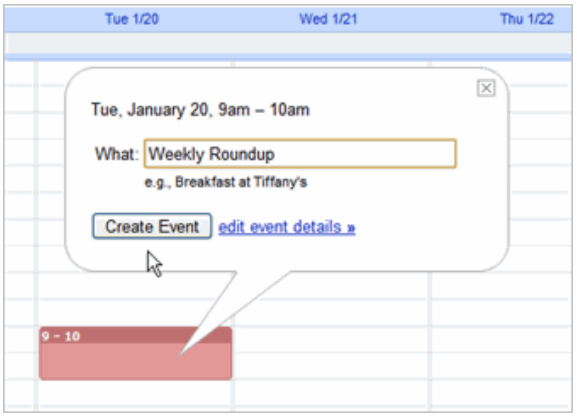
1. Open Google Calendar.

2. Do either of the following:

Option 1: In the upper-left of your calendar, click **Create Event** to open the event details page.



Option 2: Or, click a spot on your calendar to create a 1-hour event, or click and drag to create an event of more than 1 hour. Then type the event title in the box. For example:



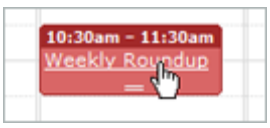
Click **Create Event** to immediately publish the event, or click **edit event details** to continue setting up the event.

3. Enter details, such as recurrence, attendees, an agenda, and a reminder.

4. Click **Save**.

Invite attendees and enter meeting details

If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar:

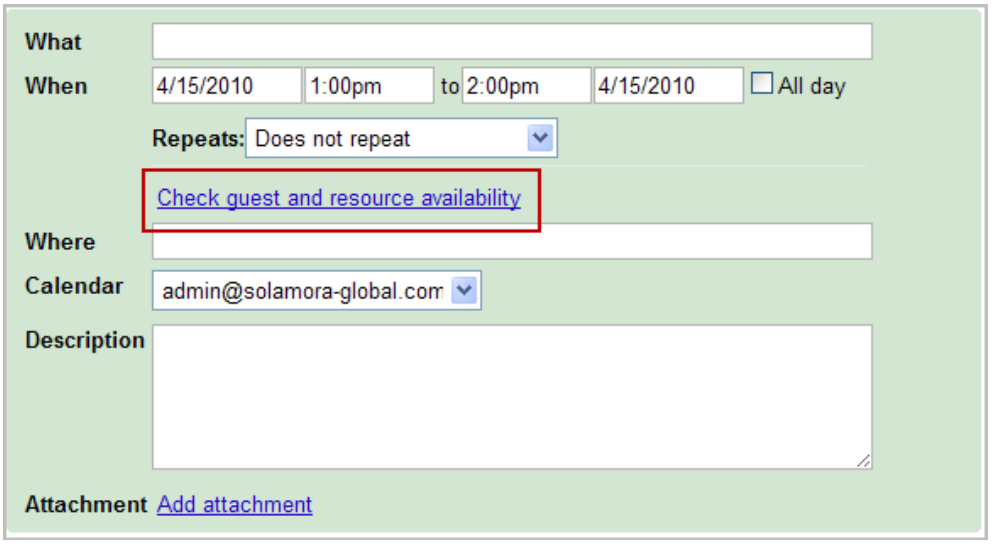


Note: Once you've finished entering meeting details, click **Save** at the bottom of the meeting details page.

To invite attendees:

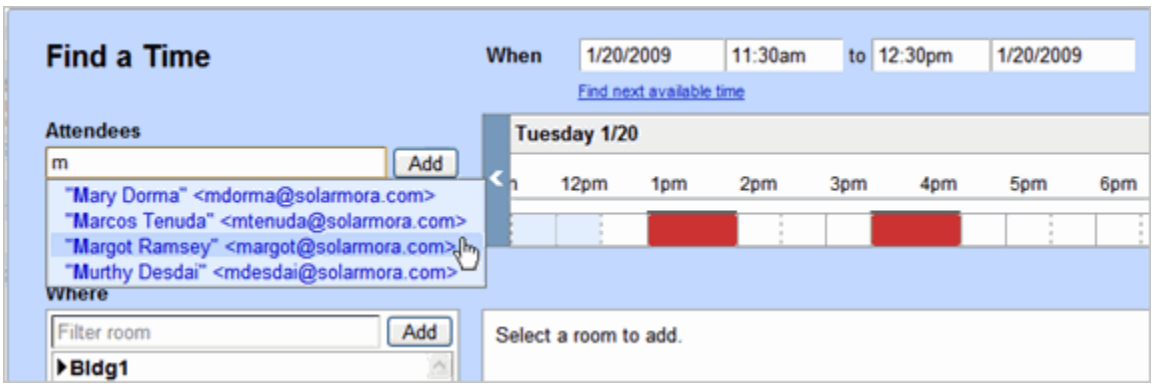
1. Open your meeting.

