

## Welcome to Google Calendar

Now that you've switched from Microsoft Outlook® to Google Apps, here are some tips on beginning to use Google Calendar to manage your day.



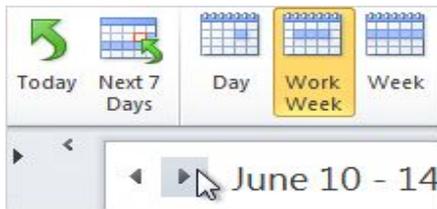
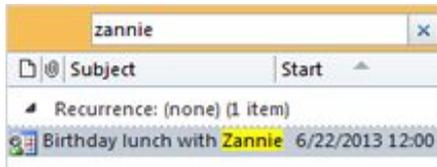
## What's different, at a glance...

### In Microsoft Outlook®, you...

### In Google Calendar...

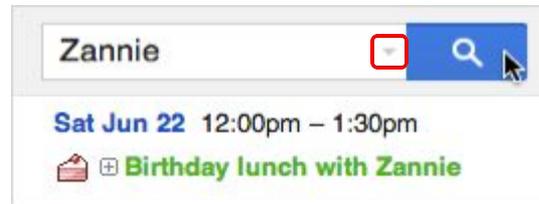
Schedule a meeting or appointment	Create an event
Create recurring events	Create repeating events
Transfer ownership of an event by deleting, then recreating the event	Simply change the event's owner
Schedule one-on-ones as individual meetings	Create bookable appointment slots for one-on-ones
Add guests to an email invitation	Add guests to event details
Add optional guests	Mark guests as optional
Schedule a conference call	Add a video call in event details
View calendars side by side	Overlay calendars
Use importance markers to identify events	Add event flair to identify events
Choose a pre-set color for each calendar	Customize your calendar colors and background
Publish a calendar to Office Online	Make a calendar public to the world
Select time zones for an event	Narrow time zone selection by country

## In Microsoft Outlook® ... Search your calendars



To skip directly to any date without scanning by month, enable the **Jump to date** lab. Set the date in the menu and click **Jump to date**.

## In Google Calendar ... Search your calendars



Find an event quickly by searching for a keyword your calendar. Click  to narrow your search parameters.

## Move by week

Click the   to move through your calendar. If your view is set to week, you move a week at a time.

 If you navigate to the past or future, get back to the present by clicking **Today**.

## Navigate mini calendar

Navigate dates with the mini calendar at the left of the main calendar. Click  to hide the mini calendar at any time.

 Click arrows at the top of the mini calendar to move a month at a time, or click a date to move to it.

 Click and drag on the mini calendar to view a custom span of dates.

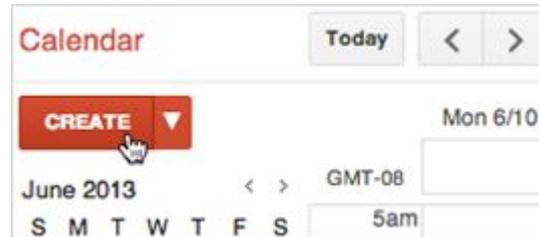


## In Microsoft Outlook® ... Schedule a new meeting



- Add a guest's email address in the **Quick add** field to send an event invitation.

## In Google Calendar ... Create an event



- Click the **Create** button to open a form for scheduling an event, inviting guests, and booking a room.



## Add an event directly

- Drag your mouse over the date and time you want to block off for your event. Then fill out the streamlined fields that pop up, or select **Edit event** to add more event details.

## Quick add

Don't like filling out complicated forms?



- Click the down arrow next to **Create** to open **Quick add**. Type something like "1:1 with Dolores Tuesdays 9am weekly." **Quick add** figures out what you mean and pops the new event right onto your calendar.

### In Microsoft Outlook® ... Add guests to an invitation



### Add optional guests



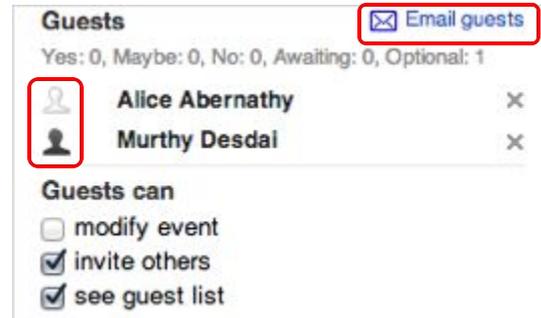
### In Google Calendar ... Add guests to event details



Open the **Event details** and add invitees in the **Guests** section. Select names from your Contacts list, or type new email addresses and click **Add**.

- For large meetings, invite Group addresses. Your Calendar event updates as the Group changes.

