

How to use Google

Calendar

Beginner



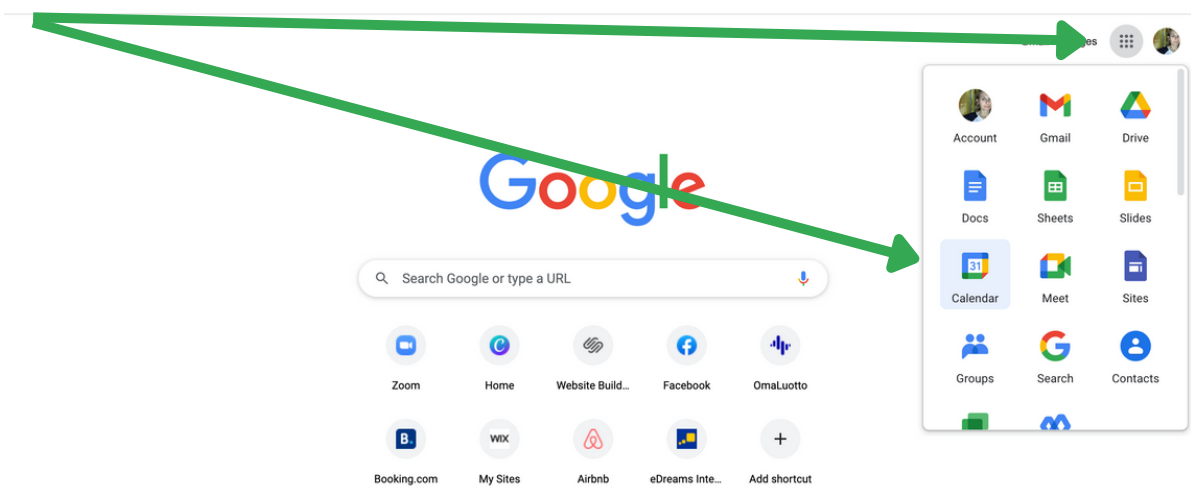
Google Calendar makes it easy to manage all your significant events in one place. Because Google Calendar is connected to your Google account, all of your events and settings will be available anywhere you sign in—whether you're using a computer, phone, or tablet.

Before you can learn how to use **Google calendar**, you will need a **Google account**. It's free of charge and only takes a few minutes to set up. The account gives you access to all of Google's services that, in addition to Calendar, includes Gmail, YouTube, Drive, Play Store, and many others.



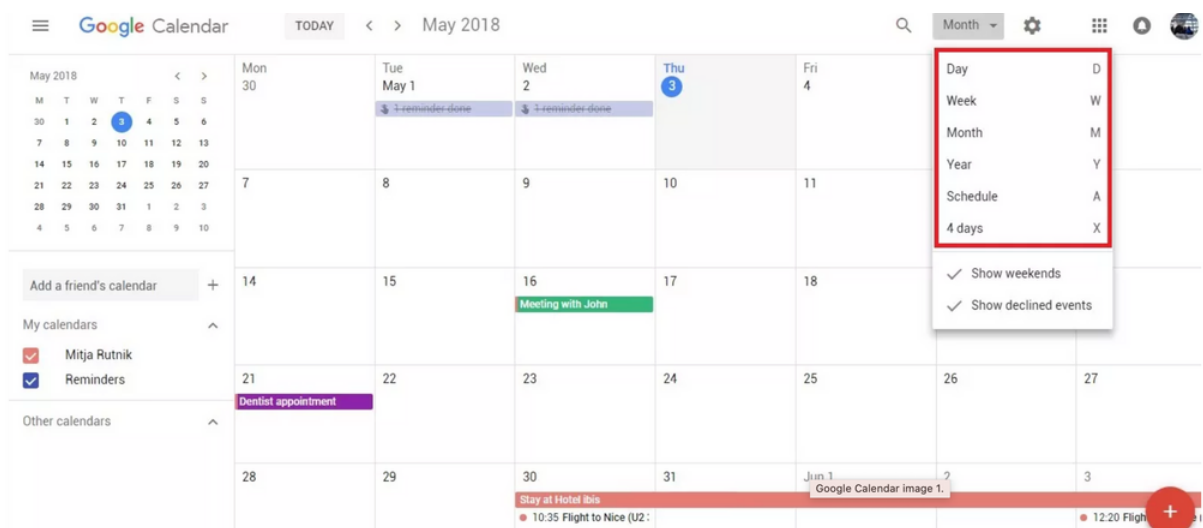
Finding Google Calendar

You can get to Google Calendar by visiting calendar.google.com. If you're already on another Google page, click the menu button at the top-right, then click the Calendar icon. There's also a Google Calendar app available for most mobile devices.



