

Google Apps Calendar Basics



Google Calendar

The **Calendar** application is where you track and schedule your appointments, meetings, and events. By default, you have one **Calendar**. You can create additional calendars and share them with others.

- If you schedule appointments on other calendars, your time will still appear as available.

Calendar Basics

You can create single or recurring appointments, meetings or events, see if attendees are free before inviting them, reserve a room, and write a message. When you click Save, an email is sent inviting the attendees and reserving the resources you requested.

Creating a new meeting

1. On the Calendar page, click **Create event**. Or, click and drag on the date and time you want your meeting and “**click Edit event details**” on the pop-up window.
2. In the main section, enter the **What** (title), **When**, and **Where**. Specify the **calendar**.

3. To add guests and/or locations:
 - a. In the **Add** field, type a name and select the address of your attendee. Click **Add**.
 - b. To add a room, click **Rooms, etc.** above the **Add** field Filter for a room in the **Where** section. Click Add.
 - c. Click **Save changes**.

- d. If you don't need to see free/busy time, you simply enter addresses in the Guests box on the event page.

4. Use the **Description** field to add additional information to include in the email. To add **attachments**, click **Add attachment** on the tool bar.

5. In the **Reminders** section, specify the type(s) of **reminders** you'd like,

6. Specify whether you are **available** or **busy**, and whether it's a **private** meeting or not.

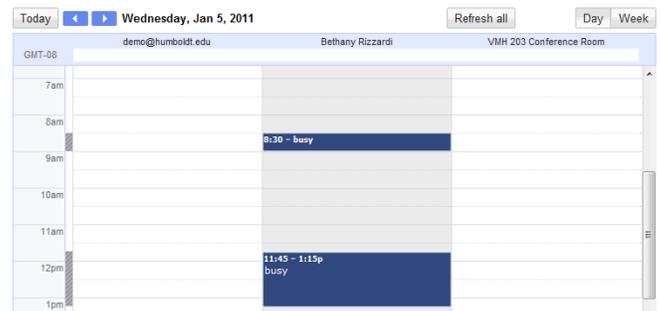
7. Click **Save**. An email invitation is sent to all attendees and the appointment is displayed in their calendars.

Finding meeting times

When you schedule meetings, you can view **attendee and location** schedules as you set up the meeting. To see the free/busy schedules, open an **Appointment** and click the “**Find a time**” tab.

In the **Add** field, enter **names** or **email addresses**. Availability appears in in the schedule section.

The **free/busy** information shows whether the attendee is **busy** or **free**. It does not show the details of what the person is doing.

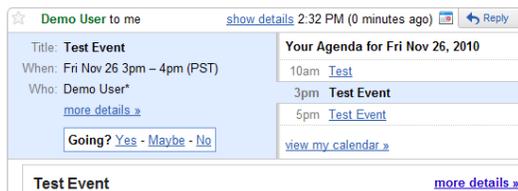


Use the arrows or date/time fields to see availability for different times. Or, click “**Find next available time**” to find the next time where all attendees are available.

Responding to a meeting invitation

When you receive an email notification for a meeting, the meeting is added to your primary calendar. You can quickly respond to the invitation either from the email **Inbox** or from the **Calendar**.

1. Open the message that contains the meeting request, in either the **Inbox** or click the appointment in the **Calendar**.
 2. To respond to the meeting invitation, click **Yes**, **Maybe**, or **No** next to **"Going?"**. A reply is automatically sent.
- The emailed agenda shows your agenda for the day of the event.



Declined appointments display on your calendar in a faded view, as a reminder of the meeting you declined. You can delete the declined message or change your response any time.

Deleting an appointment

Only the originator of an appointment can cancel the appointment. You can remove an invitation from your calendar.

1. Click on the appointment to delete.
2. Click **Delete**. If the appointment is a recurring series, you can delete an instance of the series or the complete series.
3. An email is sent to the attendees and the appointment is deleted from their calendars.

Changing recurring appointments

If you created the recurring meetings, you can change and delete one occurrence or the series of meetings. An email is sent to attendees.

To change a meeting

1. Double-click on the meeting to change.
2. Make your changes. You can change the schedule, the attendees, add an explanation in the **Description** field and add an attachment.
3. Click **Save**.
4. Specify whether you'd like to change **Only this instance**, **All events in the series**, or **All following events**.
5. An email is sent to the attendees.

Creating calendars

One calendar is created for you, and you can create additional calendars if you wish.

- In Google Calendar, only your primary calendar (abc123@humboldt.edu) affects your free/busy time in Google Apps. If you schedule appointments on other calendars your time will still appear as available.

To create a calendar

From the calendar page:

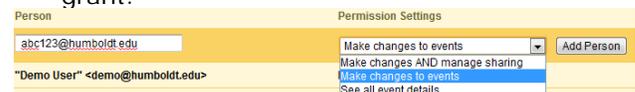
1. Click Add in the **My calendars** section on the left.
2. In the **Create New Calendar** dialog, enter the name of the calendar and fill in the rest of the items as applicable.
3. Click **Create Calendar**. The new calendar displays in the Calendar list.

Sharing a Calendar

You can share any of your calendars with other @humboldt.edu users. You can allow people to:

- See all event details (Read only)
- Make changes to events
- Make changes AND manage sharing

1. Click the down arrow next to the calendar you wish to share.
2. Select **Share this Calendar**
3. Scroll down to the section **"Share with specific people"**.
4. Choose the permission settings you wish to grant.



5. Type a name and select the address of the person you wish to share with.
 6. Click **Save**.
- This page also displays who your calendar is shared with. You can change or remove permissions at any time.

For more information:

- Call the HSU Help Desk (707-826-4357)
- Find more detailed documentation and related documents at www.humboldt.edu/its/google
- Visit www.google.com/support and search for Calendar