

Malteser Computer Training

Workshop 4: Online -Calendar

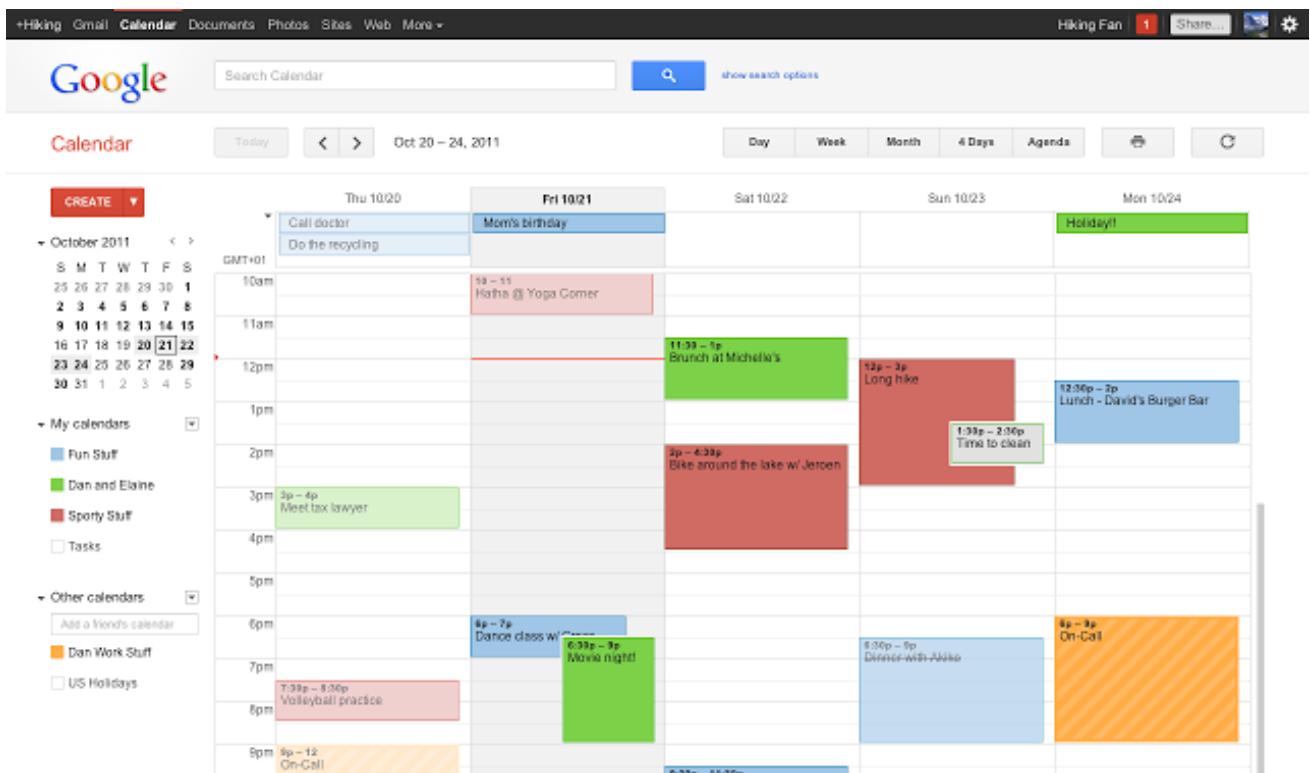
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- For Experts**
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What is a Google Calendar and Why use it?

Using a calendar is only one of the many tools at your disposal to help you become more efficient with your time and make most of your day.



The screenshot shows a detailed view of a Google Calendar for the week of October 20-24, 2011. The interface includes a sidebar for managing calendars and tasks, and a main area for viewing events and tasks by hour. Key events include a call to the doctor on Friday, a birthday for Mom on Saturday, and a long hike on Sunday. There are also several social and work-related events like brunch, bike rides, dance classes, and movie nights. Tasks like meeting a tax lawyer and dinner with John are also listed. The calendar is color-coded to distinguish between different categories of events.

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

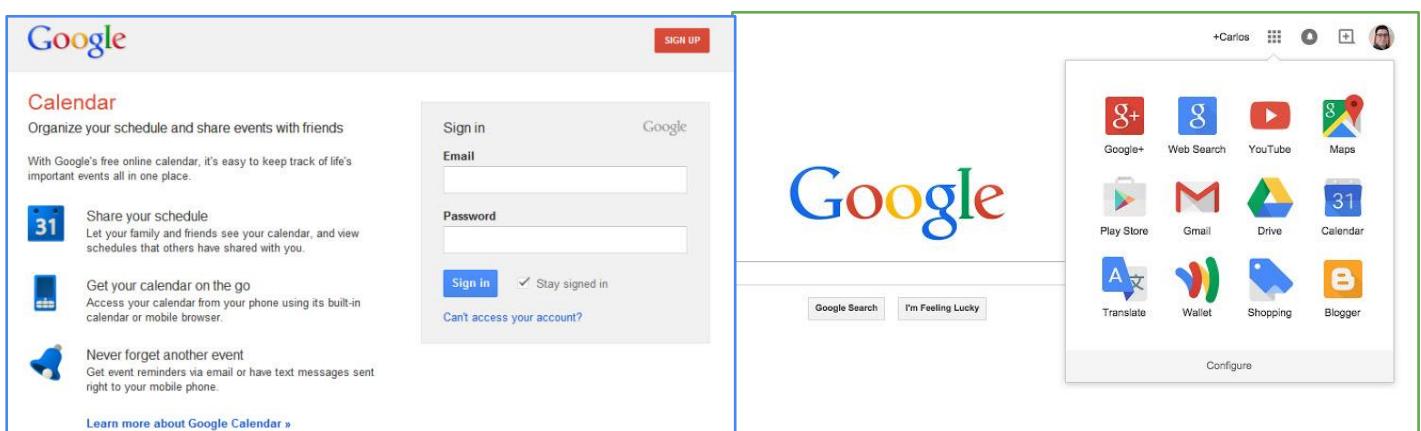
It's also easy to **share schedules with others and create multiple calendars** that you and your team (or family) can use together. It simplifies scheduling and helps to plan and coordinate multiple meetings and events and to complete manifold tasks much quicker, easier and efficiently.

Google Calendar can be accessed from your computer or mobile devices Online and Offline.

1. Scheduling personal (and business) Events and Activities using Google Calendar

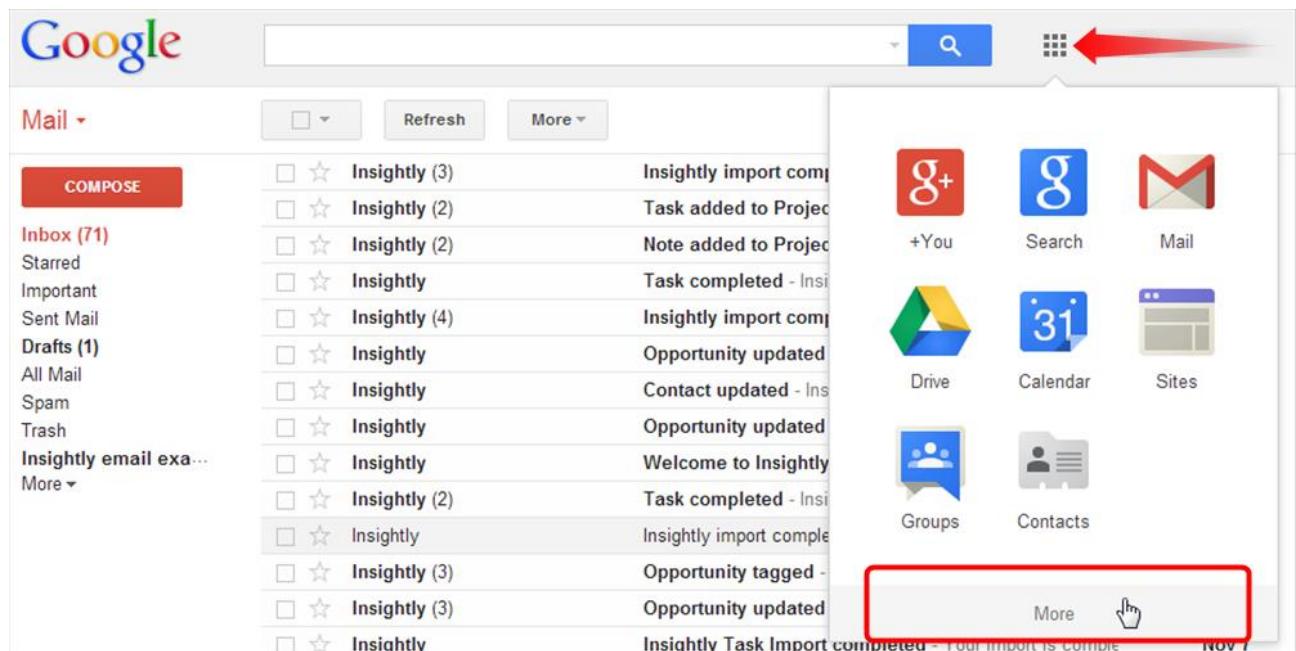
If you have a Google Account, sign in and find **Google Calendar App**:

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



You can also sign in from your **Gmail**:

- Sign In Gmail
- Find the **Application Menu** in your top right corner
- Choose "Calendar"



The screenshot shows the Google Mail inbox with 71 messages. A red arrow points to the top-right corner of the interface, where there is a grid icon followed by a search bar and a red button labeled 'More'.

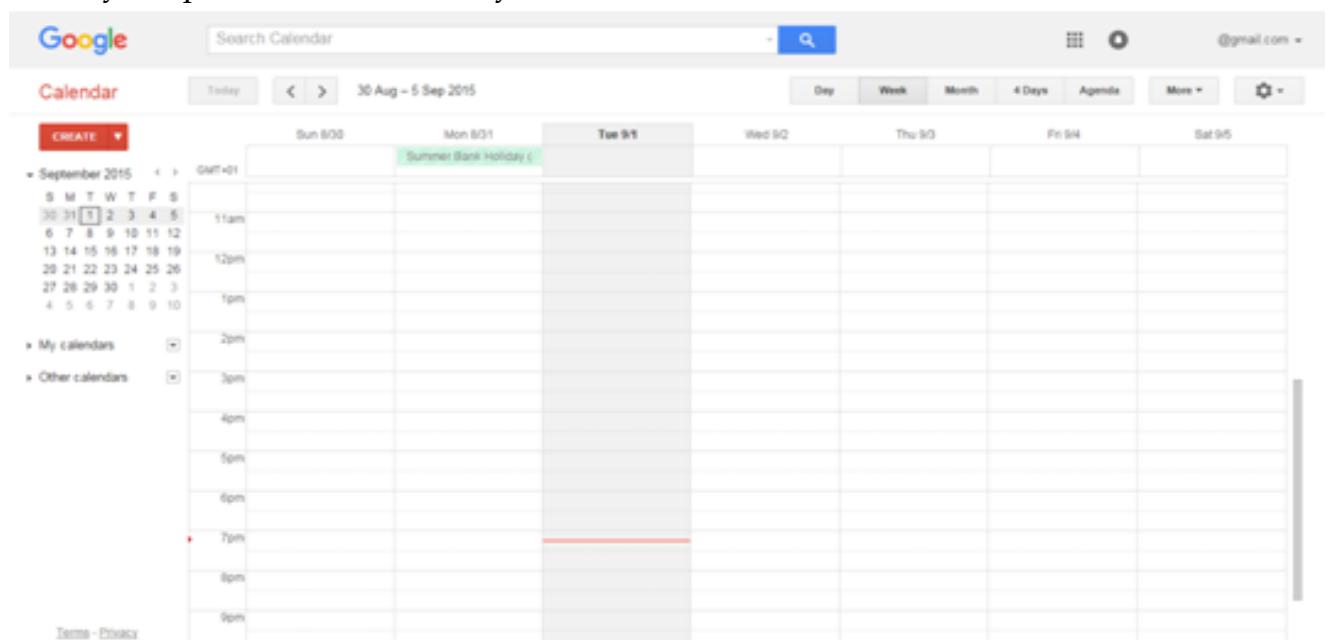
Inbox (71)

- Starred
- Important
- Sent Mail
- Drafts (1)
- All Mail
- Spam
- Trash
- Insightly email exa...
- More ▾

Compose

Insightly (3) Insightly import comp
Insightly (2) Task added to Project
Insightly (2) Note added to Project
Insightly Task completed - Ins...
Insightly (4) Insightly import comp
Insightly Opportunity updated
Insightly Contact updated - Ins...
Insightly Opportunity updated
Insightly Welcome to Insightly
Insightly (2) Task completed - Ins...
Insightly Insightly import comple...
Insightly (3) Opportunity tagged - ...
Insightly (3) Opportunity updated
Insightly Insightly Task Import comple... - Your import is complete

When you opened the Calendar, by default it will look like this:



The screenshot shows the Google Calendar interface in Day view for the week of August 30 to September 5, 2015. The calendar includes a sidebar for creating events and viewing other calendars. A red box highlights the 'More' button in the top right corner of the interface.

You will see the schedule of your private or work events and activities in the main area of a calendar by date and time.

You can **customize your calendar view** by **Day, Week, Month, 4 Days or Agenda**:

- Select the option that's best for you in the top corner of your calendar:

Tue 3/3 Wed 3/4 Thu 3/5 Fri 3/6

Scheduling events and meetings in a Calendar is very easy and it usually takes these steps:

1. Create an event
2. Invite people and reserve rooms and resources (*if your event involves others*)
3. Respond to invitations from others (RSVP) (*if others' events involve you*)
4. Get reminders of events and activities
5. Share your calendar with others
6. View, delete and restore events

Further the scheduling events steps are described in more detail.

1.1. Creating an event

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

6 Discard

Week 6 Assignment

10/30/2012 2:00pm to 3:00pm 10/30/2012 Time zone 2

All day Repeat...

Event details Find a time

Where	Room 16 3
Video call	Add a Google+ hangout
Calendar	Important Class Dates 4
Description	Assignment 6 must be handed in at end of class. 5
Event colour	
Reminders	Email 30 minutes x Pop-up 30 minutes x
Add a reminder	
Show me as	<input type="radio"/> Available <input checked="" type="radio"/> Busy
Privacy	<input checked="" type="radio"/> Default <input type="radio"/> Public <input type="radio"/> Private

CREATE ▼


▼ October 2012 < >

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

▼ My calendars ▼

Then 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;

add a **description**

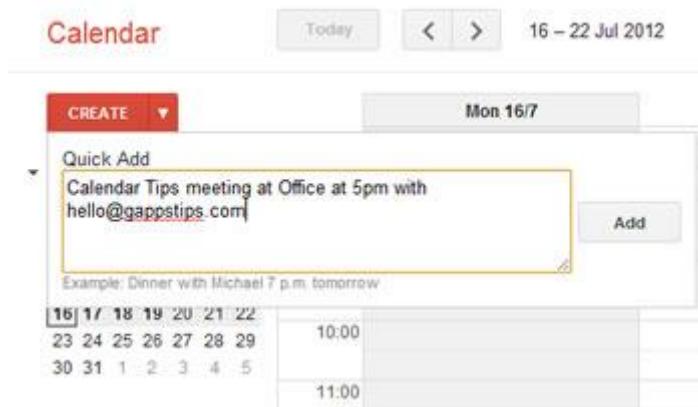
5.Click **Save**

You can also add color to the event to distinguish it from any other events and set up a reminder (*we'll get to that further*). By default Google will send you a message to your email or pop up at your desktop 30 minutes as a reminder before the event starts.

After you save your event, it will appear in the main area of the calendar. You can also add events by simply clicking on a free time slot in the calendar's main area and go through the same steps listed earlier. It is possible to edit events at any time by clicking on the event and choosing "**Edit event**" option.

