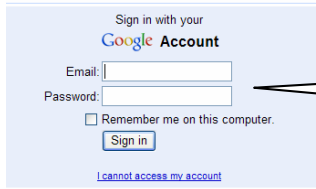
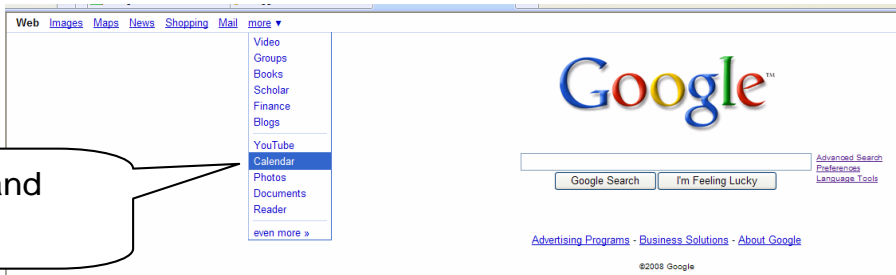


Creating a Google Calendar

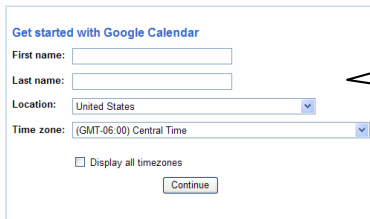
Note: You must already have a Google account. If you do not have a Google Account please refer to [Creating a Google Account cheat sheet](#).



2. Sign in using your google account

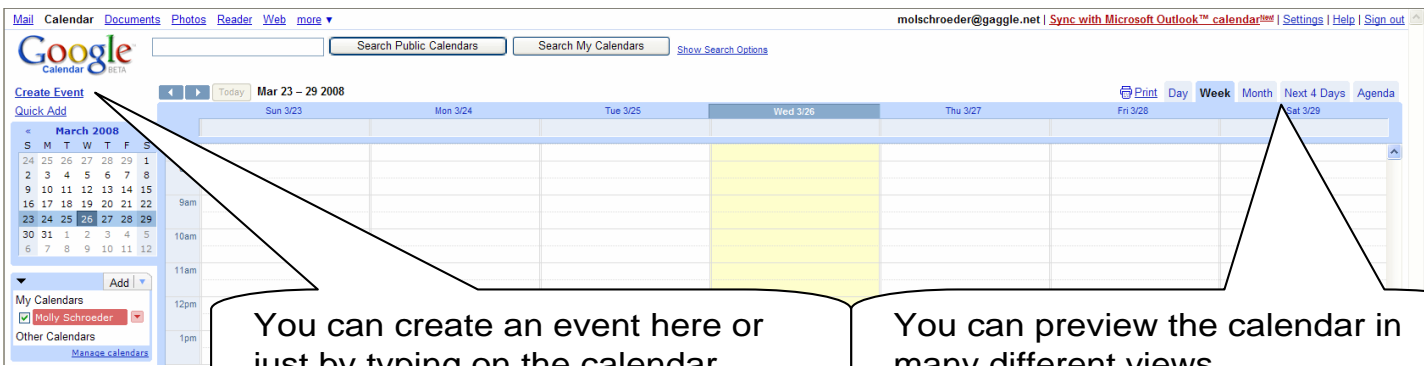


3. Click on more and choose Calendar



4. Enter your First Name, Last Name, Location and Time Zone. For Minnesota use Central Time and click Continue

How to Create an Event on Your Google Calendar



You can create an event here or just by typing on the calendar

You can preview the calendar in many different views

« Back to Calendar Save Cancel

What [Text Field]

When 3/26/2008 2:00pm to 3:00pm 3/26/2008 All day

Repeats: Does not repeat

Where [Text Field]

Description [Text Area]

Options

Reminder Pop-up 10 minutes remove

Show me as Available Busy

Privacy This event is:
 Default
 Private
 Public

Guests

+ Add guests

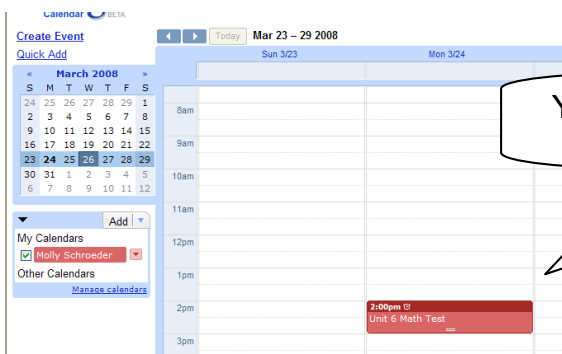
Enter the email addresses of guests, separated by commas