2. Click **Check guest and resource availability**.



3. In the Find a Time window, in the **Attendees** field, enter the first few letters of an attendee's full name.

NOTE: *You will be able to see free and busy time for all Josiah Venture employees that have shared their calendar. Just enter their name or email address into your Attendees list and their schedule will be shown. You will not see the details of their scheduled meetings unless they have granted you access to that information.*

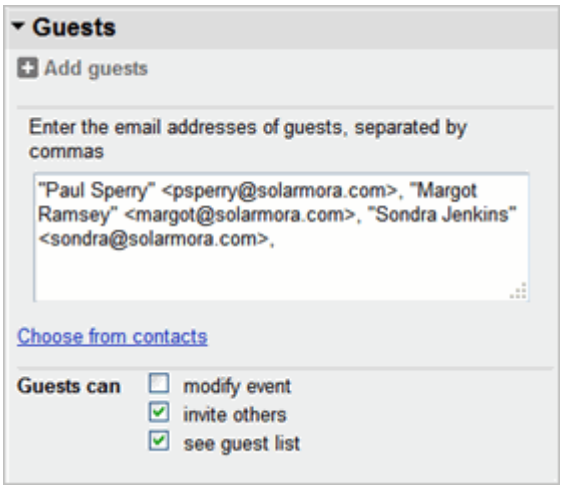


Important: You can add a group (mailing list) address to the attendees list, if your administrator set up groups for your domain. Or, you can create your own contact group in your personal contact. Click **Contacts** at the top of your Calendar window.

4. In the Find a Time window, check availability of attendees. This window shows the free/busy information for any employee. If necessary, use the options in the window to change the time for your meeting.

5. Click **OK**.

Alternatively, you can invite attendees as follows: In the **Guests** box on the right, enter the email addresses of the people you're inviting, or click the **Choose from contacts** link to open the Contacts Picker, with which you can find addresses of Josiah Venture employees, or add a contact group that you already created.



6. Optionally, in the **Guests** box on the right, let attendees invite more people to your event or view who else was invited.

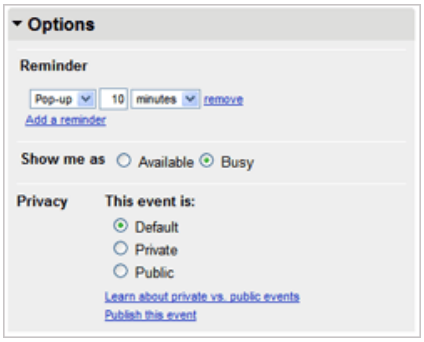
7. Click **Save**.

Google Calendar asks you whether you want to send invitations to the attendees. Your attendees can respond to the meeting invitation and leave comments.

To set a reminder for your meeting:

1. Open your meeting.

2. In the **Options** box on the right, choose the type of reminder you want (pop-up or email message) and when you want to receive it:

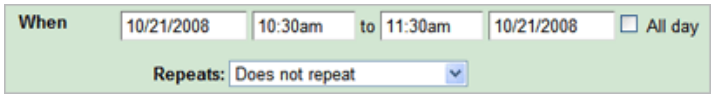


To add more reminders, click **Add a reminder**.

