
With Google Calendar, you can view calendar information by day, by week, and by month. You can also customize your calendar view to display as many days as you want in one view.

To change between different views, just click on the buttons in the top-right corner of your calendar. To quickly customize your view, just click and drag on the mini-calendar from your desired start date to your desired end date.

The following options are applicable in all calendar views:

- All-day events will be displayed at the top of the day. If there are more events than what can be displayed, a down arrow will appear, which you can click to show the events. You can also click the plus button on the left to expand the All-day events area.
- Click **Today** to return to the current day.
- Use the single arrows above the calendar to move forward or backward.

Day view

Customizing calendar views

Google Calendar offers you the option to customize your calendar view:

- You can customize your calendar view by clicking on a start date and dragging to your desired end date. For example, to display March 3, 2006 to March 23, 2006, just click on March 3, 2006 in the mini-calendar and drag to March 23, 2006.

Changing the default calendar view

To change your calendar's default view, just follow these steps:

1. Click the gear icon at the top of any Google Calendar page (or click Calendar Settings if you do not see the gear icon).
2. Click Calendar settings
3. Make sure you're on the General tab
4. In the Default view section, select the desired view from the drop-down menu.
5. Click Save

Calendar list organization

Your calendars are listed in the calendar list to the left of the page in Google Calendar. Here's a brief description of what you'll find in each section:

My calendars

This section includes calendars that you've created or have the ability to edit. Shared calendars will appear in this section only if you have permission to **Make changes AND manage sharing**. Your primary calendar will always be the first calendar listed in this section.

Other calendars

You'll find public and shared calendars in this section of your calendar list. Keep in mind that you won't be able to edit or create events on any of these calendars. To add more calendars, simply click the drop-down arrow next to **Other calendars** to view the available options.

You can **Browse Interesting Calendars** to add other calendars (such as Southeastern's football schedule). Add Weather in the Calendar Settings under the General Tab.

Adding events

There are a couple of ways in which you can add events to your calendar.

Option 1:

1. Click the Create button on the upper-left of Google Calendar. This will open a full window for you to input all details about the appointment.
 2. Fill in the date, time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
 3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (the pop-up only works if Google Calendar is currently open on your computer).
 4. You can also set an event to recur in this window.
 5. Click Save once you've entered all pertinent information.\
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Option 2:

1. Click the appropriate time slot in the calendar itself. This will open a limited dialog box to enter the type of appointment and select a calendar. If you wish to enter more details click the **Edit Event** link. Note: clicking this link takes you to the same page as the previous operation.
2. Click **Create Event**.

NOTE: you can drag your mouse to alter the length of the event after it has been added to your calendar.

Option 3:

Using the **Quick Add** feature allows you to enter the most basic event details and interprets how to display your event.

1. Click on the down-arrow next to "Create" then choose **Quick add**, or type the letter "Q"
2. Enter your information such as: Dinner with Joe 8PM Friday. Note: This will take all default settings.

Adding calendars

You can create additional calendars to stay organized.

1. Click on the down arrow next to My Calendars in the left panel of the calendar window.
2. Select **Create a New Calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page.
 - a) Give your calendar a name, description, and add the email address people you want to share (more or sharing below).
4. Click **Create Calendar**.

Sharing your calendar

To share your calendar:

1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select Share this calendar.
 2. Enter the email address of the person with whom you want to share your calendar.
 3. From the drop-down menu, select the desired level of permission, then click Add Person
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Appointment slots allow you to create a time block for others to schedule an appointment on your calendar. You share a URL (which is created when you create the time slot) with individuals whom you want to offer appointment times.

Using Appointment slots

Create tasks



Reorder and move tasks

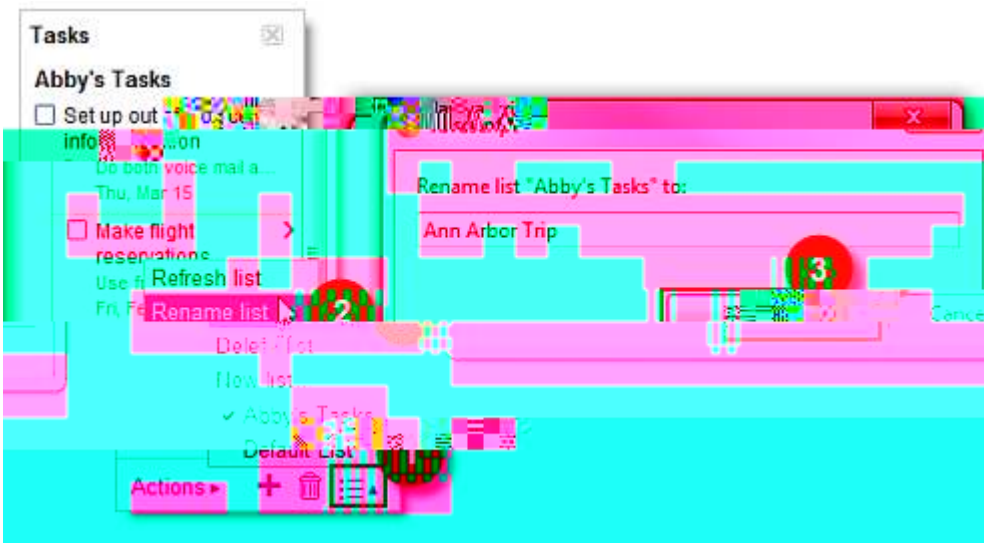
After creating tasks, you may want to reorder the list. Click on Actions at the bottom left of your task list. You can use this menu to move your tasks up or down, edit their details, print your task list, sort by due date, and more.



Rename task lists

You can create multiple task lists. The default name for your first list contains your username. To rename it, or any other list:

1. Click the **Switch list** icon to the right of the trash can.
2. Select **Rename list**. Note you can also create or delete a list from this menu.
3. Enter a new name for the list, and click **OK**.



Listed below are some of the calendar settings you may wish to explore.

The following items can be adjusted in the **General Tab**. Note: This is not a complete list of settings for this tab, just recommendations.

- Default Meeting Length
- Weeks Starts On
- Working Hours
- Default View
- Custom View

The **Calendars Tab** allows you to set default notification times for each calendar as well as manage sharing and manage calendar subscriptions.

Mobile Setup Tab allows you to enter your mobile phone number in order to enable text messaging reminders. NOTE: Standard text messaging rates apply.

The **Labs Tab** gives you access to experimental features that aren't quite ready for primetime. They may change, break or disappear at any time. Take some time to explore the different labs that are available. You may want to consider the following: Hide Morning and Night, Jump to Date, Next Meeting and Gentle Reminders.