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

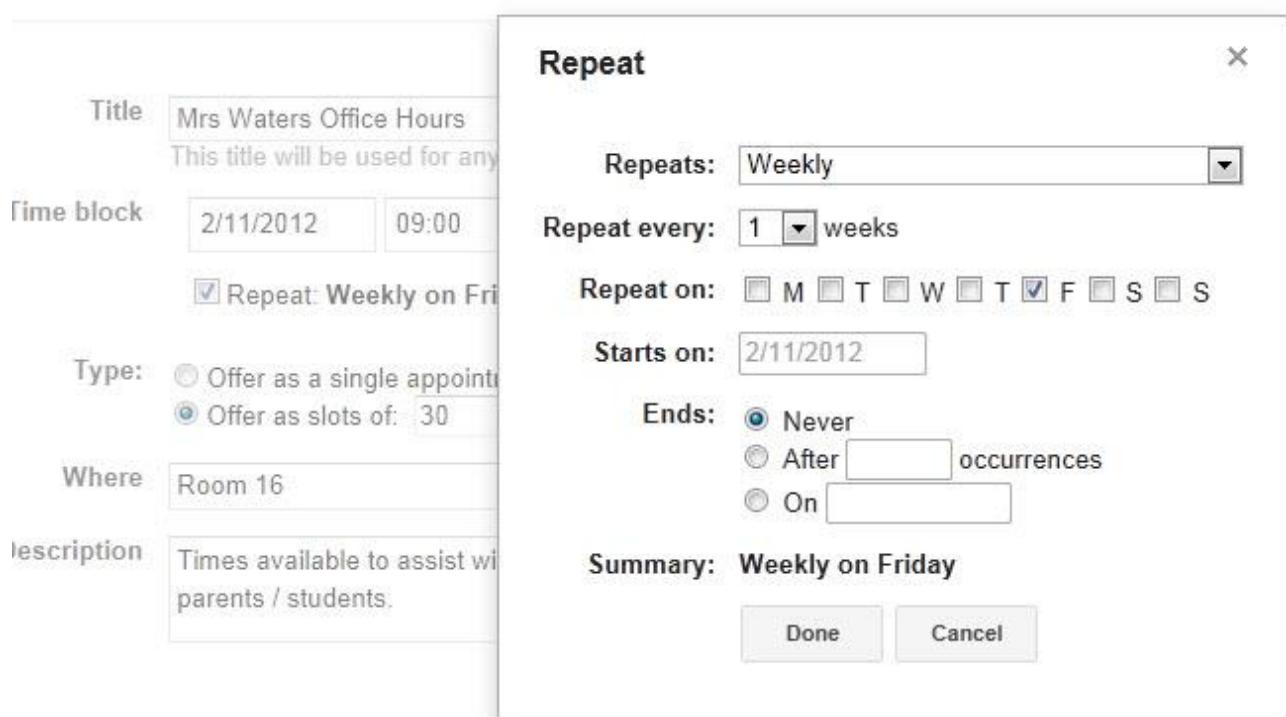
- Click on the drop down arrow of your Create button
- Type the **title** of the event + **date** (on Wednesday 28.06.2018), + **place** (e.g. at Example street 123) and Google will recognize your request.
- By adding an email address of people who should join you, Google will also send invitations to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

1.2 Creating a repeating event

If your events are **repeating** in certain periods of time, you can set up repeating events automatically:



The screenshot shows a Google Calendar interface. On the left, there's a form for creating a new event:

- Title:** Mrs Waters Office Hours
- Time block:** 2/11/2012 09:00
- Type:** Offer as slots of: 30 minutes
- Where:** Room 16
- Description:** Times available to assist with parents / students.

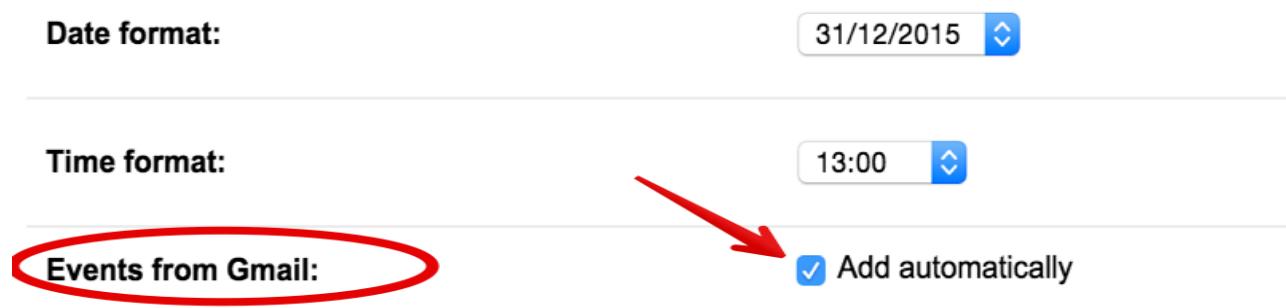
A modal dialog titled "Repeat" is open over the form:

- Repeats:** Weekly
- Repeat every:** 1 weeks
- Repeat on:** M, T, W, T, F (checkboxes checked for Friday)
- Starts on:** 2/11/2012
- Ends:** Never (radio button selected)
- Summary:** Weekly on Friday
- Buttons:** Done, Cancel

1.3 Events from e-mails

You should know, that events from Gmail, e.g. flights or hotel bookings, are **added** to your Calendar **automatically**. If you receive invitations from other people through Google Calendar, they will also appear in your calendar automatically. Otherwise, events should be added (created) **manually**.

To make sure that events from Gmail and Google Calendar are added to automatically, check your Calendar Settings:



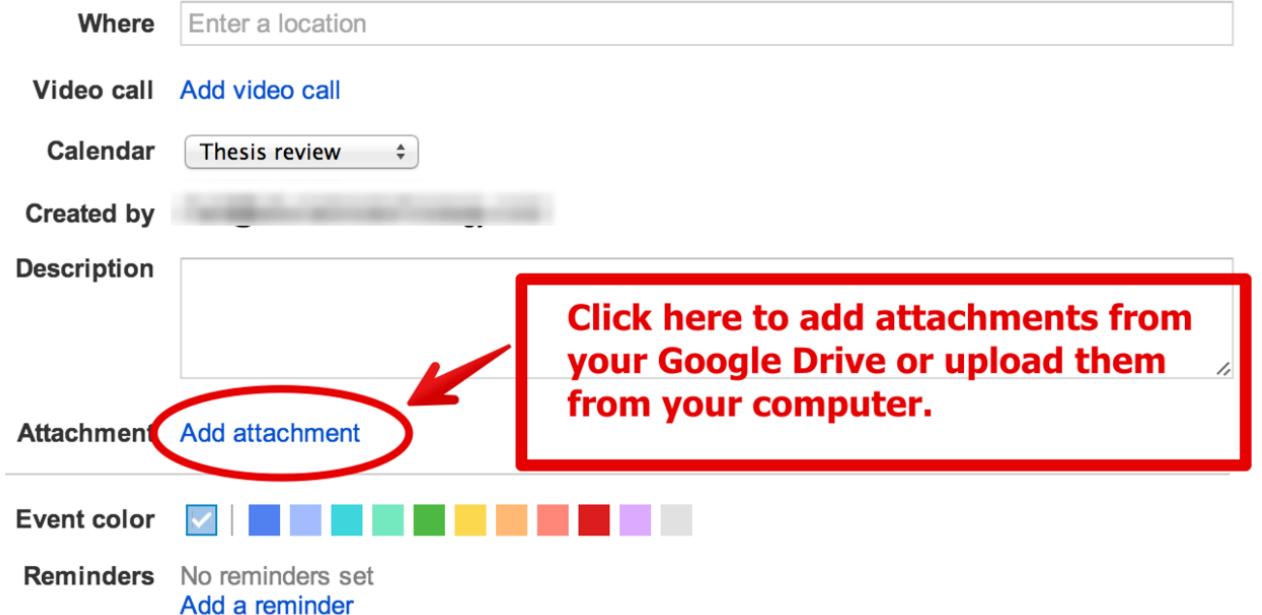
The screenshot shows the "General" settings page for Google Calendar:

- Date format:** 31/12/2015
- Time format:** 13:00
- Events from Gmail:** (This section is circled in red)
- Add automatically:** (A red arrow points from the "Events from Gmail" section to this checkbox, which is checked.)