To set up a recurring meeting:

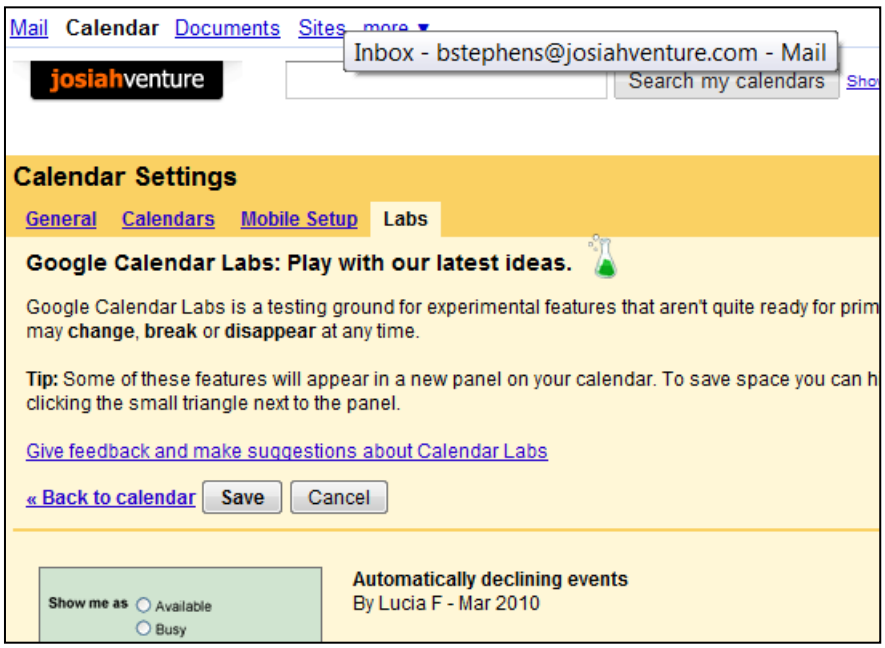
1. Open your meeting.

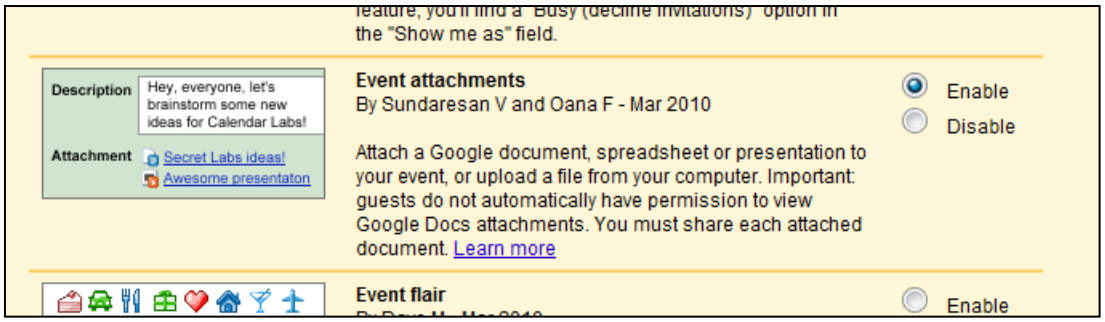
2. Select an option in the **Repeats** drop-down list:



Add an attachment to a meeting invitation

1. Make sure the **Event attachments** Calendar Lab is enabled: Click **Settings > Labs**.





2. Open your meeting.

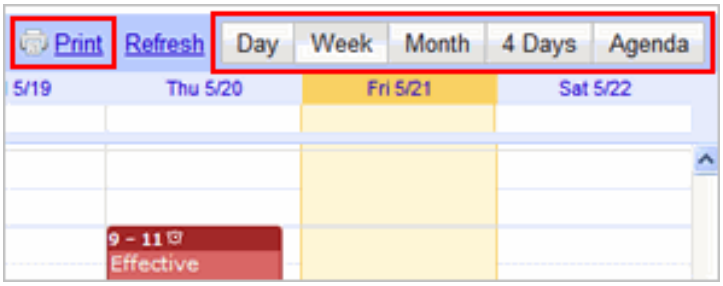
3. In the meeting details, click **Add attachment**.

Note: Alternatively, you can do either of the following:

- Send the attachment in a separate email message to attendees.
- Schedule the event through Gmail: Compose a new message and attach the file. Then click **Add event invitation** and enter information about the event (available for domains in the U.S. only).

Print your calendar

1. Make sure the calendars you want to print are selected in your list under **My Calendars**. If not, simply select the calendars to highlight them.



