**Google Calendar**

**What is Google Calendar?**

Google Calendar is an online time-management application that lets you track your schedule and share events with other people.

**What You Need:**

* A computer, tablet, or smartphone
* A Google Account (free!)

**To create a Google Account (if you don’t have one):**

1. Go to [www.google.com](http://www.google.com)
2. Click **Sign in** (top right), then **Create account**
3. ****Follow the prompts to set up your account

**How to Access Google Calendar**

**Step 1: Open Google Calendar**

* Visit calendar.google.com in your web browser
* Or, open the Google Calendar app on your phone.

**Step 2: Sign in**

* Enter your Gmail address and password.

**The Main Screen for Google Calendar**

* **Today’s Date** is highlighted
* **Left Side**
	+ **Create Button (+):** Add a new event.
	+ Small monthly calendar
	+ A list of calendars (your own, holidays, etc.).
* **Center:** Main calendar view (day, week, month).
* **Top Bar:**
	+ **Today Button:** Jump to today’s date
	+ **View Options:** Switch between Day / Week / Month view
	+ **Calendar / Tasks Toggle:** Switch between Tasks and Calendar



**Adding and Editing**

**To Create an Event:**

1. Click the **+ Create** button at the top left
2. Fill out the form:
	* **Title:** What’s the event? (e.g., Doctor’s Appointment)
	* **Date and Time:** Pick when it starts and ends
	* **Location:** (Optional) Add where it happens
	* **Description:** (Optional) Notes about the event
	* **Guests:** (Optional) Invite people by typing their email addresses
3. Click **Save!**

**Quick Tip:**

*You can also* ***click directly on the calendar*** *where you want the event to begin and start typing!*

**To Edit an Event:**

1. Click the event on your calendar
2. Click the **pencil icon** to edit
3. Make changes and click **Save**

**To Delete an Event:**

1. Click the event
2. ****Click the **trash can icon**

**Customizing and Notifications**

**Change Your View**

* Day View: See one day at a time
* Week View: See week
* Month View: See all events for the month
* 4 Day View: See all events for the next 4 days
* Schedule: See all events in the order they occur
	+ This option skips days and times with nothing scheduled

**Set Reminders**

* When creating an event, you can set a **notification** (e.g., alert 10 minutes before the event starts).
* Notifications can pop up on your phone or send you an email

**Color Coding Events**

* Choose colors for different types of events!
* Can help you quickly see work, family, or personal time.

**Sync with Your Phone**

* Install the **Google Calendar App** from your app store to view and edit your calendar anytime.

**Other Cool Features:**

* Create Recurring Events (e.g., yoga class every Tuesday, Meet up for coffee every Saturday)
* Share your calendar with friends or family