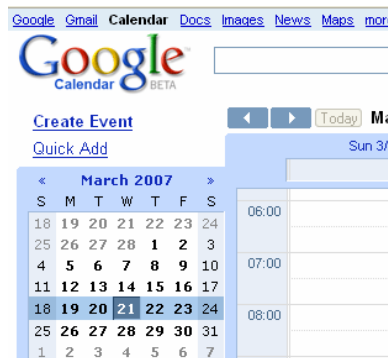


Using Shared Calendaring in Google



Introduction

Shared calendars are great for a group of people to schedule a shared resource. They are also good for scheduling meetings.

This HOWTO will cover:

- 1) Creating a shared calendar (and inviting people to use it)
- 2) Using a shared calendar you have been invited to join (like the HCHS computer lab schedule).

Google calendars is a web-based application, meaning you can access your calendars anytime, anywhere. You can invite other people to **only see** (not edit) a calendar.

Creating a shared calendar

1) type the following url: **www.google.com/calendar**

2) login to google calendar

Sign in to Google Calendar with your

Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

If you don't have a google account, creating one is very easy.

Don't have a Google Account?

[Create a new Google Account](#)

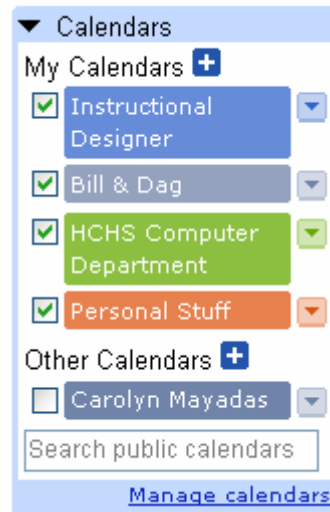
3) Note the Google calendar screen

The screenshot shows the Google Calendar interface for March 2007. The top navigation bar includes links for Google, Gmail, Calendar, Docs, Images, News, Maps, and more. The main content area displays a calendar grid with events listed for each day. The sidebar on the left contains a 'Create Event' button, a 'Quick Add' field, and a list of calendars including 'My Calendars' and 'Other Calendars'.