### Mark a guest as optional

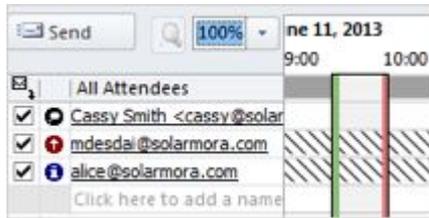


Once you've added guests, mark optional attendees by clicking the  icon next to their name. Optional attendees' icons turn white.

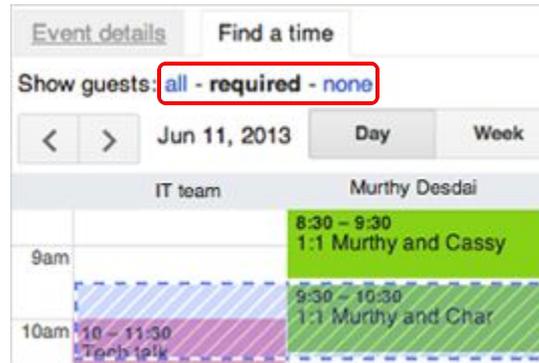
- Allow guests to modify your event, invite other people, or see the guest list by checking boxes under **Guests can**.

- To send your guests an email *after* your event is created, just click **Email guests**.

## In Microsoft Outlook® ... Find a time



## In Google Calendar ... Find a time



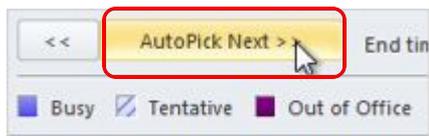
Easily check event guests' calendars to see when everyone is available.

*In Event details, click **Find a time**. (The proposed event time is a light blue overlay that you can move around. White diagonal lines mark conflicts.) Select whether you want to show all guests or just the required ones.*

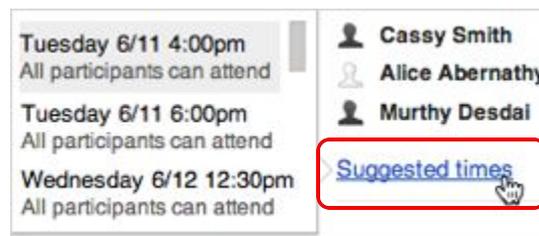


*Click the arrows to move to different dates.*

## Auto-pick the next free time



## Choose from suggested times

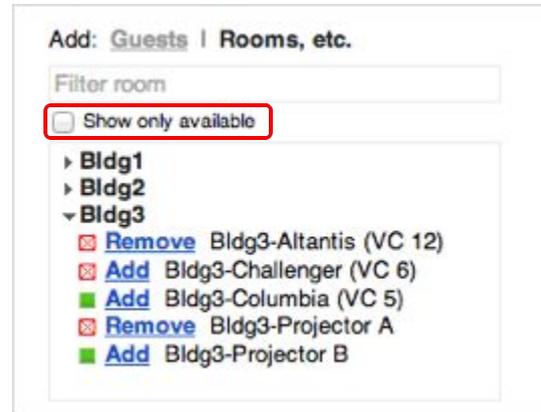


To quickly find a time when everyone is free, click the **Suggested times** link. Select from the list of available time slots.

### In Microsoft Outlook® ... Add resources



### In Google Calendar ... Add rooms

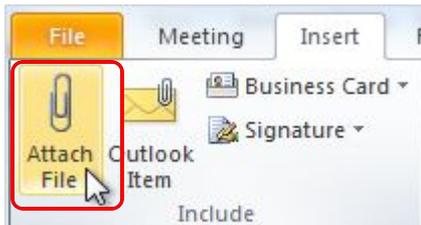


To book resources like conference rooms or projectors for your event, click **Rooms, etc.** and click **Add** for a resource that matches. Click **Remove** to get rid of a previously booked resource.

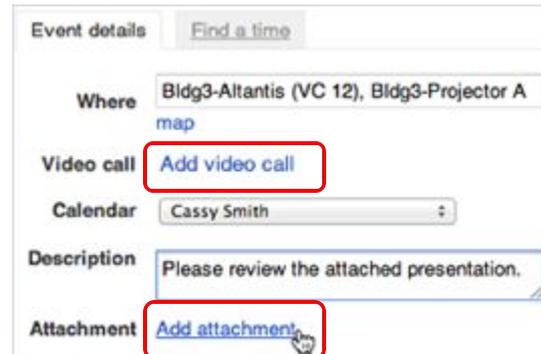
-  resource is available
-  resource is not available

• Check **Show only available** to narrow your view of resources. Type specifications in the **Filter room** field, such as number of people, name, or location to refine your results further.

