

Google Calendar Cheat Sheet



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Access Google Calendar via calendar.google.com
Google Support Resource Link: <https://support.google.com/calendar>

The screenshot shows the Google Calendar interface for Jennifer Judkins. Numbered callouts highlight the following features:

- 1**: The main calendar grid view.
- 2**: The view toggle buttons (Day, Week, Month, 4 Days, Agenda, More).
- 3**: The user profile icon and settings gear.
- 4**: The 'CREATE' button.
- 5**: The 'My calendars' list.
- 6**: The 'Other calendars' list.
- 7**: The search bar.

1 & 2 - Calendar Views

1 - Calendar display

2 - Toggle calendar view to display calendar in Day, Week, Month or Agenda (list) view

3 - Calendar Settings

3 - Click gear icon to access calendar settings. Under GENERAL, you can change defaults such as time zone, event duration and day of the week your calendar starts on. Want to see the weather displayed for each day? Turn that feature on here too!



4 - Creating Events

The screenshot shows the Google Calendar event creation form. Callout A points to the event title and date/time fields. Callout B points to the 'Add: Guests | Rooms, etc.' section. Callout C points to the 'Find a time' button. Callout D points to the calendar selection dropdown. Callout E points to the 'Add attachment' button. Callout F points to the notifications settings.

4 - Click red "Create" button to add new events.

4 A - Add event details including title, date & time. For recurring or all day events, check box below event date/time to schedule.

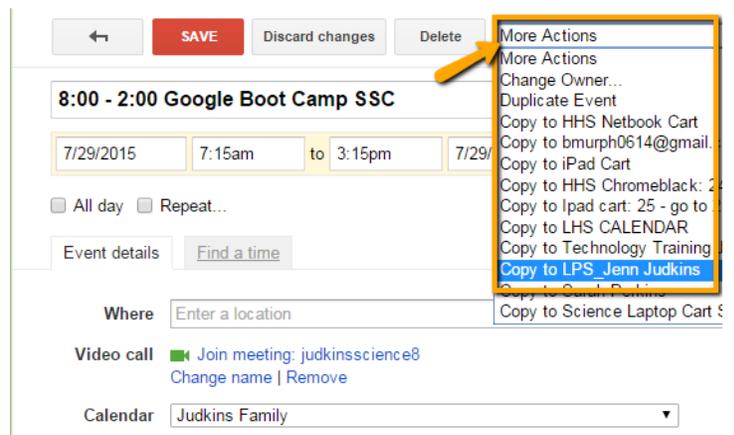
4 B - Add guests by entering emails (does not need to be a Gmail). Upon saving, you will be prompted to confirm you want an email invitation sent to guests. The calendar event will show a list of all guests and their response (yes, no, awaiting response) which will update in real-time as guests indicate if they will attend when they receive your invitation.

4 C - Find a Time feature is available within your GAFE domain and will show you if the guests you invite (B) are available (free vs busy) during the proposed time for the meeting. Note that this only works if guests use Google Calendar and share their calendars with you.

4 D - Select the calendar by clicking the drop down arrow for a list of your available calendars. NOTE: If you want an event to appear in *multiple calendars*, choose one calendar, save the event FIRST, then click on the event to open it again and choose MORE ACTIONS from the top of the edit event window to copy to another calendar.