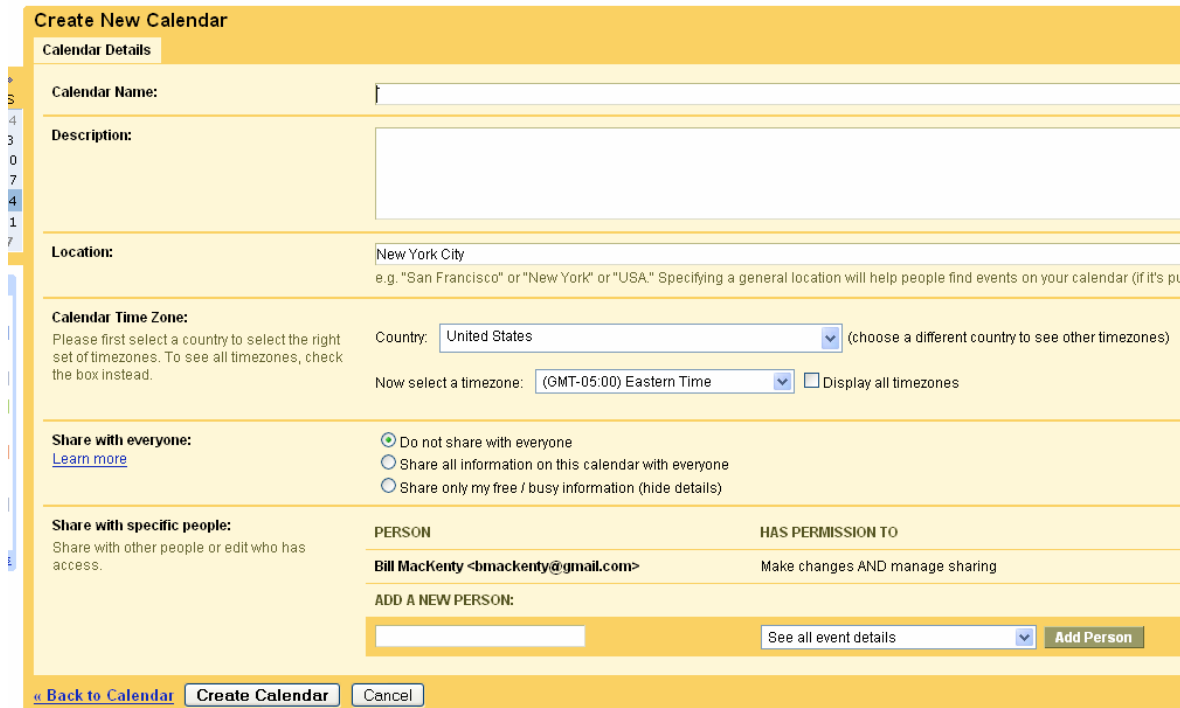
Day	Mon (26)	Tue (27)	Wed (28)	Thu (29)	Fri (30)	Sat (31)
26	08:45 Bill: help HCES with 13:00 CART: language 13:00 DEPT MEETING Comj	09:00 Bill: help HCES with 13:00 CART: language 15:30 ROOM: Tom Keenan	08:00 LAB: Norman W 12:00 LAB: Norman W. 13:00 CART: language 13:00 wiki stuff	07:00 ROOM AND CART: C 07:00 ROOM: Counseling 08:30 Bill: help HCES with 13:00 CART: language	08:00 ROOM: Nicole 09:00 MEET: Chris R: how 10:30 ROOM: Nicole 13:00 CART: language 16:00 Rex 18:00 St. Mary's: stations c	
27	08:45 Bill: help HCES with 13:00 CART: language 13:00 DEPT MEETING Comj 14:00 LAB: Nicole T	09:00 apple computer 09:30 MEET: Carolyn 10:30 phone 12:30 MEET: Larry ling 13:00 CART: language	09:00 LAB: Joanne R 13:00 CART: language 15:15 Meet: HCES tech cor	08:00 ROOM: B. Kleinfeld 09:30 MEET: HCES 12:00 ROOM: 425 David Jo 12:30 ROOM: 427 b, kleinf 13:00 CART: language	10:00 CALL: Susan 13:00 CART: language	
28	07:30 MEET: Evanthia in he 09:30 ROOM: fink 11:30 ROOM: fink 13:00 CART: language 13:00 DEPT MEETING Comj 14:30 ROOM: fink	09:00 Meet With Chris 13:00 CART: language 15:00 ROOM: Bill PD	11:30 call susan 13:00 CART: language 15:00 ROOM: Bill PD	09:00 MEET: Bill meets b. c 12:30 Jana Lucash 13:00 CART: language 14:00 Bill: leave early 14:00 Tutoring	10:00 CALL: Susan 11:30 MEET: Edgartown 13:00 CART: language	
29	07:30 ROOM: sassi training 11:15 MEET: with consultan 13:00 CART: language 13:00 DEPT MEETING Comj	07:30 ROOM: Sassi training 11:00 MEET: HCES in mac 12:00 Room: Brian 427 13:00 Blackboard training: 13:00 CART: language	10:00 chiropractor 12:00 CALL: susan 12:00 RLI - SEO Call (9a P 13:00 CART: language 15:00 Meet moi dagmarko	09:30 LAB: Lindsey 13:00 CART: language	09:30 LAB: Lindsey 09:30 MEET: Patrick for sm 10:00 CALL: Susan 13:00 CART: language 14:00 Lab: Lindsey	

Creating a shared calendar, continued

4) Click on the **+** icon to add a calendar



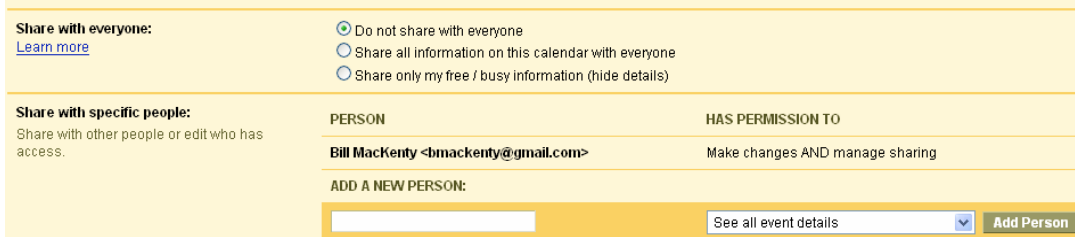
5) Note the create new calendar screen. Fill in as much information as you can.