Gmail events

One of the best features of Google Calendar is that it automatically displays events from Gmail. For example, the service will create an event when you receive a confirmation email after booking a hotel room or flight. The feature is enabled by default, but you can turn it off in the settings. Notifications are also enabled by default and can easily be toggled off as well.



Create events

Web client

There are two ways you can create events via the web client. The first is by clicking on a date of choice in the calendar, after which you'll be able to add the name of the event and set the date and time in the pop-up window. Once that's finished, just click "Done" to save the event in the calendar.

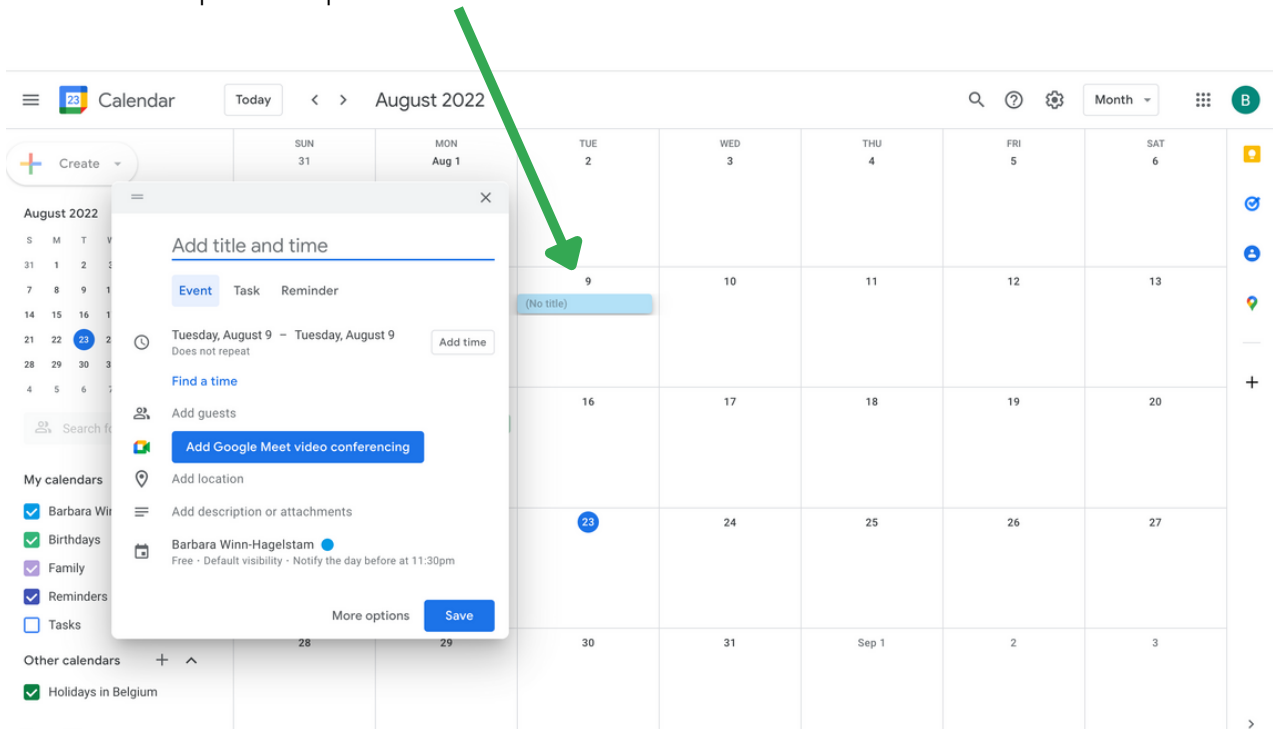
The second way of creating an event takes more time, as it offers more options. To get started, click on the red "+" button in the bottom-right corner of your screen, which will bring up a page where you'll enter the event's details. These include the name of the event, date, time, description, and location. You can also set a reminder, select a color for the event to differentiate it from others, and share the event with other people by creating a guest list.

Keep in mind that both methods for creating an event do exactly the same thing — the second just gives you more options. You can also jump from the first to the second method by clicking "More options" when the pop-up window shows up.

Instructions – Web client

1. Click a date on the calendar

you can then enter the event's details, including the name, date, time, and so forth. Click "Save" to complete the process.