2. At the top of the calendar view, select the view you want to print; for example, **Day** or **Week**, and then click **Print.**

In the Calendar Print Preview window, you can select a font size, page orientation, and other options.

3. Select the options you want, and then click **Print**.

Set Up Your Calendar:

Event reminders, invitation replies, calendar sharing, additional calendars

Set up event reminders

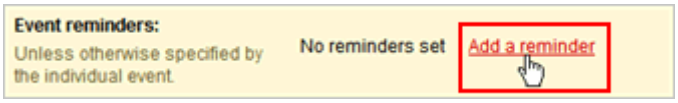
By default, your calendar event reminders are turned off. Turn on event reminders to receive either a pop-up message or an email notification before a meeting.

1. Open Google Calendar.

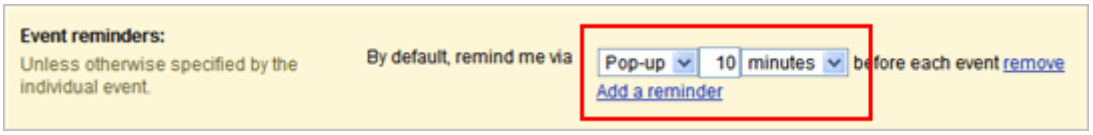
2. In the upper-right corner of the page, click **Settings > Calendars**.

3. Under **My Calendars**, click the **Notifications** link for your calendar. For example:

4. In the **Event reminders** section, click **Add a Reminder**:



5. Set reminder options.



6. Click **Save** at the bottom of the page.

Set up invitation replies

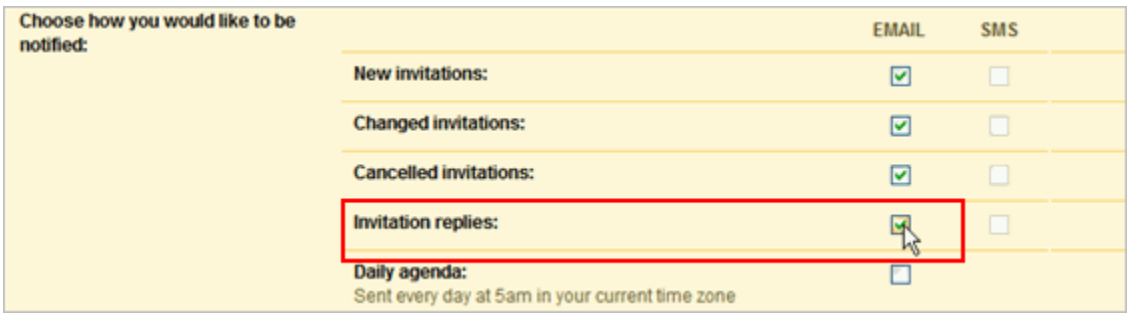
Turn on invitation replies to receive an email message when someone you invite to a meeting accepts or declines your invitation.

1. Open Google Calendar.

2. In the upper-right corner of the page, click **Settings > Calendars**.

3. Under **My Calendars**, click the **Notifications** link for your calendar. For example:

4. In the **Choose how you would like to be notified** section, select the **Email** check box for **Invitation replies**.



5. Click **Save** at the bottom of the page.

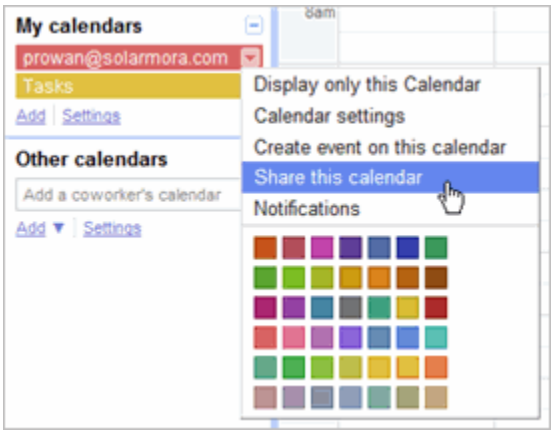
Tip: Get your list of meetings for the day automatically emailed to you each morning! Just click the **Email** check box for **Daily agenda**.