6) Click the **Create Calendar** when you are finished

Creating a shared calendar, continued

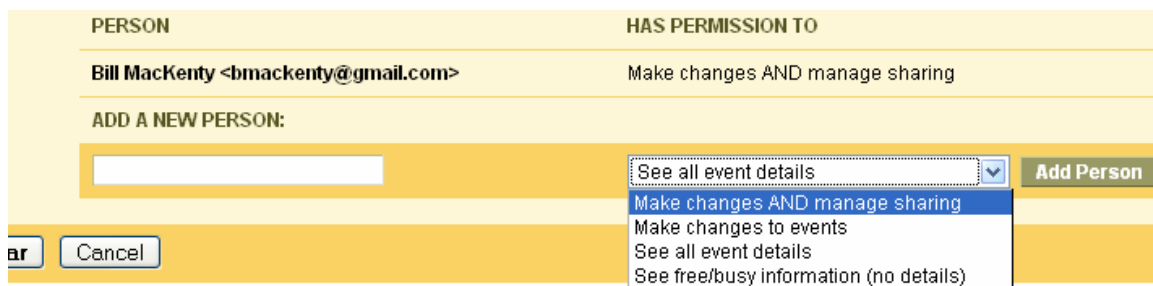
7) I'm sure you've noticed as you created a calendar, you can invite people to share calendars, as well as configure global sharing preferences.



The screenshot shows the 'Share with everyone' and 'Share with specific people' sections. The 'Share with everyone' section has three radio button options: 'Do not share with everyone' (selected), 'Share all information on this calendar with everyone', and 'Share only my free / busy information (hide details)'. The 'Share with specific people' section has a table with two columns: 'PERSON' and 'HAS PERMISSION TO'. The table contains one entry for 'Bill MacKenty <bmackenty@gmail.com>' with the permission 'Make changes AND manage sharing'. Below the table is an 'ADD A NEW PERSON:' section with an input field, a dropdown menu set to 'See all event details', and an 'Add Person' button.

PERSON	HAS PERMISSION TO
Bill MacKenty <bmackenty@gmail.com>	Make changes AND manage sharing

8) When you add a person, you can control what level of access they have to your shared calendar.



This screenshot is similar to the previous one but shows the dropdown menu for the 'ADD A NEW PERSON:' section open. The dropdown menu lists four options: 'See all event details', 'Make changes AND manage sharing' (highlighted in blue), 'Make changes to events', and 'See free/busy information (no details)'. There is also a 'Cancel' button visible on the left side of the interface.

PERSON	HAS PERMISSION TO
Bill MacKenty <bmackenty@gmail.com>	Make changes AND manage sharing

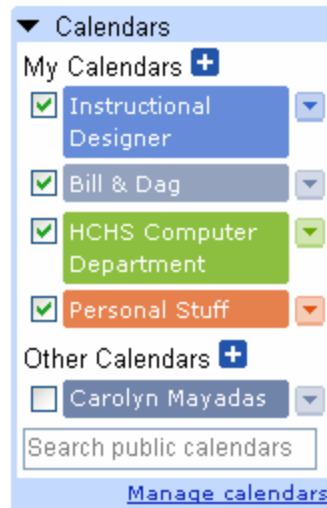
- See all event details
- Make changes AND manage sharing
- Make changes to events
- See free/busy information (no details)

9) That's all there is to it!