Choose from contacts

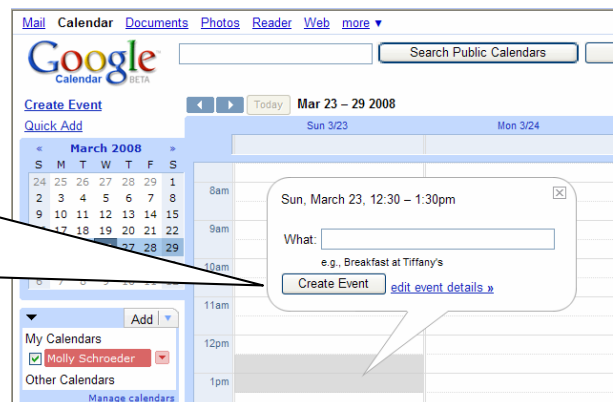
Guests can invite others see guest list

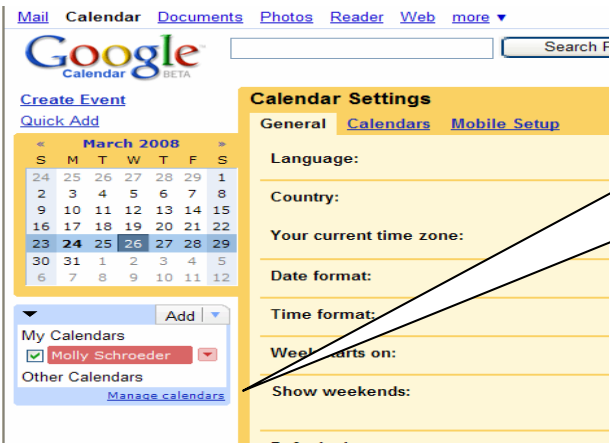
« Back to Calendar Save Cancel

1. Fill in the information for your event
2. Decide whether you would like to be reminded about your event
3. Keep the default for privacy
4. Add guests by e-mail if you'd like
5. Click SAVE



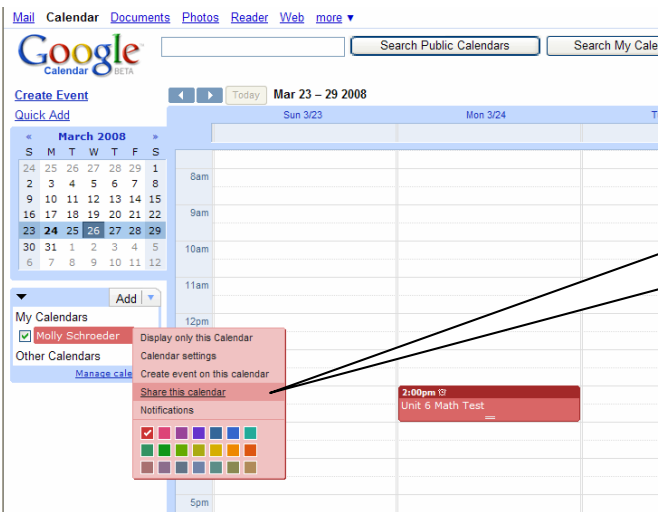
You can also quickly add events by just clicking on the date and time of your event and filling out the pop-up. You can also click on edit event details to add more specifics.



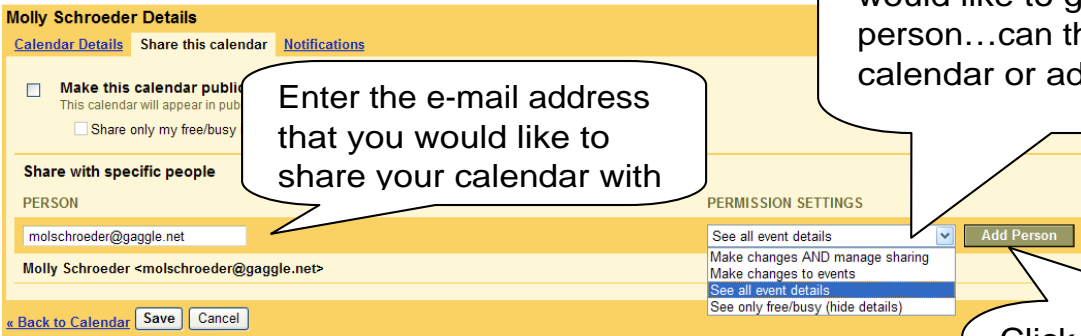


You can change some calendar settings under Manage Calendars

Sharing your Calendar with Others



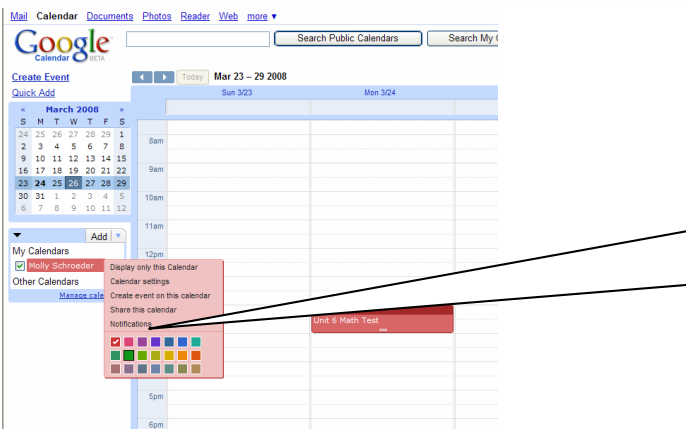
You can share your calendar with other people by clicking on the little arrow by your name and then "share calendar"



Enter the e-mail address that you would like to share your calendar with

Decide which permission you would like to give that person...can they just see your calendar or add to it as well?

Click on Add Person and an e-mail will be sent to them with an invitation to your calendar



There are more calendar settings available when you click on the little arrow by

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