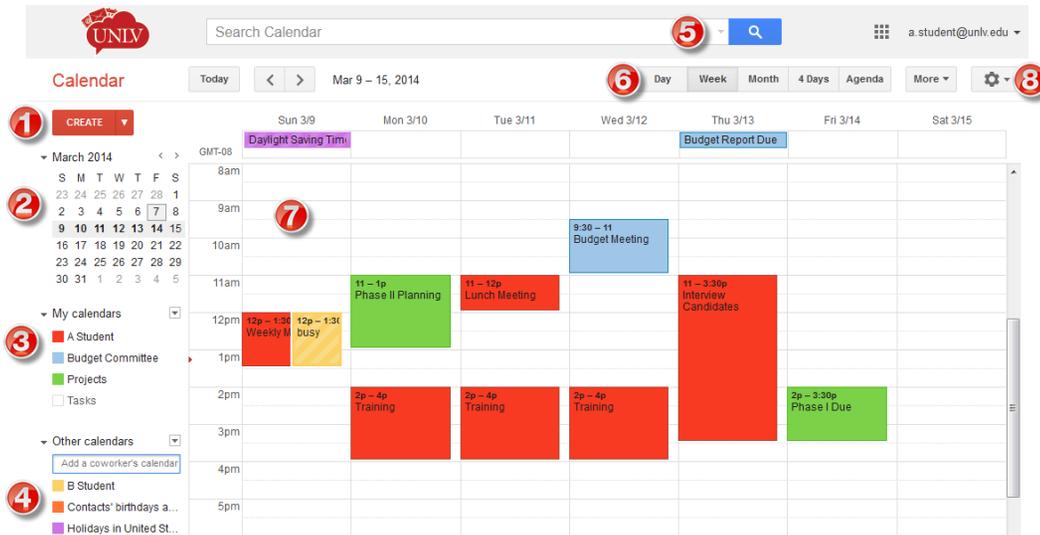


Your Calendar View



- 1 **Create New Event:** Click **Create** to add a new appointment or meeting.
- 2 **Mini Calendar:** Use the mini calendar to quickly navigate through your calendar.
- 3 **Your Calendars:** A list of Calendars that you have created or have the ability to edit.
- 4 **Other Calendars:** You will find all other calendars in this section of your calendar list.
- 5 **Search:** Enter your search term (whole words only) and click on the **Search button** to search for events.
- 6 **Calendar View:** View your calendar by day, week, month, 4 Days view, or as an agenda.
- 7 **Your Calendars:** All of your calendars' events will be listed in this section.
- 8 **Gear Button:** Click on the **Gear Button** to change your display density and access your Google Calendar settings.

Setup Event Reminders and Notification Settings

By default, the event reminder for your primary calendar is set to display a pop-up and send an e-mail 10 minutes before the start of an event. Change your reminders setting by doing the following:

1. Click on the down arrow next to a calendar and select **Reminders and Notifications** from the drop-down menu.
2. Under **Event reminders**, change or add your default reminders.

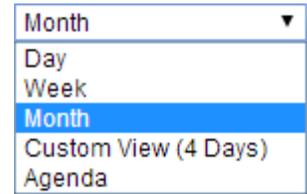


3. Under **Choose how you would like to be notified**, select how you would like to be notified via e-mail or SMS.
4. Click **Save** when you are done.

Change Your Default Calendar View

Your Google Calendar displays the week view by default. If you prefer to always open your calendar in month or day view, do the following:

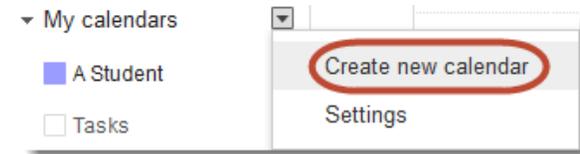
1. Click on the **Gear button** at the top-right of the screen and select **settings**.
2. Under the Default view section, select your preferred view from the drop-down menu.
3. Click **Save** at the bottom of the screen.



Create an Additional Calendar

In addition to your default primary calendar (with your name), you can create additional calendars to manage your committees and projects by doing the following:

1. Click on the down arrow next to My Calendar and select **Create new calendar** from the drop-down menu.

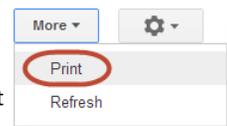


2. Enter the calendar's name, description, location, and select a time zone.
3. Click **Create Calendar**. This calendar will be displayed under My calendars.