### Attach a file



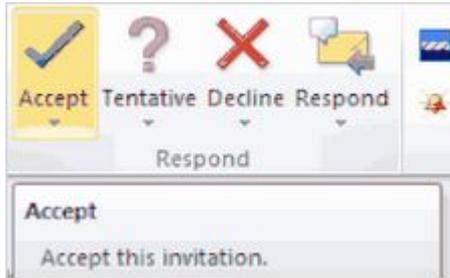
### Add an attachment or video call



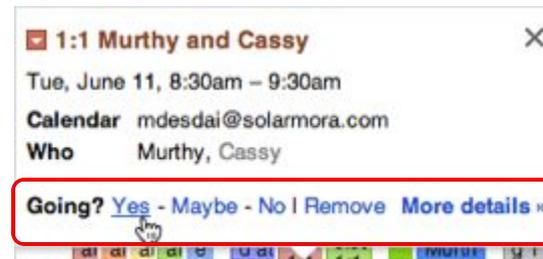
After you add your guests and book your room, add a **Video call** for team members who work on a different site, or attach a document from your computer or Drive.

• If you attach a document, make sure it's shared with all the guests in your invitation. This includes files attached from your computer, as they are automatically uploaded and shared through Drive.

### In Microsoft Outlook® ... Accept an event



### In Google Calendar ... Say yes to events



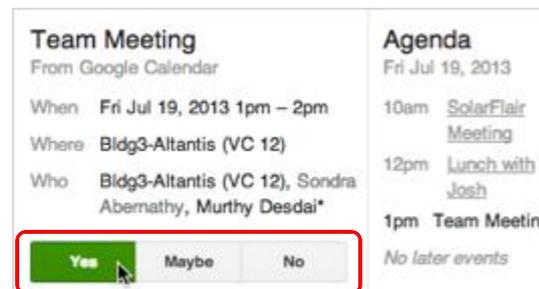
Click a meeting with a  icon. You can either reply in the popup, or click **More details** to respond. Select whether or not you're going to the event and add a note or a guest.

- Click **Remove** if you don't want to see the event invitation on your calendar.
- Is your calendar cluttered with event invitations? Go to **Settings** and select **Only show events to which I have responded** to remove the invitations and only see confirmed events.

### Respond by email

When someone invites you to an event, you receive an email. Check your Agenda to make sure you don't have conflicts and click **Yes**, **Maybe**, or **No** to reply.

- You can also scroll down to click the **More options** link to respond with more detail in your Calendar.

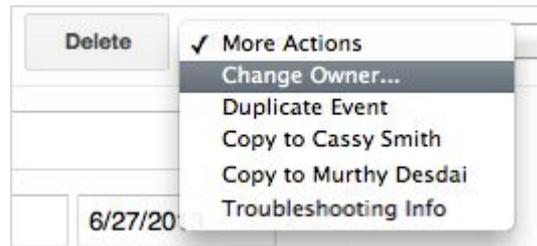


# 31 Transfer & copy events

## In Microsoft Outlook® ... Recreate the meeting



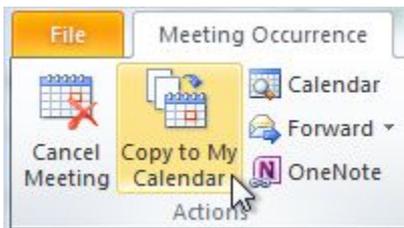
## In Google Calendar ... Change the event owner



When people leave teams or projects, their events often linger. Instead of deleting the event and creating a new one, just transfer the event ownership to the new lead.

*In Event details, open the **More actions** menu and select **Change owner...***

*Only the event creator or their delegate can transfer ownership of calendar events.*



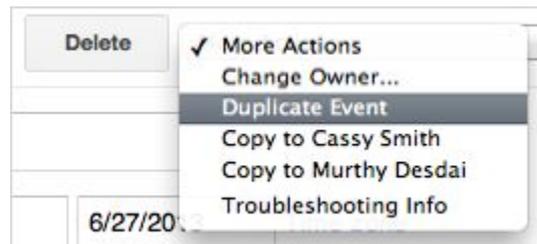
## Copy to a different calendar

Copy an organization-wide event like a company BBQ or finals week to your own calendar. You can then update your version, which won't change if the original event is updated.

*If you manage multiple calendars, copy events from one calendar to another in **Event details** by clicking **Copy to...** in the **More actions** menu.*

## Create a duplicate event

Want to use an event as a template? Just duplicate your event in the **More options** menu in **Event details**.



## Editable events

Determine which events you can edit by looking at its background pattern.

- Editable events are solid colors.
- Events you can't edit have stripes.