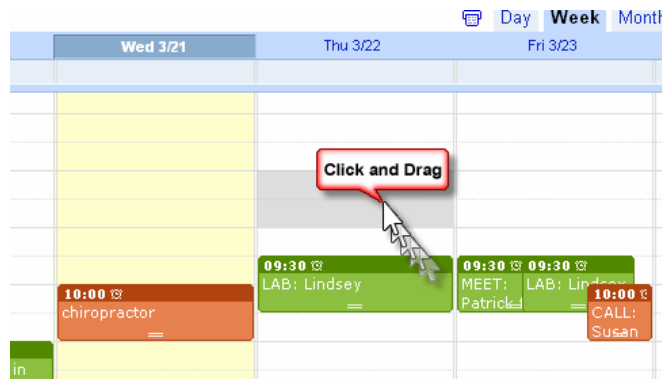
Using a shared calendar

1) Login to google calendar: www.google.com/calendar

2) Note your calendars on the left.

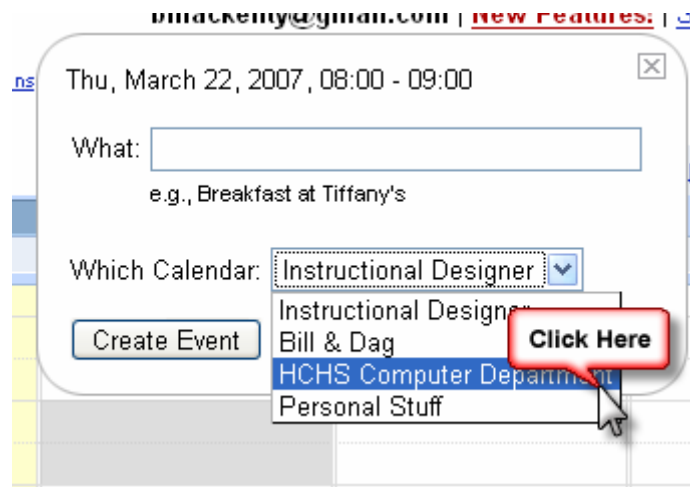


3) Create a new event by clicking and dragging

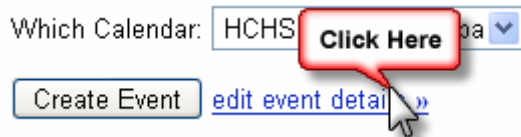


Using a shared calendar, continued

4) When you release the mouse, you'll see a calendar event. Make sure you choose the correct calendar.



5) Once you have chosen your calendar, click [edit events details](#).



6) Please note the myriad options you have - you can choose repeat options, dates of the appointments, guests, and privacy settings.

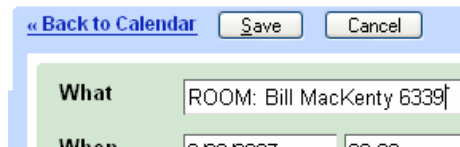
A screenshot of the calendar event creation form. The form is divided into several sections. The top section is a light green box containing the "What" label and a text input field. Below that is the "When" section, which includes date and time pickers for "3/22/2007" from "08:00" to "09:00" on "3/22/2007", with an "All day" checkbox. Below the "When" section is the "Repeats" section, which has a dropdown menu set to "Does not repeat". Below that is the "Where" section, which has a text input field. Below the "Where" section is the "Calendar" section, which has a dropdown menu set to "HCHS Computer Department". Below the "Calendar" section is the "Description" section, which has a large text area. To the right of the main form is a "Guests" section, which has a "Add guests" button and a text input field for entering email addresses. Below the "Guests" section is a "Privacy" section, which has a "Guests can" label and two checkboxes: "invite others" (unchecked) and "see guest list" (checked). Below the "Privacy" section is an "Options" section, which has a "Reminder" dropdown menu set to "10 minutes", a "Show me as" section with radio buttons for "Available" and "Busy" (selected), and a "Privacy" section with radio buttons for "Default" (selected), "Private", and "Public". At the bottom of the form is a blue bar with a "Back to Calendar" link, a "Save" button, and a "Cancel" button.

Using a shared calendar, continued

7) WHEN YOU ARE MAKING A RESERVATION FOR THE COMPUTER LAB, PLEASE USE THE FOLLOWING SYNTAX:

ROOM: <your name> <your extension>

So it would look like this:



This makes it easy for us to contact you if we have any question.

8) HINT: setting views

On the upper right corner of calendar you can choose the calendar view. I like the week view.