The screenshot shows a calendar interface for August 2022. A date (August 9th) is selected, and a pop-up window titled "Add title and time" is displayed. A green arrow points from the text "Click a date on the calendar" to the selected date in the calendar grid. The pop-up window contains the following fields and options:

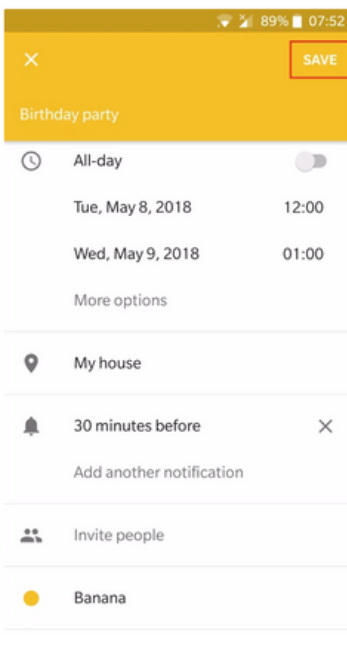
- Add title and time** (text input field)
- Event** (selected), Task, Reminder (radio buttons)
- Tuesday, August 9 – Tuesday, August 9** (date range)
- Does not repeat** (text)
- Add time** (button)
- Find a time** (link)
- Add guests** (text input field)
- Add Google Meet video conferencing** (button)
- Add location** (text input field)
- Add description or attachments** (text input field)
- Barbara Winn-Hagelstam** (name)
- Free - Default visibility - Notify the day before at 11:30pm** (notification settings)
- More options** (link)
- Save** (button)

Instructions - Mobile devices

1. Tap the red "+" icon in the bottom-right corner



2. You can also tap on a specific date in the app, followed by the hour when the event will start.



3. Whichever method you choose, you can then enter the event details including the name, date, time, and so forth. Select "Save to complete the process".

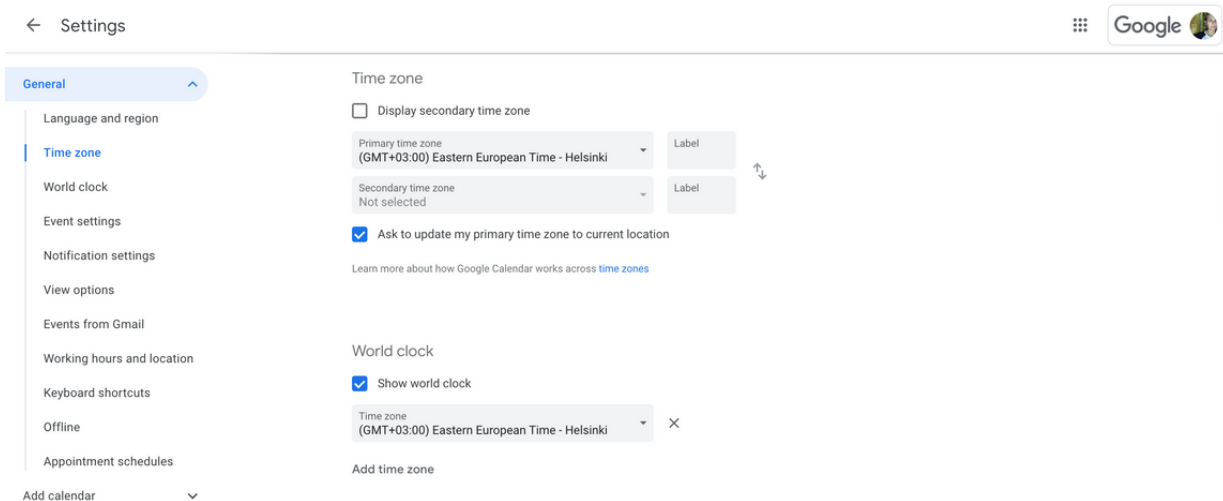
Calendar Website Settings

Once you've set up your Google Calendar, you can start playing with the settings. The **settings icon** for Google's Calendar website is at the top right of the screen.



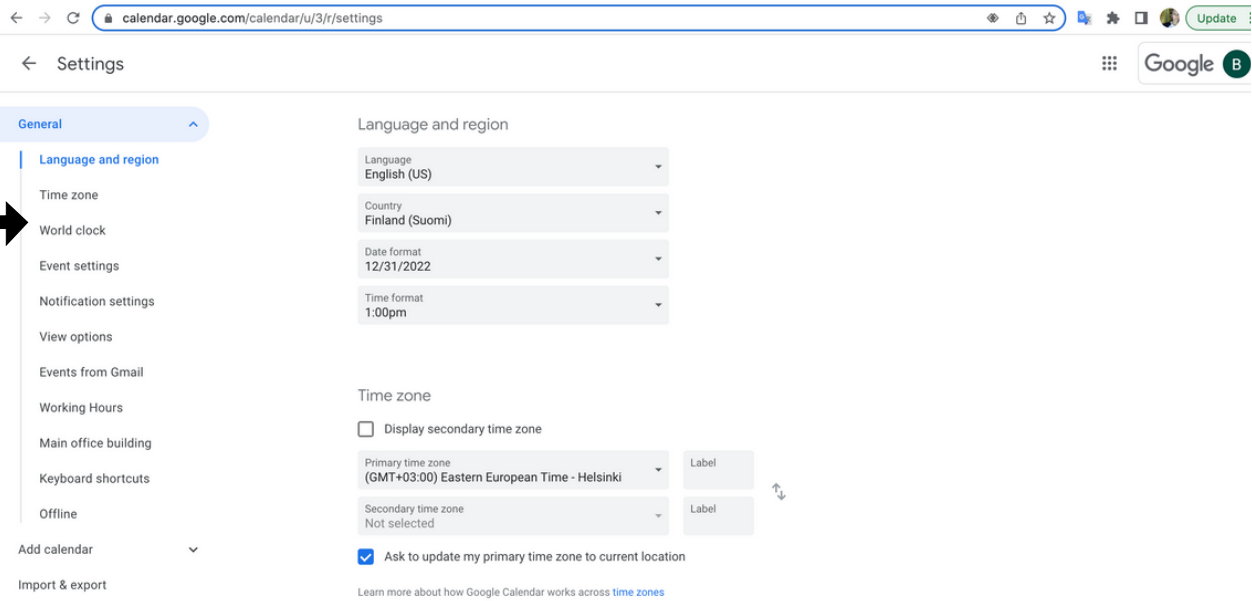
Click the **cog** and you'll produce a drop-down menu, with the Settings at the top of the list. **Choose Settings** and on the left of the screen, you'll see a list of all of the settings that you can change in your calendar.