Editable

Not editable

## Event flair



Help identify important events at a glance with the **Event flair** lab. Once you enable the lab, select an event and click the flair you'd like to add.



## Reply status

You can see if you've replied to an invitation without opening the event.



## Other icons



One or more reminders set for the event

One or more individuals invited to the event



Single event moved from a repeating event



Private event

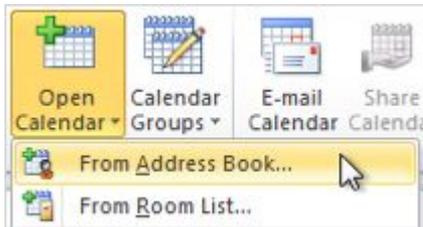


Appointment

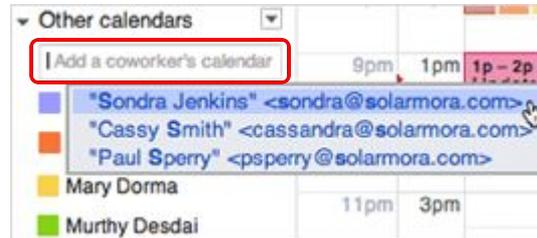


Repeating event

## In Microsoft Outlook® ... Open coworkers' calendars



## In Google Calendar ... Add coworkers' calendars



Have a coworker that you often collaborate with? Add their calendar to your **Other calendars** list. You won't be able to edit their calendar, but you can keep track of their schedule.

*To add a coworker's calendar, go to **Other calendars** and type the coworker's name or email in the field. Select their calendar from the list of choices.*



## Create a team calendar

Calendars that everyone can edit, such as vacation schedules or a product launch timeline, keep your team on track.

*Go to **Settings**, then **Calendars** and click **Create new calendar**. Share your calendar with your team's Group, like [legal@solarmora.com](mailto:legal@solarmora.com), and allow everyone to **Make changes to events**.*

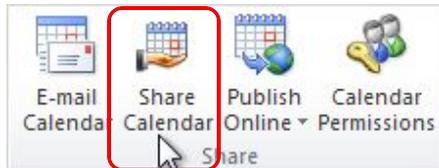
## Add a public calendar

Sometimes you need to know if the Sharks are playing before you decide to work overtime. Add public calendars for sports teams or national holidays to remember game days (or Valentine's Day).

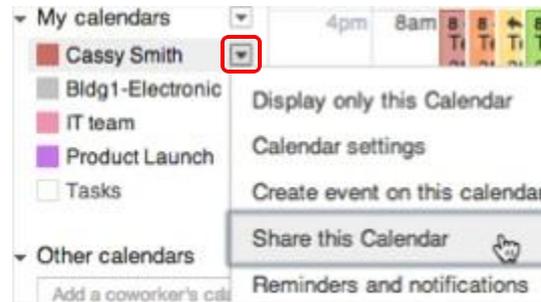
*In **Settings**, select the **Calendars** tab and click **Browse interesting calendars**. Subscribe to a calendar from the list of options.*



## In Microsoft Outlook® ... Share with other Microsoft users



## In Google Calendar ... Share outside of your organization



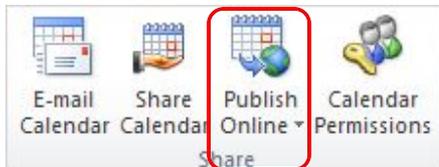
Share your calendar with the people you work with most: whether they're in your domain or not.

Select **Share this Calendar** from the calendar's drop menu. Add an email address and grant access to:

- Make changes/ manage sharing
- Make changes to events
- See event details
- See only free/ busy details

⚡ Your Google administrator can disable sharing outside of your domain.

## Publish a calendar



## Make a calendar public



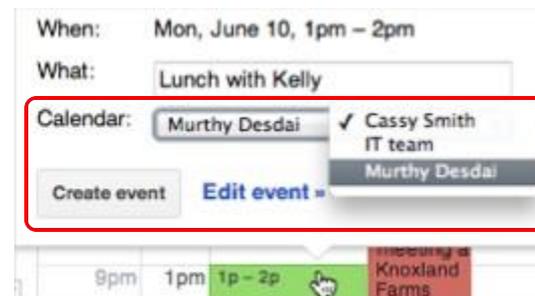
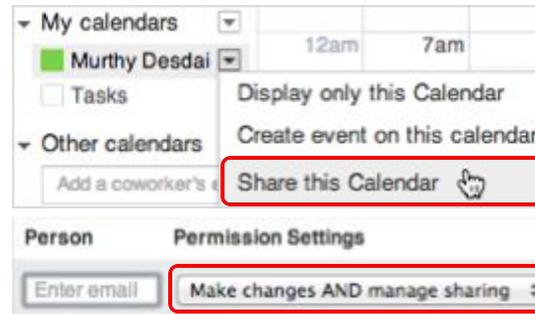
Share your calendar with everyone in your domain or make it public to the world by checking **Share this calendar with others** in your **Settings**.