- Click the settings gear in the top right of your Calendar
- Select **Settings**
- Find the **Events from Gmail** section (stay in the "**General**" tab)
- Uncheck **Add automatically** - if you don't want events from Gmail be added automatically.

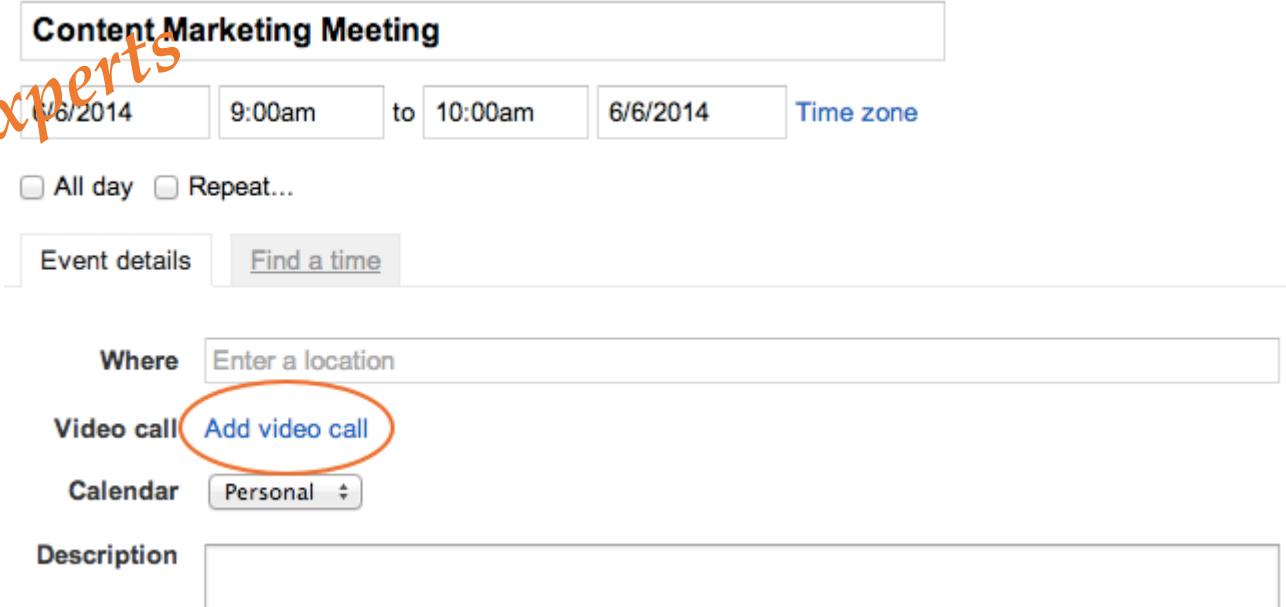
1.4. Attachments

If necessary add an attachment to your event, e.g. documents (.doc or .xls) or pictures. It can be very handy, for example, if you are sending invitations to your colleagues before meeting with them and there are some materials you would like to look upon and discuss during your meeting.



The screenshot shows a form for creating an event. At the top, there are fields for 'Where' (location), 'Video call' (with a link to 'Add video call'), 'Calendar' (set to 'Thesis review'), 'Created by' (redacted), and 'Description' (empty). Below these, there is a section for attachments. A red circle highlights the 'Add attachment' button, and a red arrow points from it to a red-bordered callout box containing the text: 'Click here to add attachments from your Google Drive or upload them from your computer.' At the bottom of the form, there are fields for 'Event color' (blue checked), 'Reminders' (no reminders set, with a link to 'Add a reminder'), and a 'Time zone' dropdown.

If you schedule a meeting with your colleagues or family who are located at a distance, **add a Video Call** to your event:

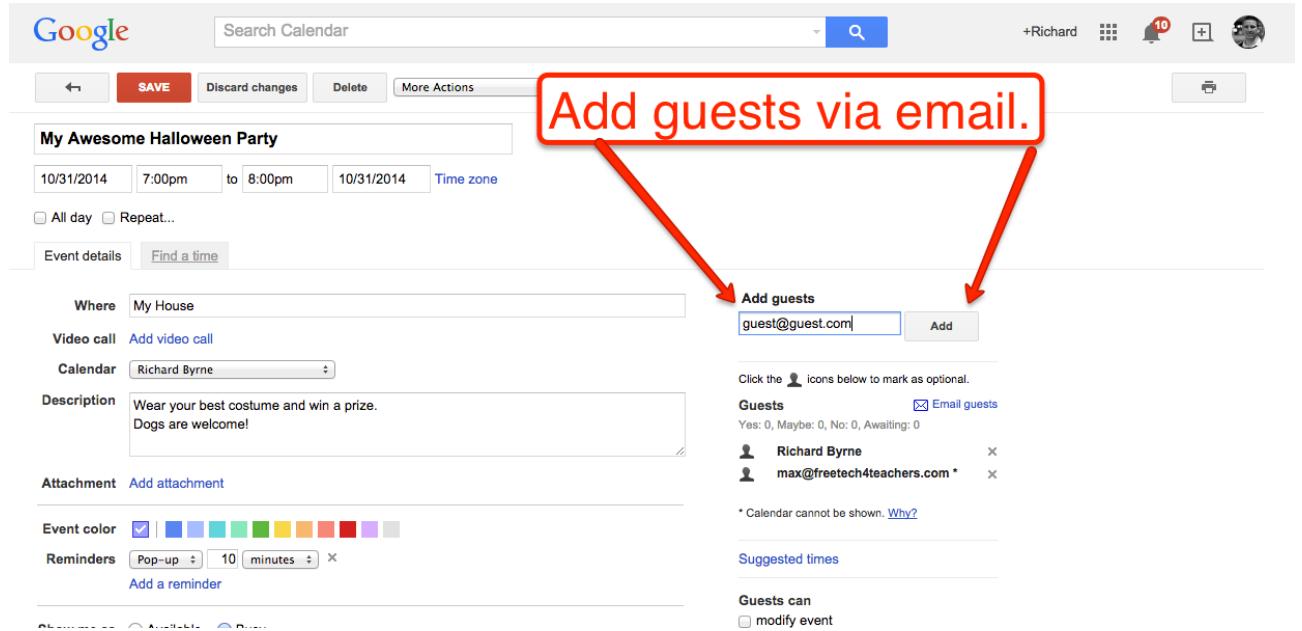


The screenshot shows a form for creating an event titled 'Content Marketing Meeting'. At the top, there are fields for date (5/6/2014), time (9:00am to 10:00am), end date (6/6/2014), and time zone. Below these, there are checkboxes for 'All day' and 'Repeat...'. Under the event title, there are buttons for 'Event details' and 'Find a time'. Further down, there are fields for 'Where' (location), 'Video call' (with a link to 'Add video call'), 'Calendar' (set to 'Personal'), and 'Description' (empty). A large orange watermark reading 'For Experts' is visible across the entire form.

1.5 Invite people (*if your event involves others*)

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**



Google Search Calendar +Richard 10 More Actions

My Awesome Halloween Party

10/31/2014 7:00pm to 8:00pm 10/31/2014 Time zone

All day Repeat...

Event details Find a time

Where My House

Video call Add video call

Calendar Richard Byrne

Description Wear your best costume and win a prize.
Dogs are welcome!

Attachment Add attachment

Event color |

Reminders Pop-up 10 minutes Add a reminder

Add guests guest@guest.com Add

Click the  icons below to mark as optional.