Share your calendar

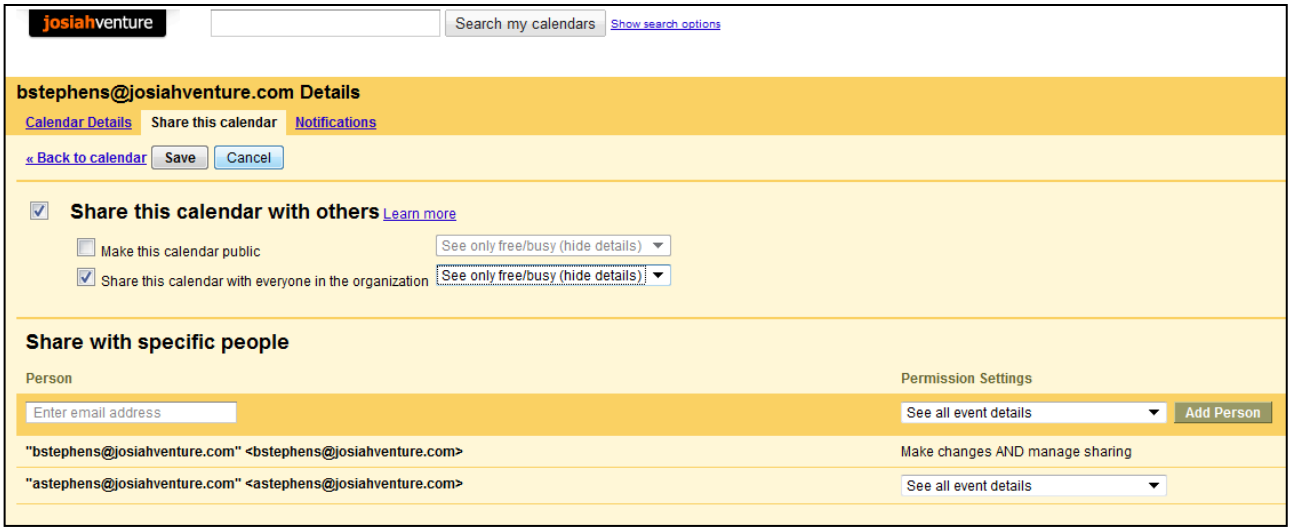
By default, your "free/busy" calendar information is shared with everyone in the Josiah Venture domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

1. Open Google Calendar.

2. In the **My calendars** list on the left, click the **down-arrow** next to your calendar, and then select **Share this calendar**.



3. Select the sharing options you want to use for your calendar.



RECOMMENDATIONS FOR SHARING YOUR CALENDAR

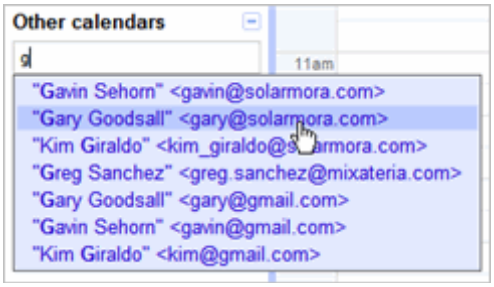
- You should NOT make your calendar public unless you want it available to people outside the Josiah Venture Domain
- You should share your calendar with everyone in the organization so they can see your free and busy time. You should decide whether you want the details shared or not.
    - For instance, you might have a Personal calendar and you want people to know that you are busy, but don't want them aware of the reason – in this case select "See only free/busy (hide details)".
    - Alternatively, you may have a Josiah Venture calendar that includes all your meetings and trips. In this case you may want to let people know what you are doing, not just the free/busy time. In this case select "See all event details".
- You can also specifically choose the people you want to share your calendar with (i.e. your spouse or people on your team). You can make this selection on the bottom part of the screen and those people will be notified by email. Each person can have a different level of access to your calendar and you can even allow them to add and change your calendar.
- NOTE: You make have multiple calendars (Work, Personal, Kids, Bills, Vacation, etc). Each of these calendars can have their own setting of sharing settings. People who view your calendar will only see events that you have shared and will see them all combined into 1 calendar (i.e. they won't know if you have the event under Personal, Work, Kids, etc.).