⚡ To keep event details private and only show when you're available or busy, select **See only free/ busy (hide details)**.

## In Microsoft Outlook® ... Grant Delegate access



## In Google Calendar ... Share and grant permissions



To let someone manage your calendar and invitations on your behalf, just share it with them! Here, Murthy is delegating his calendar to Cassy.

Select **Share this Calendar** from the calendar's menu. Add an email address and grant access to **Make changes AND manage sharing**.

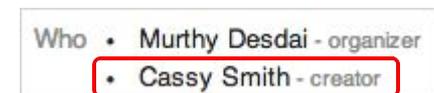
## Open a delegated calendar

When you delegate your calendar to someone, they are notified by email and your calendar appears in their **My calendars** list.

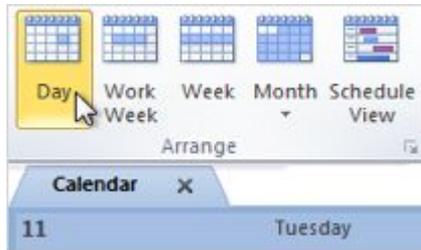
## Create events in a delegated calendar

Create an event as normal, but change the calendar to the delegated calendar.

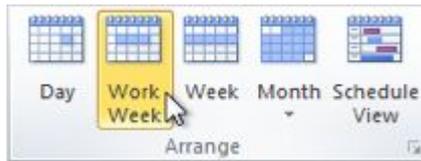
Guests will receive an event invitation from the owner of the calendar (Murthy), but the person who created the event on his behalf (Cassy) is listed as the creator.



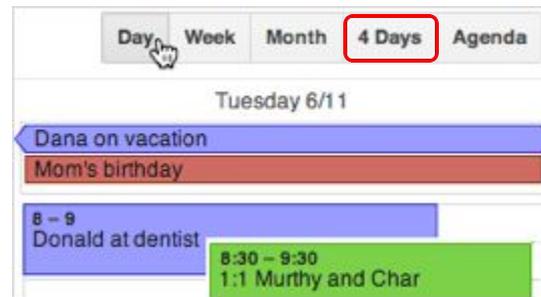
### In Microsoft Outlook® ... Select your view



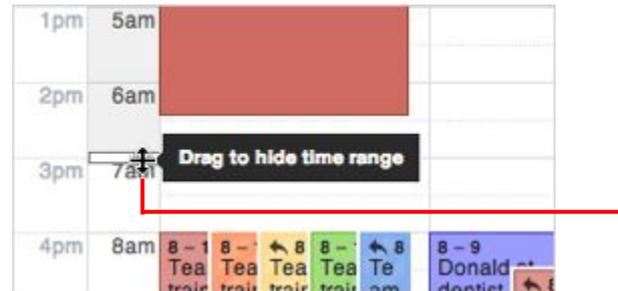
### Show work hours



### In Google Calendar ... Create a custom view



### Hide morning and night hours



Change your view to Day, Week, Month, Custom, or Agenda by clicking in the banner.

Go to **Settings** to set your default view or define your Custom view (set here to **4 Days**).

Enable keyboard shortcuts in **Settings** to change your view with a keystroke.

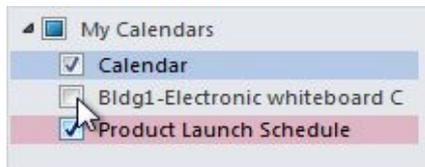
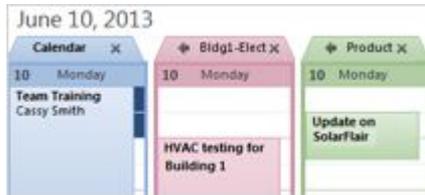
If you work 9-5, Monday-Friday, why waste calendar space on weekends and other non-work hours?

To hide weekends, go to **Settings**. Click **No** on **Show weekends?**

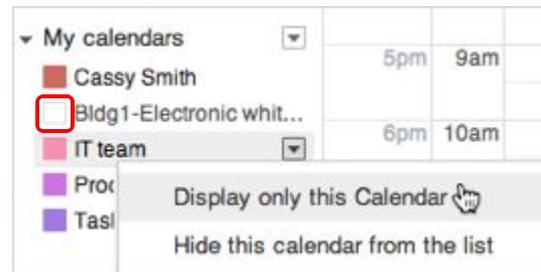
To view only work hours, enable the **Hide morning and night** lab.