Guests  Email guests
Yes: 0, Maybe: 0, No: 0, Awaiting: 0

Richard Byrne
max@freetech4teachers.com

* Calendar cannot be shown. [Why?](#)

Suggested times

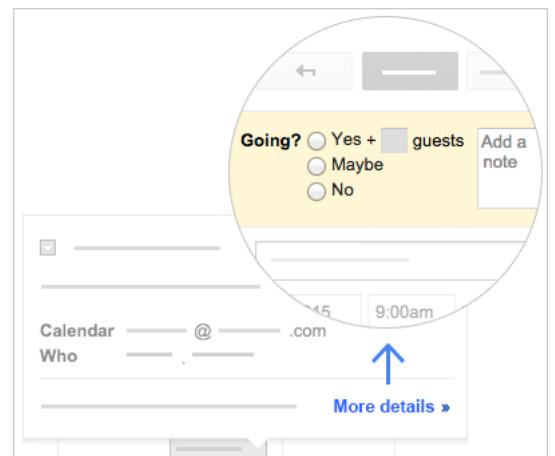
Guests can modify event

1.6. Respond to invitations from others (RSVP)

If you receive an invitation to an event or activity from other people, you should respond to it with "Yes", "Maybe" or "No". **RSVP** stands for "*Répondez s'il vous plaît*" meaning "*Please respond*" (the exact meaning is "*Respond if you please*")

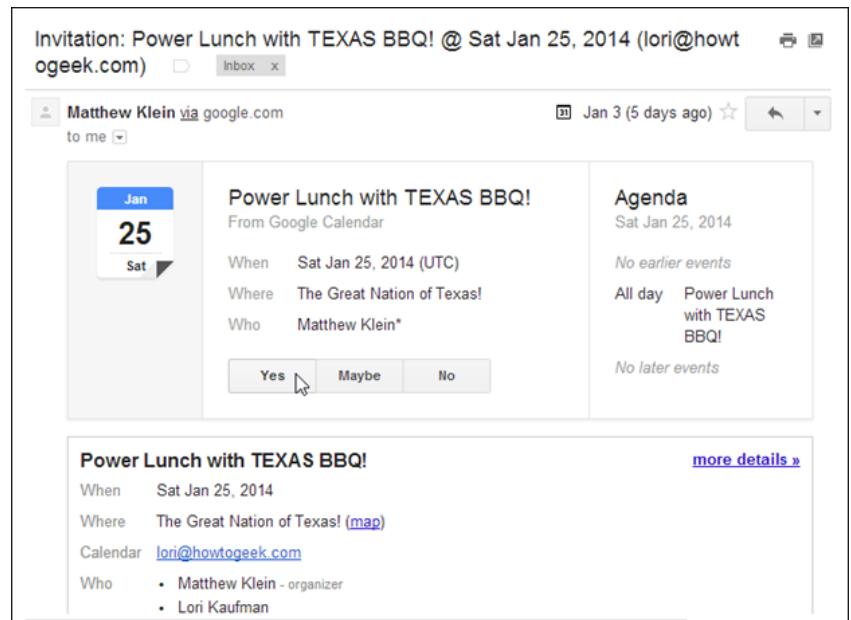
Reply to an invitation via Google Calendar:

1. In the calendar grid, click the event.
2. In the dialog box, **select your response**. Or, if you'd like to include a short note with your response, click **More details**, select **your response**, type your note, and click **Save**.
3. You can change your response at any time by clicking **More details > Add a note or change your response**.



You'll also get **an invitation** to your **email**. If you're using **Gmail**, you can respond to the invitation by clicking **RSVP** in your list of email, or by clicking a **response option in the email**.

If due to circumstances, you cannot attend the event, you can add a note and give your comments! Choose **More Details** and **Add a Note** option to add your comments.



1.7. Reminders of events and activities

Every day can be full of events and it is difficult to keep track of everything. Your Calendar can also remind you of the events and activities that you have planned, their place and time by sending you **Reminders**, either to your email or by popping up on your desktop or mobile screen. It is very useful to have those reminders set up in a way that suits your schedule. By default reminders are set to 30 minutes before the beginning of the event.

Option 1:

Save the calendar event after adding reminders.

- 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**.

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**

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"/>		

- Choose the preferred options from the list menu:

Event reminders: By default, remind me via Email
Unless otherwise specified by the individual event.

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"/>	

- Click **SAVE**.

Since then you will receive reminders to all of your events according to the settings you've given here.

Übung

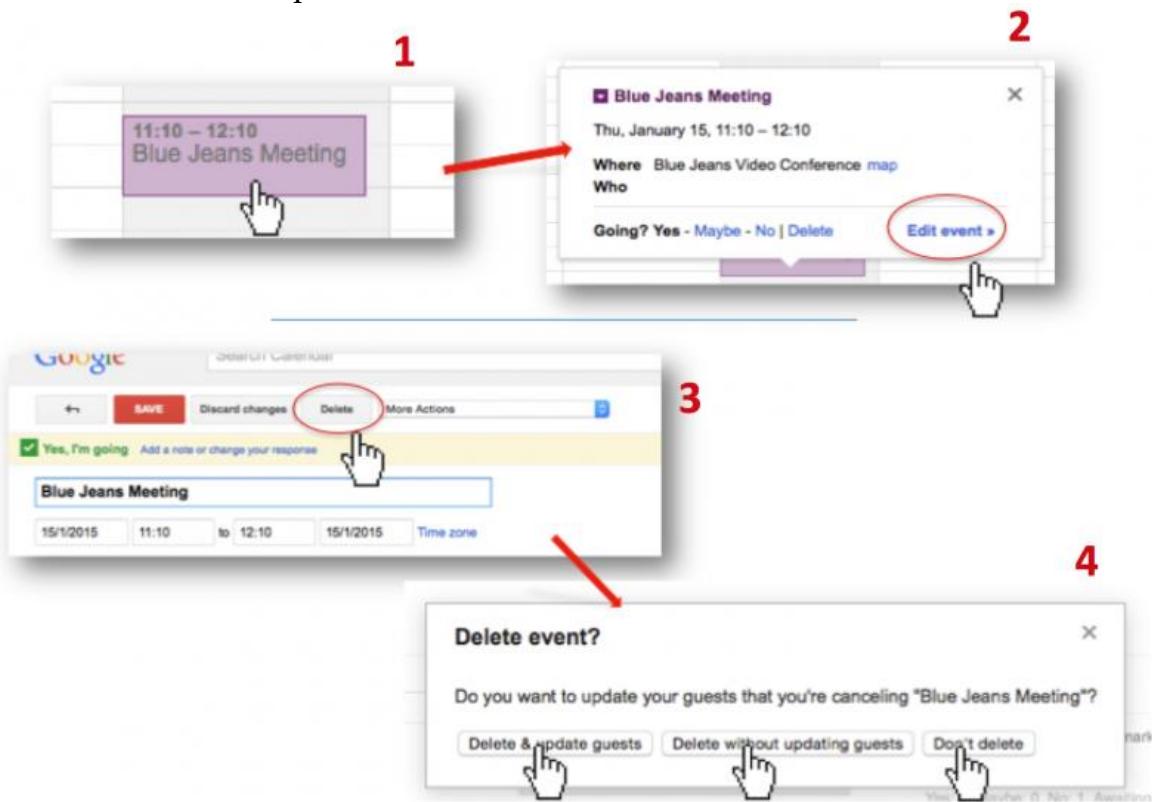
- Sign in your Google account or Gmail and Go to Google Calendar from your Apps Menu
- Choose the preferred Calendar View
- Create an event for the next computer course and Save the event
- Edit the event by adding a reminder: pop-up reminder, 1 day before the event - Save the changes
- Invite your trainer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

For Experts

18. Deleting and Restoring deleted Events

You can also delete events from your Calendar.

