

GOOGLE CALENDAR



What is Google Calendar?

Google Calendar is a time-management and scheduling calendar service developed by Google. It's free to use, you just need a Gmail account.

To access your Google Calendar, log on to your Gmail account and click on your Google apps...

Or, go to *calendar.google.com*.

To Add An Event

The simplest way is to go to your calendar and click on the date you want to add an event to.

From there you will be asked to fill out some information about the event. You can add as little or as much as you would like.

The screenshot shows the 'Event' creation interface. At the top, there is a title field containing 'e.g., 7pm Dinner at Pancho's'. Below this is the 'When' section, which includes a date field set to 'Mon, June 12' and a 'Calendar' dropdown menu currently showing 'Elmhurst Public Library'. At the bottom right, there are two buttons: 'Edit event' and 'Create'.

The screenshot shows the 'Guests' section of the event creation form. It features a text input field labeled 'Add guests'. Below this is the 'Guests can' section, which includes three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked).

Sharing an Event

Google allows you to share you events with others who have a Gmail.

When editing the event, type the name or email address of the person you want to add to the event in the "Guests" section.