Language And Region



Some of those settings are straightforward. Google will set the Language and region based on the information it collects automatically from your Internet connection but you can change them if you want to use a language and region that's different from your current location.

Time Zone



Create an event, and Google will automatically use your local time. Invite someone else to join that event, and they'll see it in their local time too.

So if you were writing in your calendar in New York that you had to place a phone call to someone in California, you might see the time of the call as 11am, but your colleague would see it as 8am. As you travel, the times used by your calendar adjust to the local time zone.

That change should happen automatically.

To show more than one time zone setting on the calendar, open Settings, choose Time Zone and check **Display secondary time zone**.

WORLD CLOCK

On a computer, you can also add a World Clock to your calendar. What it actually means is that you can add the time in various parts of the world to the side of your calendar.

Choose the World Clock option in General > Settings, check Show world clock, and add the locations you want to choose. They appear on the left of the screen below the month view.



Activities

Exercise 1

Fill in the blank

1. Google Calendar is a calendar created by ____
2. You can use Google Calendar on your _____
3. If you want to use Google Calendar you have to _____ and _____.
4. The language and the region will be set up by _____
5. You can find the features of Google Calendar by clicking _____
6. You can change the world clock by going to _____
7. The settings for the Google Calendar on the Web and phone are _____

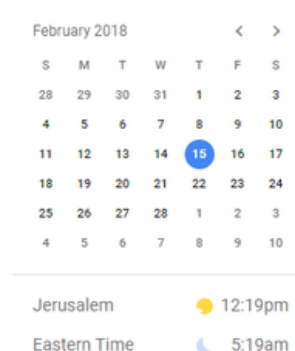
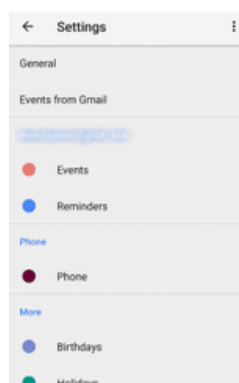
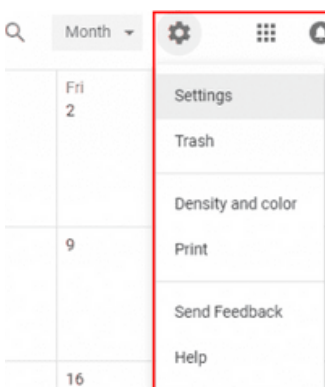
Exercise 2

Circle True or False for these sentences

- | | |
|--|---|
| <p>1. We use it for taking pictures.
True
False</p> <p>2. We use it for organizing.
True
False</p> <p>3. We use it for general facts (e.g. scientific facts).
True
False</p> | <p>4. We use it for talking about timetables
True
False</p> <p>5. We use it for future plans.
True
False</p> <p>6. We use it on our phone.
True
False</p> |
|--|---|

Exercise 3

Name the picture!



Answer Key

Exercise 1

Fill in the blank

1. Google Calendar is a calendar created by Google
2. You can use Google Calendar on your Smart phone and Web
3. If you want to use Google Calendar you have to download the app and have an account
4. The language and the region will be set up by Google automatically
5. You can find the features of Google Calendar by clicking the cog
6. You can change the world clock by going to settings-> world clock
7. The settings for the Google Calendar on the Web and phone are the same

Exercise 2

Circle True or False for these sentences

1. F
2. T
3. F
4. F
5. T
6. T

Exercise 3

Name the picture!

1. Settings bar
2. App settings
3. World clock