- Click on the event you want to delete and choose “Delete” option
- Click on the event you want to delete, choose Edit event option and choose Delete in the top menu bar



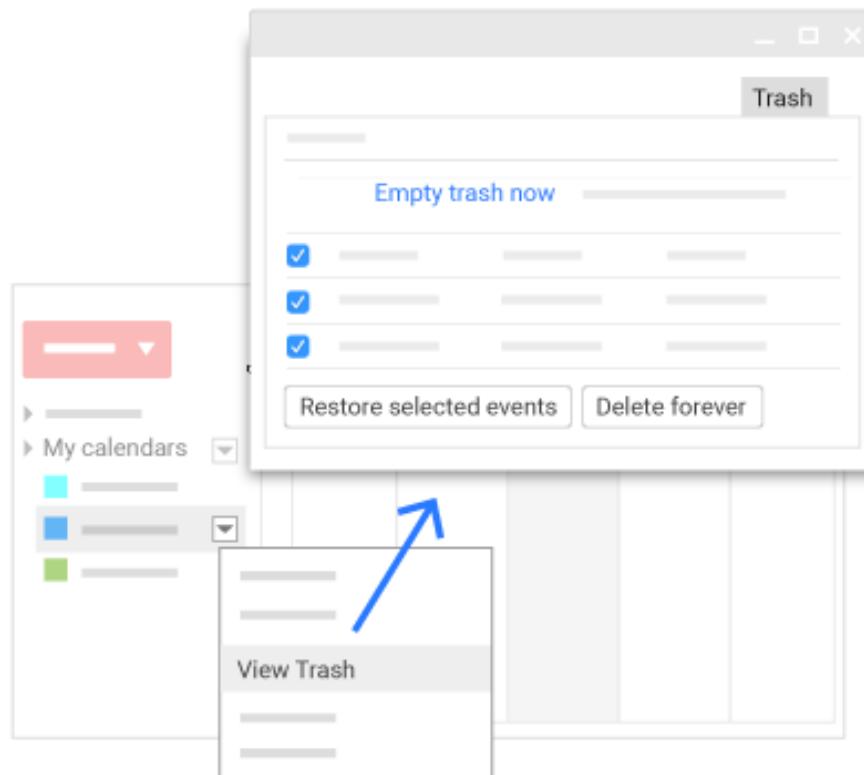
All deleted events are stored in your **Trash** bin for 30 days.

For Experts

If you have deleted an event by mistake or would like to restore it, it is very easy to do:

View and restore deleted events:

- In Calendar, open the **My calendars Dropdown Menu**.
- Click on **Trash**.
- **Check the box** next to the event you want to change and do one of the following options:
 - To restore the deleted event, click **Restore selected events**.
 - To permanently delete the event, click **Delete forever**.
- **(Optional)** To delete all events in your trash, at the top, click **Empty trash now..**



Remember, you can restore any deleted event only until 30th day after the deletion! All events will be permanently deleted from the Trash bin after 30 days of storing.

2. Creating Multiple Calendars and Sharing Calendars with Other People

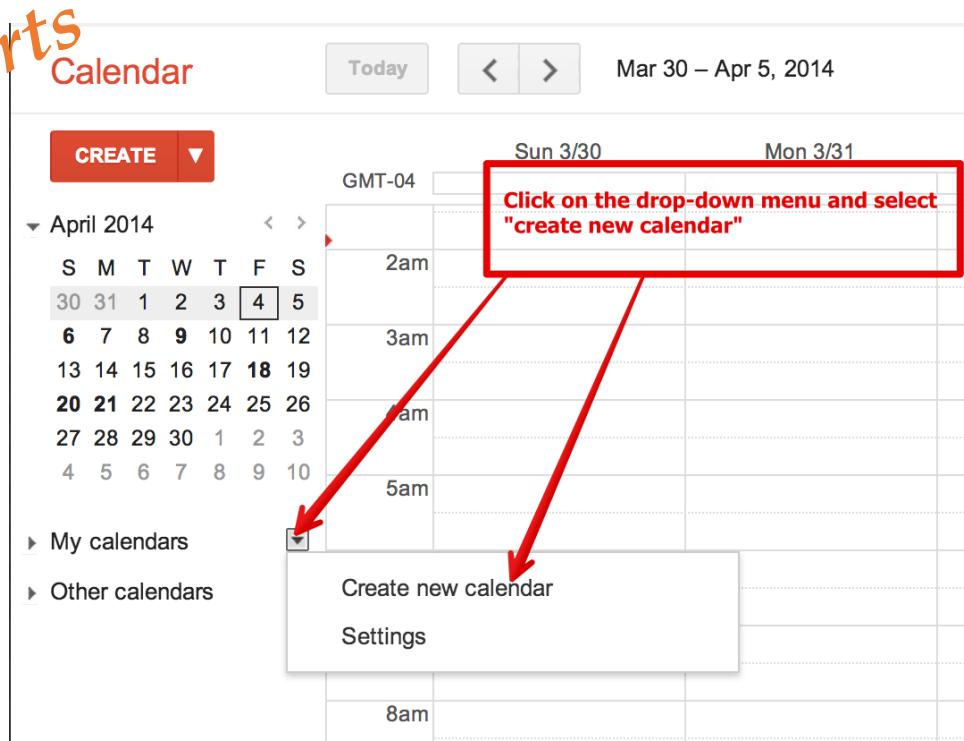
It can be very useful to have a private calendar and a work calendar. By doing this you would keep your private and public events and activities separate from each

other. This will help you to differentiate your appointments and tasks and have a clear overview of your personal and professional plans and goals. Since Google also allows to share a calendar with others, keeping a separate work calendar will make it easier to schedule meetings directly in a calendar or via Gmail and your colleagues will not have access to your private events. So, use **multiple calendars**, e.g. **Work Calendar (public)**, **Personal Calendar** or **Family Calendar**. The number of calendars that you have an opportunity to create is unlimited.

2.1 Creating Multiple Calendars

To create a **new** calendar:

1. Click the **Down arrow** next to **My calendars** and select **Create new calendar**.
2. Name the calendar, enter your timezone, and add a description so your team knows the purpose of this calendar.
3. Click **Create** calendar.



Create New Calendar

For Experts

Name your calendar

Calendar Name:

Organization: Educational Technology and Mobile Learning

Description: **Type in a short description of your calendar**

Location: 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)

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (choose a different country to see other time zones)

Now select a time zone: Display all time zones **select a time zone to display**

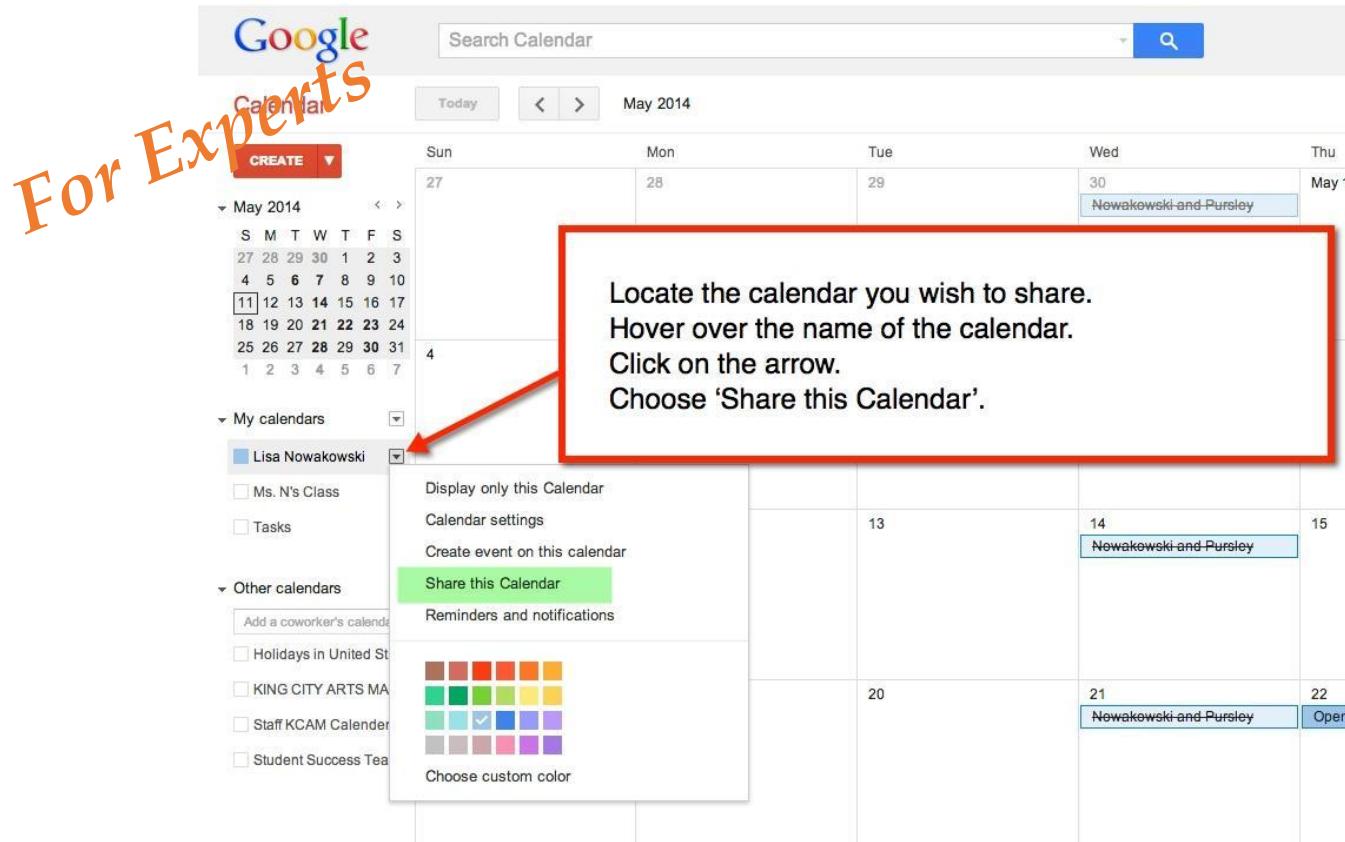
*You can create as many calendars as you want depending on your purposes and networks.

