



Prairie State College

Google Calendar

Google Calendar

Google Calendar is one of the applications available to you through your PSC student e-mail. To get to the Google Calendar screen, you must first log into your PSC student e-mail.

Logging In

To access the PSC Student E-mail login screen, navigate your browser to <https://mail.google.com/a/students.prairiestate.edu>.

In the **Username** field, enter your current username. If you are a new student, this will be the username that was sent to you in the mail. It will likely be your first initial and last name, possibly with numbers to follow.

If the **Password** field, enter your current password. If you are a new student, this will be your eight-digit birthday.

You are given the option to **Stay signed in** to your Google account on the computer that you are currently using. **DO NOT** check this box if you are on a public access computer.

Click the **Sign in** button.

You should now be logged in to your PSC student e-mail. If you are logging in for the first time, you will be taken to the change password screen.

In the first field, enter your current password (the one just used to sign in).

In the **New password** field, enter what you would like your new password to be.

New password: [Password strength](#)

Note:

There is an eight (8) character minimum for this password. Click the **Password Strength** link for tips on creating a secure password.

In the last field, enter your new password again.

Re-enter password:

Click the **Submit** button when you are finished.

Once you have logged in to the Google Mail system, click the Calendar link in the upper left corner of the screen.

Mail [Calendar](#) [Documents](#) [More »](#)

The Google Calendar window will open in a new tab.

Navigation

Once you are inside the Google Calendar application, you will see a variety of options at the top of your screen:

- At the top left of the window are links to the different Google Apps that are available to you.

Mail [Calendar](#) [Documents](#) [More »](#)

Note:

Calendar is not an active link because you are currently within the Calendar application.

- At the top right of the window, you will see your PSC e-mail address. Click the drop-down arrow beside your e-mail address to see links to Privacy, Account Settings, and to Sign Out of the system.

ittrainer@students.prairiestate.edu -

Jennifer Mayes
ittrainer@students.prairiestate.edu

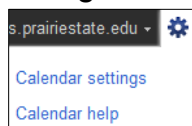
[Privacy](#)

[Account settings](#)

This account is managed by [students.prairiestate.edu](#). [Learn more](#)

[Sign out](#)

- To the right of your e-mail address, the gear icon provides two links: Calendar Settings and Calendar Help.



- Under these options, there is a Google search bar. This will search your existing calendar for the text entered into the field.



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:

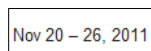
- If you are viewing a past or future calendar, click the **Today** button to automatically take you to the current calendar.



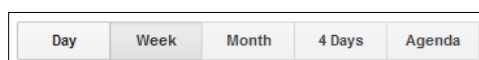
- Click the left and right arrows to scroll through the calendars.



- The date range tells you what calendar you are currently viewing.



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



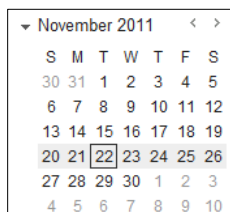
- The **Print** button opens a print preview window that allows you to see the calendar as it will be printed and adjust other print settings. You can then print the calendar or save it as a file.



- The **Refresh** link can be used to update the current view.



- On the left of the window is a small monthly calendar view. The arrows on either side of the calendar heading allow you to switch between months.



Creating a New Event

There are two ways to create a new event on the calendar:

Create:

Click the **Create** button to change the calendar window to the event creation settings.



Adjust these settings according to the event you are placing on the calendar.

Untitled event

11/22/2011 2:30pm to 3:30pm 11/22/2011 Time zone

All day Repeat...

Event details Find a time

Where

Calendar Jennifer Mayes ▼

Description

Attachment [Add attachment](#)

Event color

Quick Add:

Click the drop-down arrow next to the **Create** button to quickly add a new event.



Just enter the basic details of the event, and it will then be automatically placed on your calendar on the assigned date and time.

