

GOOGLE CALENDAR

Introduction to Google Calendar

This class will show you how to get the most out of Google Calendar. Starting with the basics, you'll practice creating events, including recurring events and all-day events. The class will also cover sharing options available in Google Calendar and how to set permission levels for shared calendars. If you need to manage another calendar, or have someone manage your calendar, you'll learn to set up delegated access and how to accept or decline events on behalf of a manager.

You'll also practice managing and customizing calendar notifications. In addition, the class will cover syncing the calendar to a mobile device, as well as importing events into the calendar from CSV files. Finally, you'll learn to customize the calendar by changing calendar views, setting a default view, and changing the color of the calendar.

Course Outline

Creating an Event

- Creating a New Event
- Using the Quick Add Feature
- Creating a Recurring Event

Editing Calendar Events

- Editing Event Details
- Event Ownership

Sharing Your Calendar

- Sharing with the Public
- Sharing within Your Organization
- Sharing with Specific Users
- Permission Levels for Shared Calendars
- Managing Another Calendar

Reminders and Notifications

- Types of Notifications
- Customizing Notifications
- Text (SMS) Notifications
- Disabling Notifications

Syncing, Importing and Exporting

- Google Calendar for Mobile Browsers
- Syncing a Calendar with a Mobile Device
- Importing Events from CSV Files
- Exporting Your Calendar

Customizing Calendar Settings

- Changing Calendar Views
- Setting the Default Calendar View
- Changing Calendar Color
- Deleting a Calendar