



# Google Calendar

## Quick Reference Guide

**Recommended Browsers** - Enable Cookies & JavaScript

- Internet Explorer 8 + Safari 4.0+
- Firefox 3.6 + Google Chrome

<http://rebelmail.unlv.edu/calendar>

<http://calendar.google.com/a/unlv.nevada.edu>

### Your Calendar View

**Create:** Click to create a new event or click on the arrow to use Quick Add (see below).

**Mini Calendar:** Use it to quickly navigate through your calendar.

**My Calendars:** List of calendars you have created or have been granted full access to you by owners.

**Other Calendars:** Your subscribed calendar created by others.

**Search Calendar:** Enter your search text (whole words only) and click on the search button to find your events.

**Calendar View:** View your calendar by day, week, month, a four-day view, or as an agenda list.

**Events:** All events created by you or shared with you will be displayed in this window. In day or week view, all-day events are listed at the top. Past events are lightly dimmed.

### Create an Event

1. Click on the **Create** button from your calendar's homepage to get started.
2. Enter the event's title and time. For recurring events, click on **Repeat..** and choose your desired repeat setting.
3. Enter the event's location and description. Select the calendar you wish to create the event in under *Calendar*.
4. Select a different display color for the event or keep the default. You can modify the default reminders or click **Add a reminder** to add additional reminders.
5. Under *Show me as*, select how you want to appear (busy or free) for those with only free/busy access to your calendar. Under *Privacy*, select from these options:
  - **Default:** Select this option if you want the event's privacy setting to mirror the calendar's privacy setting. For example, if your calendar is private, all of the events scheduled are private by default.
  - **Public:** This option will make the event's details available to those with free/busy only privileges to your calendar.
  - **Private:** For public or shared calendars, select this option to make sure only you and those with 'Make changes to events' privileges and higher can see the event and its details.
6. Enter the e-mail addresses of all guests or a Google Group address to add an entire group and click **Add**. You will see all the added guest in the guests list. Choose what your guests can do within the event by selecting from the following:
  - **Modify event:** They can make changes to the event details.
  - **Invite others:** They can invite additional guests to the event.
  - **See guest list:** They can view the invitees in the guest list.
7. Click **Save** to add the event to your calendar.

### Create an Event Using Quick Add

Quick Add lets you quickly create an event using a few words or sentences. To add an event using Quick Add, do the following:

1. Click on the **down arrow** next to the Create button.
2. Enter a regular-language phrase with the following information (only what and when are required):
  - **What:** The event title [**Dinner with Dan** or **Group Meeting**].
  - **When:** A date or time expression [**5pm-6 on Friday** or **on 9am on Monday 9/26**].
  - **Where:** The location of the event [**at the Library** or **at the Student Union**].
  - **Who:** This should begin with 'with' followed by a list of e-mail addresses. These are added to the guest list [**with studentb@unlv.nevada.edu, studentc@unlv.nevada.edu**].
3. Click **Add** to create the event.

## Adding Google Docs Attachments

If you need your guests to view a report or meeting agenda before a meeting, attach a Google Doc to your event, or upload a file to your Docs List from your computer. To add a Google Doc to your events, do the following:

1. Click on the **gear icon** (⚙️) at the top right of the screen and select **Labs**.
2. Next to **Event attachment**, select **Enable** and click **Save**.
3. Create a new event or open an existing event and click **Add attachment** to open your list of files in Google Docs.
4. Select one or more files and click **Upload**. Now your attachments are added to the invitation.

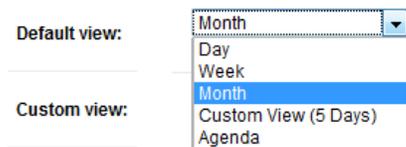
**Note:** Event guests do not automatically have permission to view Google Docs attachments. You must share each attachments with your guests.



## Change Your Default Calendar View

Your Google Calendar displays the week view by default. If you prefer to open your calendar in month or day view, do the following:

1. Click on the **gear icon** (⚙️) at the top right of the screen and select **Calendar settings**.
2. Under the *Default view* section, select your preferred view from the drop-down menu.
3. Click **Save**.



## Change Your Default Reminder and Notification Setting

By default, the event reminder for your primary calendar is set to display a pop-up and send an e-mail 10 minutes before the start of an event. For secondary calendars, the event reminders are turned off. To change or to turn on reminders and notifications, do the following:

1. Click on the down arrow next to a calendar and select **Notifications** from the drop-down menu.
2. Under *Event reminders*, choose the default reminder's method and time.
3. Under *Choose how you would like to be notified*, select when you would like to be notified via e-mail or SMS.
4. Click **Save** when you are done.

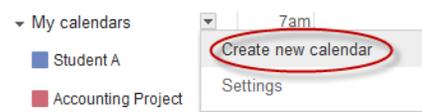


## Create Another Calendar

In addition to your default primary calendar (with your name), you can create any number of secondary calendars to manage your multiple classes and projects. You can create additional calendars by doing the following:

1. Click on the down arrow next to My Calendar and select **Create new calendar** from the drop-down menu.
2. Enter the calendar's name, description, location, and select a time zone.
3. Click **Create Calendar**. This calendar will be displayed under *My calendar*.

To help distinguish your calendars from each other, you can assign colors to them by clicking on the down-arrow next to the calendar and selecting a color from the menu.

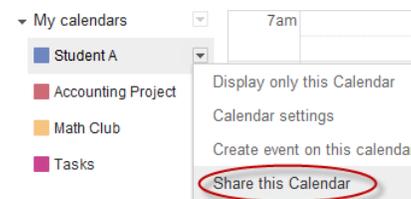


## Share a Calendar

You can share your calendars by doing the following:

1. In your *My Calendar* list, click the down-arrow next to a calendar and select **Share this calendar**.
2. Enter the person's Rebelmail e-mail address in the *Share with specific people* box and select from the following level of access:
  - **Make changes AND manage sharing:** This person has complete control over your calendar.
  - **Make changes to events:** This person can add, remove, and modify events in your calendar, but cannot adjust sharing access.
  - **See all event details:** This person can view all event details, but cannot make any changes.
  - **See only free/busy (hide details):** This person can see when you are busy or free, but cannot see the details of your events.
3. Click **Add Person**.
4. When you have finished adding all the individuals, click **Save**.

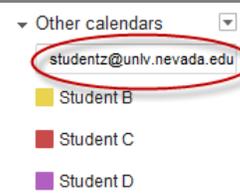
Your shared calendar will now appear in his or her calendar list automatically. No action is required on his or her end.



## View a Friend's Calendar

If your friend has shared his or her calendar with you, it will automatically appear in your calendar list. No action is required on your part. However, even if he or she hasn't shared a calendar with you, you can still view his or her primary calendar's free/busy information by doing the following:

- Under *Other calendars*, enter the person's Rebelmail e-mail address in the **Add coworker's calendar** field and hit **Enter** on your keyboard. His or her calendar will be added to your list under *Other calendars*. Now his or her primary calendar's free/busy information is available for you to view.



## Print Your Calendars

1. Make sure that the calendars you wish to print are selected (The calendar names are highlighted with a color).
2. Click on the **Print icon** located to the right of the calendar views navigation.
3. Select the appropriate print settings and click **Print**. You can also save the calendar as a PDF by clicking on **Save As**.