4 E - Add an attachment such as meeting agenda that will be available to guests.

4 F - Notifications are part of your calendar settings, but you can add or remove them for individual events.



5 & 6 - Calendars

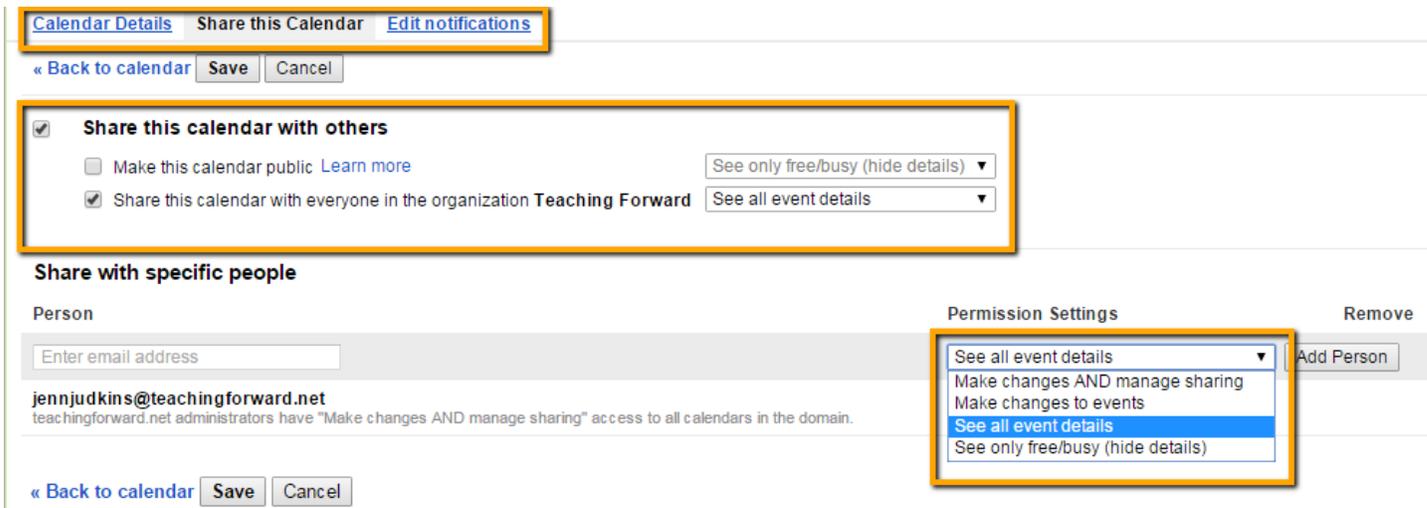
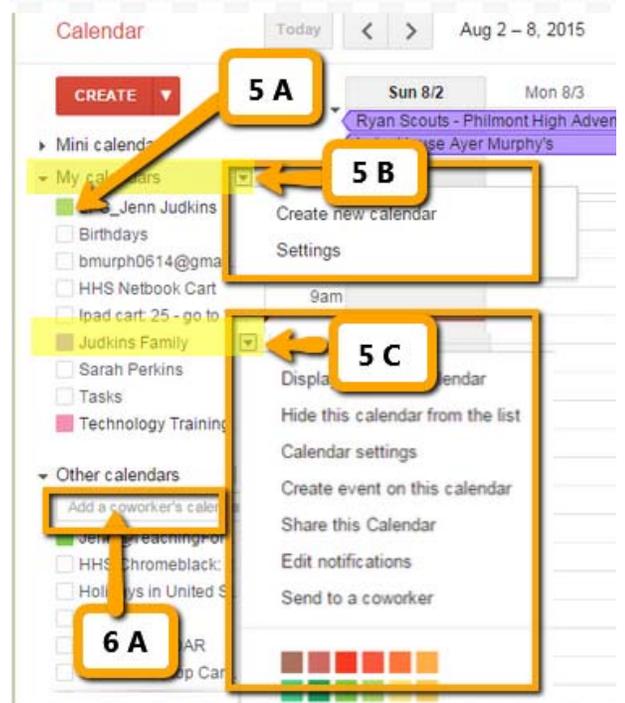
5 - My Calendars are those calendars that you own or you have edit permissions for.

5 A - Toggle view on/off for each calendar by clicking colored box next to left of calendar name

5 B - Create a new calendar or access setting via My Calendars drop down menu

5 C - Access option for each individual calendar by right clicking on calendar name or mouse over to reveal drop down menu

- **Calendar Details** - Embed code available here
- **Calendar Sharing** - Make calendar public if you plan to embed it or want it available for anyone. To add individual people, enter their Gmail and choose the permissions settings you want.
- **Notifications** - Change default notification settings for scheduled events, add



6 - Other Calendars that have been shared with you or that you added from the publicly available calendars

6 A - Find other calendars such as co-worker's calendars (only displays free/busy unless shared with you), [public calendars for weather, sports, holidays, etc.](#)

7 - Search Calendars

7 - Search Calendar to search ALL "My Calendars" event title and details for any keywords you enter.