View another user's calendar

If other users have shared their calendars with you, you can view those calendars. If a user hasn't yet shared his or her calendar with you, you can send a request to that person.

1. Open Google Calendar.

2. In the **Other calendars** list on the left, start typing a user's name or address in the **Add a coworker's calendar** field. In the list that appears, click the user whose calendar you want to add.



If the user has shared his or her calendar, it appears in your list under **Other calendars**, and the user's events appear on your calendar.

If the user has *not* shared his or her calendar, you'll see a page on which you can send a request to the user.

4. Edit the default message if you like, and then click **Send Invite**.

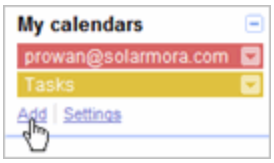
Tip: To hide or show the user's events on your calendar, simply click the calendar in your list.

Create another calendar

You can create any number of secondary calendars. For example, you can set up a calendar for your workgroup or team to share. Each calendar you create appears in your list under **My Calendars**.

1. Open Google Calendar.

2. In the **My calendars** box on the left, click **Add**.



3. In the Create New Calendar window, enter a name for the calendar. You can also select a time zone and sharing options for the calendar.

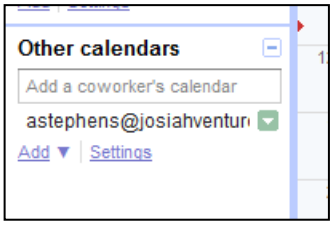
4. When you're finished setting up the calendar, click **Create Calendar**.

Add the Josiah Venture Master Calendar

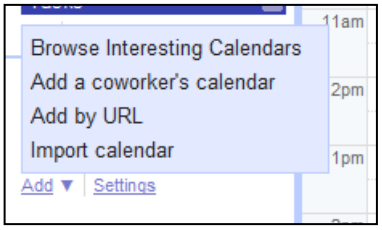
Use the following steps to include the Josiah Venture Master Calendar in your calendar list.

1. Open Google Calendar.

2. In the **Other calendars** box on the left, click **Add**.

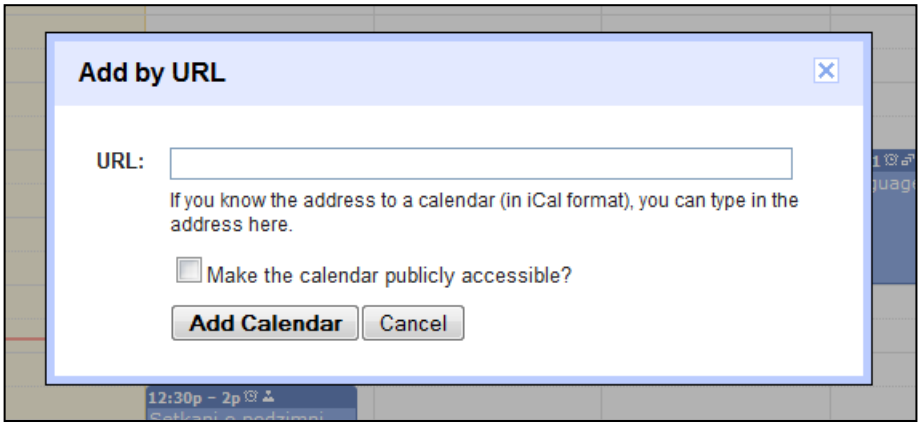


3. Select Add by URL.



4. Paste the following address into the URL line and click Add Calendar.

http://www.google.com/calendar/feeds/josiahventure.com_l5tjrufcrd3uj375qcvkrslhk0%40group.calendar.google.com/public/basic



What's Not Available in Google Calendar

Google Calendar provides most of the features you're used to in other calendar clients. However, here are some features that aren't yet available:

- **Invitation alerts** -- You'll no longer see a message "snippet" in the lower-right corner of your desktop or hear an alert when a new invitation arrives. However, you'll see an alert in the lower-right corner of your Gmail window. Also, you can set up a pop-up or email reminder in your Calendar Settings.
- **Drag and drop for attachments** -- To add an attachment to an event, you must provide a link to it on the intranet or in Google Docs.
- **Custom view options** -- There's no separate reading pane or custom views, and you can't move any components in the Google Calendar window.