To prevent event invitations outside of your work hours, set your working days and hours in **Settings** and check **Show a warning to other people...**

### In Microsoft Outlook® ... View calendars side by side



### In Google Calendar ... Overlay calendars



All calendars added to yours are overlaid on the main calendar page, making it easy to spot available meeting times with your teammates. Each calendar is a different color and you can click entries for more details.

- To unclutter your view, hide calendars you don't need to see now.
- All-day events have their own section above the main calendar.

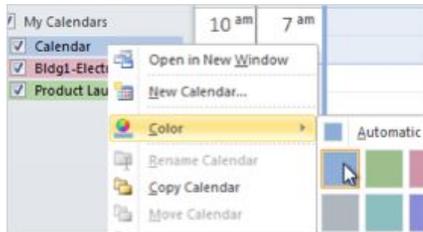
### Show and hide calendars

To hide a calendar, click the colored box next to its title. The calendar events will disappear from your view. This doesn't remove the calendar, it just hides it.

To display the entries, click the box again.

- Right click the calendar and select **Display only this Calendar** to view one calendar at a time.

### In Microsoft Outlook® ... Choose from preset colors



### Choose a color category



### In Google Calendar ... Customize your colors



Don't like pastels? Click a calendar's menu to pick from 24 preset colors, or open the color picker to select the perfect shade of green.

Enter a color's HTML code to perfectly match your company's colors.

### Change an event's color



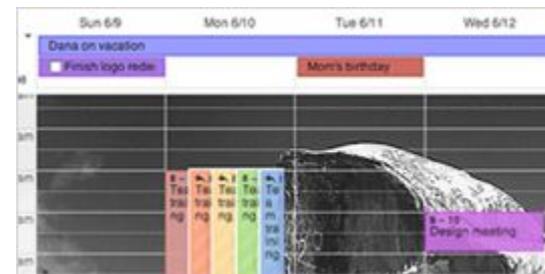
Change the color of individual events to make them stand out from the rest of your calendar.

Click the calendar event you want to change and select the new color from the menu next to the event name.

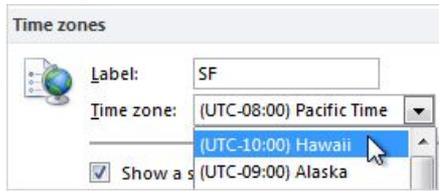
### Customize your background

Does your calendar need a little personality? Add a photo of your favorite person or place.

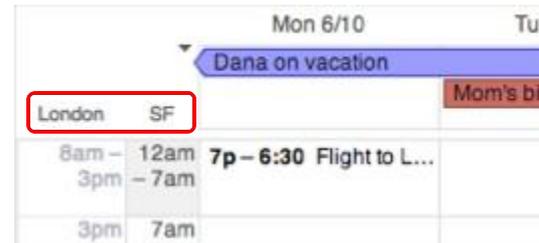
Enable the **Background image** lab. Then go to **Settings > Calendar background** and enter the URL of the image you would like to use.



## In Microsoft Outlook® ... Set and swap time zones



## In Google Calendar ... Set and swap time zones



Go to **Settings** and find **Your current time zone**. Select a new time zone from the drop down menu and save your changes.

## Show two time zones

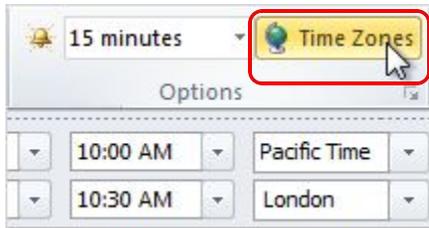
If you work with a team in another time zone, you can set your calendar to show their time zone, too.

Go to **Settings > Your current time zone**. Click **Show additional time zone** and select a new time zone from the menu. Label your time zones and check **Display all time zones**.

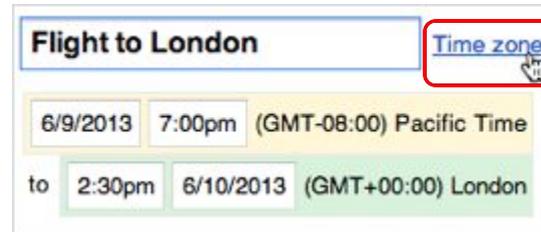
## Swap time zones

If you move between two offices, change your primary time zone by clicking the **swap** link in **Settings**. Your calendar then shows the new zone's time, and events are created in that time zone, too.

### In Microsoft Outlook® ... Select time zones



### In Google Calendar ... Narrow time zones by country



Ever start a meeting in one time zone and end it in another? Here's an easy way to keep your schedule straight.