2.2. Sharing Calendars with others

Why share your calendar with others? If you are working in a team, it is always necessary to coordinate time and appointments of each team member. Instead of writing dozens of emails to agree on the day and time of a certain appointment or event, it could be easier and more effective to let others view your working calendar to check your general availability (especially, if you are an HR manager) and according to your availability invite you to new meetings or events. In this way, the coordination of schedules is less time consuming. And if your manager scheduled an event and included you in it, you will get an invitation to accept this event. Also, if certain appointments and events scheduled in your calendar get changed, you are instantly informed about these changes.

In the very same way, sharing your calendar with someone of your family or friends allows to have a common calendar where everyone can instantly check which days everyone are busy or free. And if planning some common activities, it is much easier to put things on calendar which you and people, who you shared your calendar with, can view and/or edit. This also saves time and effort instead of timely messaging each other to agree on date and time.

To **share** your **calendar** with someone follow these steps:

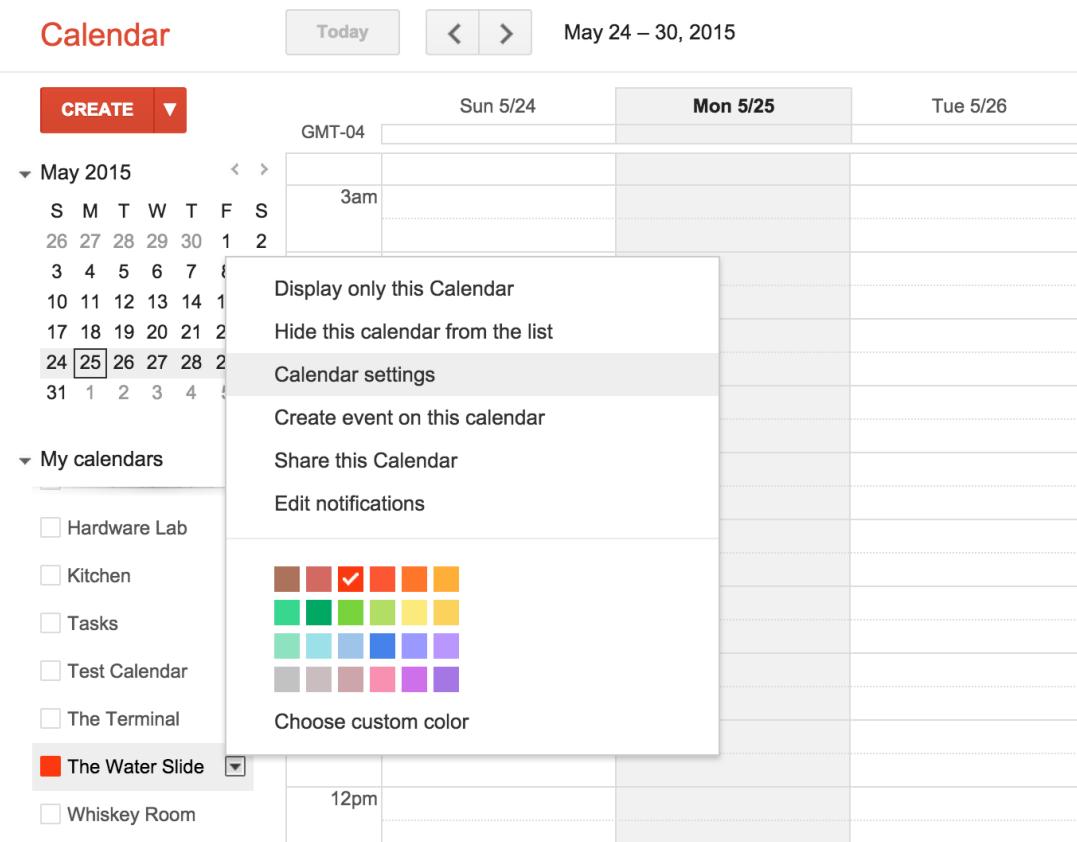


The screenshot shows the Google Calendar interface for May 2014. A red box highlights the action: "Locate the calendar you wish to share. Hover over the name of the calendar. Click on the arrow. Choose 'Share this Calendar'." A red arrow points from the text to the dropdown menu next to the calendar name "Lisa Nowakowski". The menu options include "Display only this Calendar", "Calendar settings", "Create event on this calendar", "Share this Calendar" (which is highlighted in green), and "Reminders and notifications". Below the menu is a color palette for choosing a custom color.

Choose a person you'd like to share your calendar with **by adding their email** and if this person is already in your email messaging list, simply **choose they name from the list**.

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. you'd like to share. Find and Click on **Calendar**



The screenshot shows the Google Calendar interface for May 2015. A red box highlights the action: "Display only this Calendar", "Hide this calendar from the list", "Calendar settings", "Create event on this calendar", "Share this Calendar", and "Edit notifications". A red arrow points from the text to the dropdown menu next to the calendar name "The Water Slide". The menu options include "Display only this Calendar", "Hide this calendar from the list" (which is highlighted in grey), "Calendar settings", "Create event on this calendar", "Share this Calendar", and "Edit notifications". Below the menu is a color palette for choosing a custom color.

For Experts
Settings.

2. Go to **Share this Calendar** in the top tab of the page.

Event Calendar Details

[Calendar Details](#) **Share this Calendar** [Edit notifications](#) [Bin](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

Calendar Name:

Event Calendar

3. By making your calendar **Public**, you agree that everyone in public Google Search **can view** your calendar.

Plan Details

[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.

Share only my free/busy information (Hide details)

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**

Martin Trautschold Details

[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.

Share only my free/busy information (Hide details)

Share with specific people

Person

plugin-1800notify@plugin-1800notify.i

mtrautschold1@gmail.com

4

Permission Settings [Learn more](#)

Remove

Make changes to events

Add Person

Make changes AND manage sharing

Make changes to events

See all event details

See only free/busy (hide details)

6

5

[« Back to calendar](#) [Save](#) [Cancel](#)

7

7. Click Save

The person you have shared your Calendar with now can easily find your calendar in their **Other calendars** list to view your availability.

If another person doesn't use Google Calendar, you could send them an **HTML link** with your **Calendar ID**; by clicking on the link a person can view your calendar in their browser:

1. Go to the **Calendar settings** you are sharing
2. Scroll to **Calendar Address**: find your Calendar ID and click on **HTML** to get a sharable link you can send to the person's email. By choosing this option you would let someone see your calendar in any web browser.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.
Customize the color, size, and other options

```
<iframe  
src="https://calendar.google.com/calendar/embed?  
src=refrefrelc7ine8%40group.calendar.google.com&ctz=America/Los_
```

Calendar Address:
[Learn more](#)
[Change sharing settings](#)

ICAL **HTML** (Calendar ID: uhfreuiheruhrfe@group.calendar.google.com)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address:
[Learn more](#)

ICAL **Reset Private URLs**

This is the private address for this calendar. Don't share this address with others unless you want them to

You can also get a **Private Address** link by choosing a **ICAL** link. You can use this link to embed your Calendar into other Applications that support iCal format, for example, to copy your private Google calendar into your working Outlook calendar etc.

