

## Google Calendar

The first time you enter the Google Calendar, you are required to select your country and time zone. The time zone for Prairie State College would be Central Time (GMT-06:00). Note that this can be changed later within the calendar settings.

Once you enter the Calendar application, you see links to the other Google apps available in the top left of the screen. Notice that Calendar is not a link, because you are currently within this feature.

[Start Page](#) [Mail](#) [Calendar](#) [Documents](#)

On the right, you see your Prairie State e-mail address.

[ittrainer@students.prairiestate.edu](mailto:ittrainer@students.prairiestate.edu) | [Sync](#) | [Settings](#)

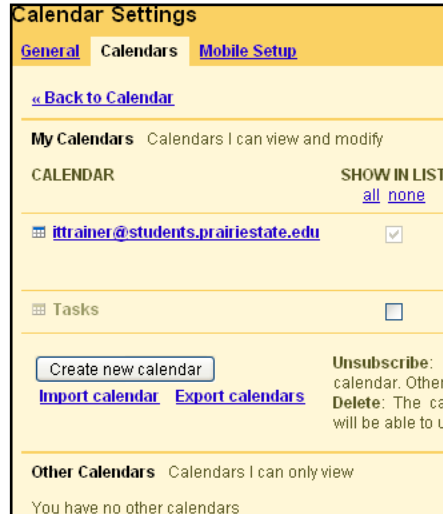
You also have a Sync link that provides you with options for syncing your calendar to Outlook, Apple iCal, and other applications. Under the Settings link, there are three tabs of available options:

- **General.** This tab provides you with a variety of options for the way your calendar is set up. You can set the language, time zone, date and time formats, viewing options, and various other settings. Be sure to click the Save button when you have the options set to your liking.

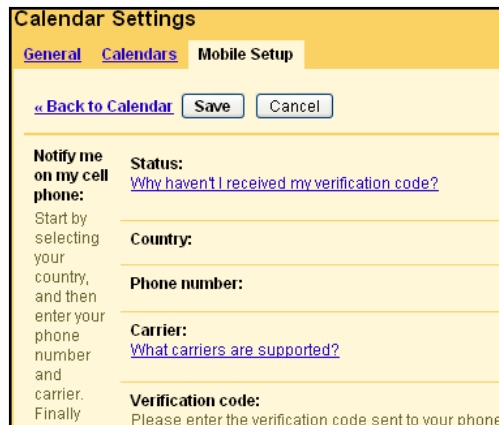


The screenshot shows the 'Calendar Settings' interface with the 'General' tab selected. At the top, there are navigation tabs for 'General', 'Calendars', and 'Mobile Setup'. Below these are buttons for 'Back to Calendar', 'Save', and 'Cancel'. The settings are organized into sections: 'Language' (English (US)), 'Country' (United States), 'Your current time zone' (GMT-06:00 Central Time) with a 'Label' field and a 'Display all time zones' checkbox, 'Date format' (12/31/2010), 'Time format' (1:00pm), and 'Week starts on' (Sunday). A link 'Show an additional time zone' is also visible.

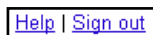
- **Calendars.** By default, the only calendar listed will be the one attached to your Prairie State e-mail address. You are able to set notifications and sharing settings for your calendar, and even delete it. You can also create a new calendar if you would like, or unsubscribe to calendars you currently are viewing.



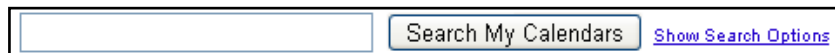
- **Mobile Setup.** These steps walk you through setting up your calendar on a mobile device. When you are finished, click the Back to Calendar link.



To the right of the Settings link, you also have links to the Help page and to sign out of all Google applications.



Notice that you have the Google search bar to search your calendars.

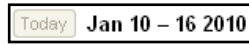


The calendar is set to a weekly view by default. However, the settings across the top of the calendar area allow you to alter the view:

- Click the left-pointing arrow to show the previous calendar.
- Click the right-pointing arrow to show the next calendar.



- If you are viewing a past or future calendar, the Today button will automatically take you to the current calendar.
- The date range you are viewing shows in bold.



- The Refresh link can be used to update the current view.
- The Print link opens up a new Print Preview window. This window allows you to see the calendar as it will be printed and adjust other print settings. You can then Print the calendar or Save it as a file.



- The next five tabs allow you to change the way your calendar can be viewed. By clicking each tab, you can view your calendar by an individual day, week, month, 4-day time frame, or simply an agenda of calendar events.



The navigation pane on the left of the calendar provides options for working with your calendar:

- Click the Create Event link to change the calendar window to the event creation settings. The green section allows you to set the basic details for your event, such as when and where it will be held.

What: [Text Input]

When: 1/11/2010 9:30am to 10:30am 1/11/2010  All day

Repeats: Does not repeat [Dropdown]

[Check guest and resource availability](#)

Where: [Text Input]

Calendar: ittrainer@students.prairiestat [Dropdown]

Description: [Text Area]

Attachment: [Add a Google document](#)

- The Options section below allows you to set a reminder, show your status as available or busy, and set the privacy for the event.

Reminder

Email [Dropdown] 10 minutes [Dropdown] [remove](#)

Pop-up [Dropdown] 10 minutes [Dropdown] [remove](#)

[Add a reminder](#)

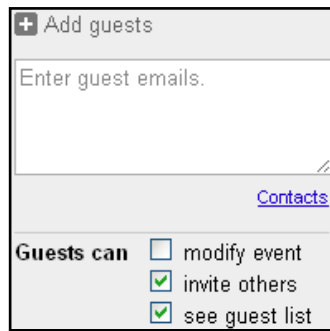
Show me as  Available  Busy

Privacy This event is:

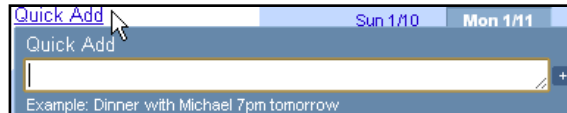
Default  Private  Public

[Learn about private vs. public events](#)

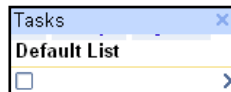
- In the Guests section on the right, you are able to invite others to your event.



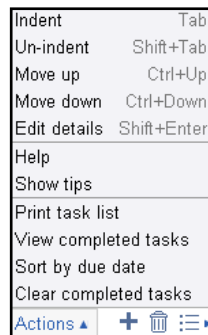
- The Quick Add link allows you to type in the basic details of an event. The event will then be automatically placed on your calendar on the assigned date and time.



- The Tasks link pops open a window that allows you to create a to-do list. To create a new task, simply click to the right of the empty checkbox and start typing.



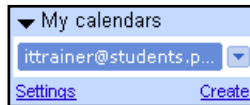
- The arrow to the right of the task allows you to edit the task details.
- The Actions menu at the bottom of the window provides a variety of options such as moving tasks up and down the list, or printing the entire list. You can also add and delete tasks from this menu bar.



- Under these links is a small monthly calendar view. The arrows on either side of the calendar heading allow you to switch to past or future months.



- Under the monthly calendar is the My Calendars section.



- If you click the drop-down arrow next to your e-mail address, you are given options for changing the look of your calendar.
  - The Settings link opens the Calendars tab under the settings menu.
  - The Create link opens up the settings window for you to create a new calendar.
- The Other Calendars section shows you other calendars that you might have access to view.
    - The Settings link opens the Calendars tab under the settings menu.
    - The Add link provides a menu of options for calendars that can be added.