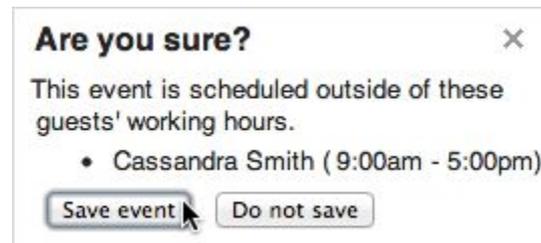
*In **Event details**, click the **Time zone** link. Check the box to **Use separate start and end time zones** and select a **country** and **time zone** for the start and end time.*

Your event's start and end time zones are highlighted by contrasting colors.

### Set your work hours

If you have teams that work in multiple time zones, set your work hours to prevent accidental midnight meetings.

*Go to **Settings** and set your working days and hours. Check **Show a warning to other people when they invite me to an event outside of my work hours**.*



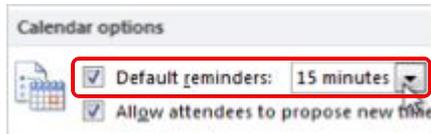
### Display the world clock

*To see many time zones, enable the **World clock** lab.*

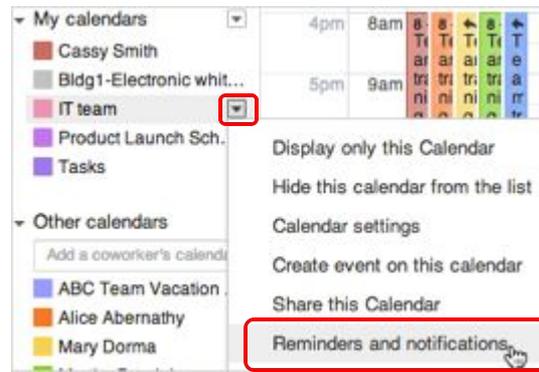
*Click the **Settings** link and choose zones you want to display.*

*When you create an event, the **World clock** shows the start time for the meeting in all the time zones.*

### In Microsoft Outlook® ... Create reminders in Settings



### In Google Calendar ... Create reminders in calendar menu



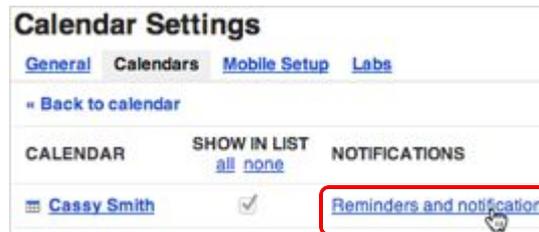
Event reminders are emails or pop-ups that prompt you before an event begins. Create default reminders for all events in a calendar or create event-specific reminders.

*To create reminders for a whole calendar, select **Reminders and notifications** from a calendar's menu. Click **Add a reminder** and set the time and type of reminder.*

*To create an event-specific reminder, create or open an event and click **Add a reminder**. Set the time and type of reminder and save your changes.*



Enable the **Gentle Reminders** lab to replace pop-ups with a pleasant sound and flashing Calendar tab.



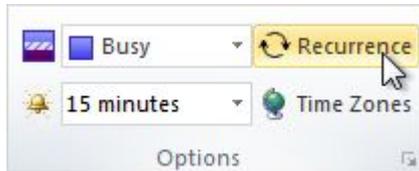
### Set notifications

Event notifications alert you to major event changes by email or text message, such as:

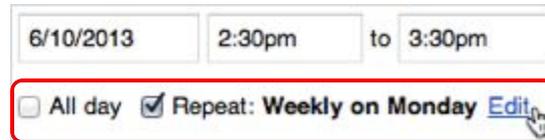
- New events
- Changed events
- Canceled events
- Event responses

*Go to **Settings** > **Calendars** tab and click **Reminders and notifications** for the desired calendar.*

### In Microsoft Outlook® ... Create recurring events

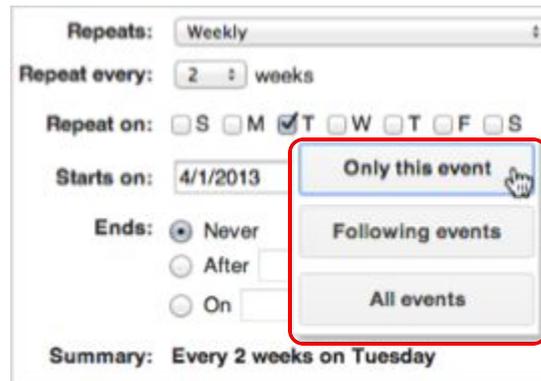


### In Google Calendar ... Create repeating events



To set up a repeating event, such as a weekly team meeting, check the **Repeat** box in Event details. Choose how often you'd like the event to recur and click **Done**. This displays a summary of the recurrence that you can later edit.