Tip: You can hide or show any of your calendars by clicking on the name of the calendar in your calendar's list. This is useful when you have multiple calendars and want to hide a few of them.

Print Your Calendars

1. Make sure that the calendars you wish to print are selected (The calendar names are highlighted with a color).
2. Click on **More** and select **Print**.
3. A print preview will open up in a new window. Select your desired print settings.
4. Click **Print** to print the calendar or click on **Save As** to save the calendar as a PDF.



Create an Appointment or Meeting (Event)

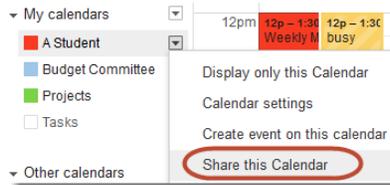
- 1 Click on **Create** to get started.
- 2 Enter the event's title, date and time. For an All day event, click on **All day**. For repeating events, click on **Repeat..** and choose your repeat settings.
- 3 Enter the event's location and description. Select the calendar you wish to create the event in using the drop-down arrow under the Calendar section.
- 4 Click on **Add attachment** to add an attachment to the event.
- 5 Select a different display color for the event or keep the default. You can modify the default reminders or click **Add a reminder** to add additional reminders.
- 6 Invite guests to your event by entering their e-mail addresses in the text box and clicking **Add**. You will see all of the added guest in the guests list. Choose what your guests can do within the event by selecting from the following:
 - **Modify event:** They can make changes to the event details.
 - **Invite others:** They can invite additional guests to the event.
 - **See guest list:** They can view the invitees in the guest list.
- 7 Click **Save** to add the appointment or meeting to your calendar.

Tip: You can invite all members of a Google Group by entering the group's e-mail address (e.g. budgetcommittee-group@unlv.edu) and clicking on **Add**.

The screenshot shows the 'Create Event' form in Google Calendar. It includes fields for event title ('Budget Meeting'), date and time (3/9/2014, 2:00pm to 3:00pm), location, description, calendar selection ('A Student'), attachment, event color, reminders, and guest list. The form also has options for 'All day', 'Repeat...', 'Event details', 'Find a time', 'Add attachment', 'Event color', 'Reminders', 'Show me as', and 'Privacy'. The 'Guests' section shows 'A Student' and 'B Student' with checkboxes for 'modify event', 'invite others', and 'see guest list'. The 'Suggested times' section is also visible.

Delegate Access to Your Calendar

1. In your My Calendar list, click the down-arrow next to a calendar and select **Share this calendar**.

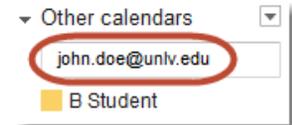


2. Enter the person's UNLVMail e-mail address in the **Share with specific people** field and select from the following level of access:
 - **Make changes AND manage sharing:** This person has complete control over your calendar.
 - **Make changes to events:** This person can add, remove, and modify events in your calendar, but cannot adjust sharing access.
 - **See all event details:** This person can view all event details, but cannot make any changes.
 - **See only free/busy (hide details):** This person can see when you are busy or free, but cannot see the details of your events.
3. Click **Add Person**.
4. When you have finished adding all the individuals, click **Save**. Your shared calendar will now automatically appear in that person's calendar list.

Add a Colleague's Calendar

If your colleague has shared his or her calendar with you, it will automatically appear in your calendar list. No action is required on your part. However, even if he or she hasn't shared a calendar with you, you can still view his or her primary calendar's free/busy information by doing the following:

- Under *Other calendars*, enter the person's UNLVMail e-mail address in the **Add coworker's calendar** field and hit **Enter** on your keyboard. His or her calendar will be added to your list under *Other calendars*. Now his or her primary calendar's free/busy information is available for you to view.



Search for Events

The search box is located at the top of your UNLV Calendar screen. To search for an event, simply type the word (whole word only) you are looking for in the search box and click the **Search button**. You can refine your search by clicking on the down-arrow inside the search box (circled in red) and entering your search criteria in one or more of these fields.