Calendar Address:
[Learn more](#)
[Change sharing settings](#)

ICAL **HTML** (Calendar ID: poremsky@gmail.com)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address:
[Learn more](#)

ICAL **Reset Private URLs**

This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

Export Calendar:
[Learn more](#)

[Export this calendar](#)

Export: All events in this calendar will be exported in an ICS file.

Delete calendar:
[Learn more](#)

[Delete all events in this calendar](#)

Delete: All events in this calendar will be deleted. If any event has guests, it will be removed from guests' calendars as well.

[« Back to calendar](#) **Save** **Cancel**

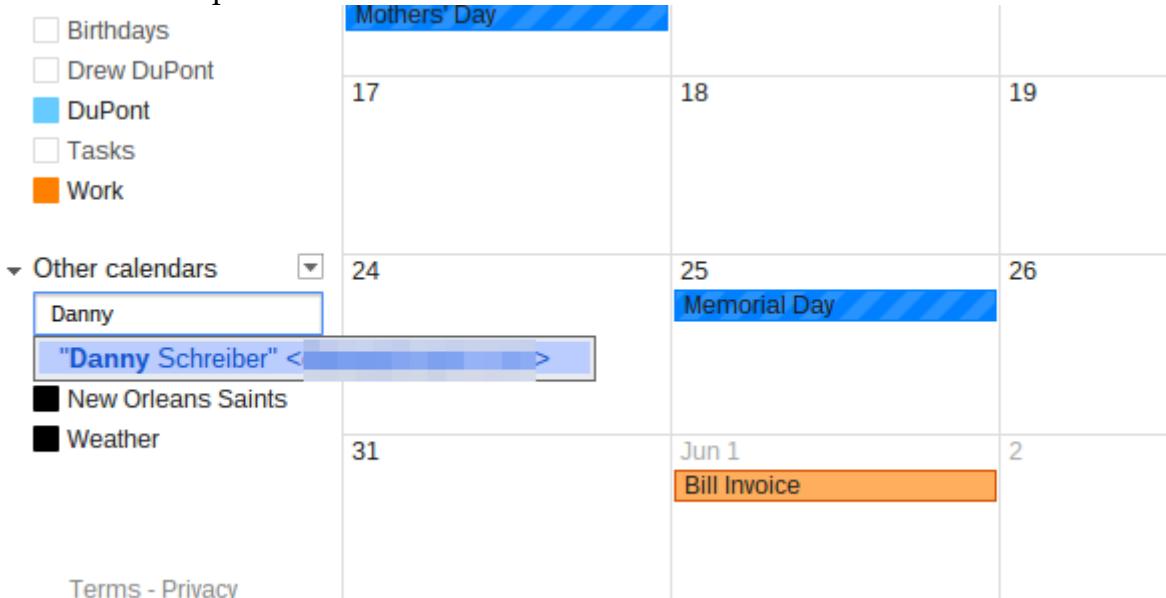
As always Click OK > Save to save your settings

2.3. Viewing other people's calendars

Wondering yourself if someone is available to meet, your colleague or friend? 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:



Birthdays
Drew DuPont
DuPont
Tasks
Work

▼ Other calendars

Danny

"Danny Schreiber"

New Orleans Saints
Weather

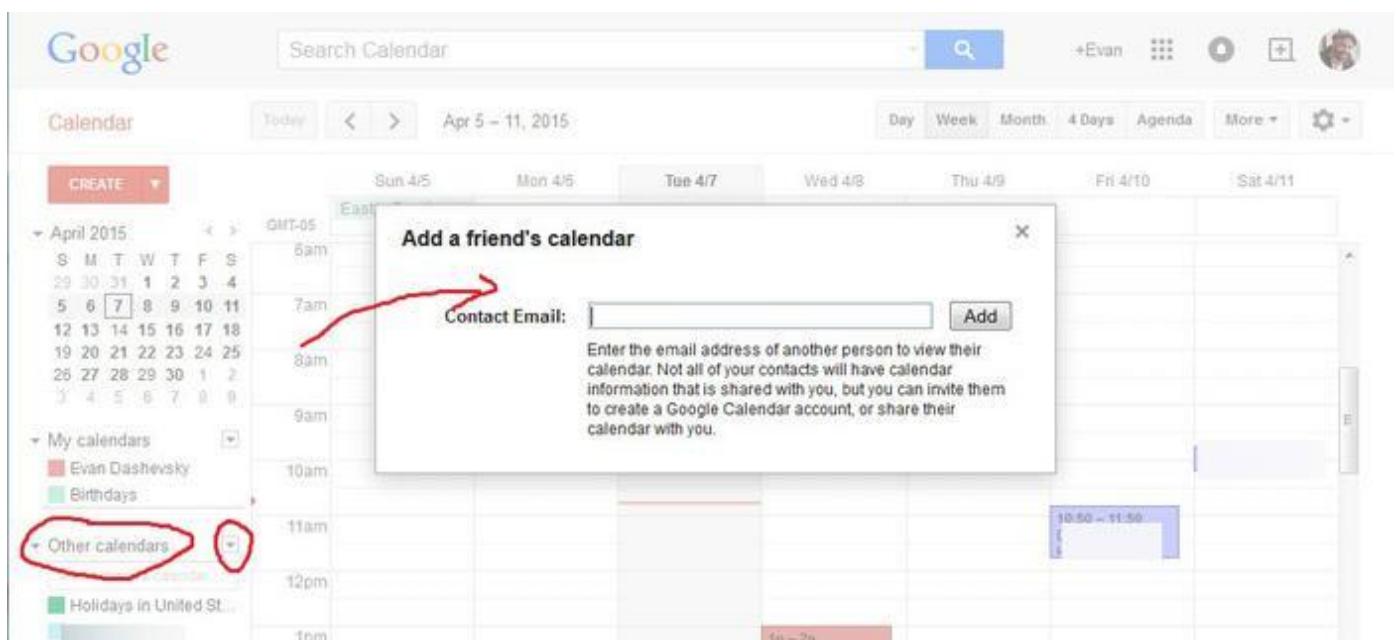
Mothers' Day
17 18 19
24 25 26 Memorial Day
31 Jun 1 Bill Invoice
2

[Terms - Privacy](#)

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

You can always choose which calendar you would like to view and how many calendars you want to view at the same time. By clicking on the calendars in your list, you can select or unselect calendars to view.

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.



CREATE

Search Calendar

+Evan

Calendar Today Apr 5 – 11, 2015 Day Week Month 4 Days Agenda More

Apr 2015 Sun 4/5 Mon 4/6 Tue 4/7 Wed 4/8 Thu 4/9 Fri 4/10 Sat 4/11

5am 6am 7am 8am 9am 10am 11am 12pm 1pm

Contact Email: Add

Add a friend's calendar

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.

My calendars: Evan Dashevsky, Birthdays

Other calendars: Holidays in United States

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**.

Add a friend's calendar ×

Contact Email: Add

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.

I've been using Google Calendar to organize my schedule, find interesting events, and share my schedule with friends and family members. I'd like to be able to view your calendar to make scheduling things together even easier.

Send Request

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):

For Experts

Learn more
Public Google search results.
Information (Info details)

Permission Settings [Learn more](#)

Remove

Make changes to events ▾ Add Person

Make changes AND manage sharing

Make changes to events ▾ 

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

dar Cancel

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Or: **unsubscribe** from the Calendars you asked permission to viewing:

Google Search Calendar DTest D

Calendar Settings

General Calendars Labs

« Back to calendar

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
<input type="checkbox"/> Personal	<input checked="" type="checkbox"/>	Edit notifications	Share this calendar
<input type="checkbox"/> Automator	<input checked="" type="checkbox"/>	Edit notifications	<div style="border: 2px solid red; padding: 2px;">Shared: Edit settings</div> Unsubscribe