### Change a repeating event



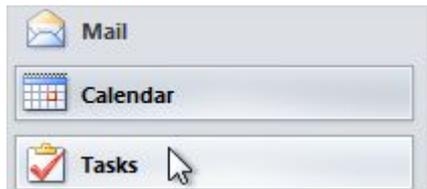
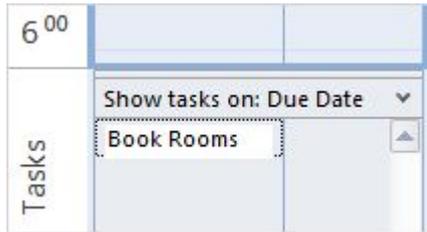
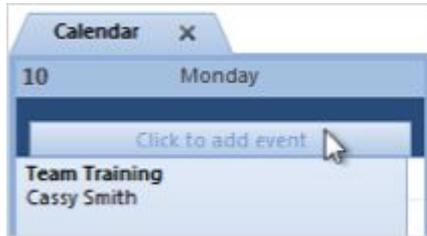
Sometimes you need to reschedule a meeting in a repeating series, or the whole series.

- Open the event. Change the time/ date in **Event details** or click **Edit** to modify your repeat settings. Press **Save**, and then select to change:
- Only this event
  - All following events
  - All events in the series.

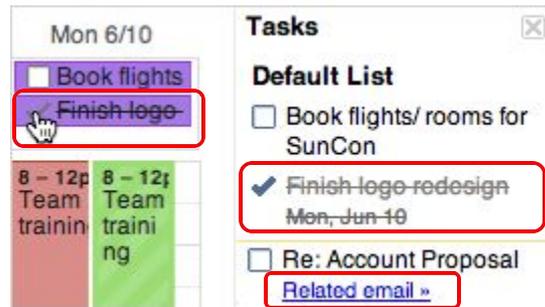
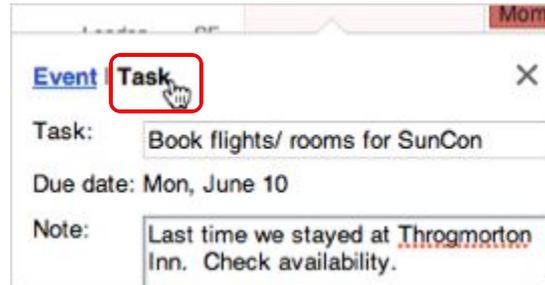
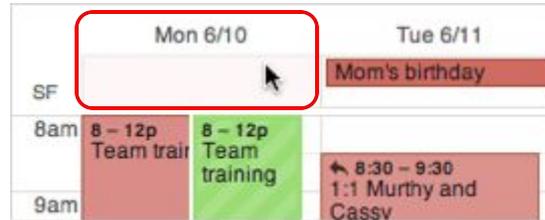
- Check the event's reserved rooms to ensure they are still available.
- Only changing one event in a series? Drag the event to a new time on your Calendar to change the event's details, without affecting the rest of the series.

# 31 All-day events & tasks

## In Microsoft Outlook® ... All-day event



## In Google Calendar ... All-day event



Mark vacations, birthdays, or other events that aren't tied to specific times, by creating an All-day event.

*To create an All-day event, select a date in the All-day section above your calendar or check the **All-day** box in Event details.*

## Create a task

Create tasks in Calendar to keep on top of the work you need to do.

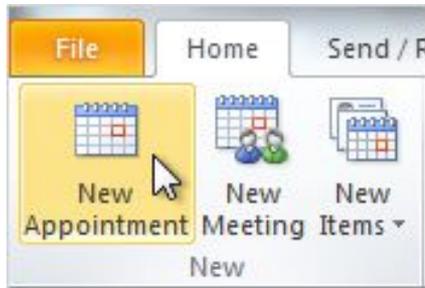
*Find the due date for your task and click the All-day section. Click **Task**, enter the details of what you need to do, and click **Create task**.*

## See your tasks

Add or check off tasks from Calendar or list to the right of it. (Tasks are differentiated from All-day events by their checkbox.)

*Your tasks sync across Calendar and Gmail, so no matter where you are, you'll never lose track of what you need to do.*

### In Microsoft Outlook® ... Create appointment for each guest



### In Google Calendar ... Let guests book appointment slots



Schedule time slots on your calendar that other people can book, for quarterly reviews or one-on-ones, by creating appointment slots.

On your calendar, drag your mouse over the desired date/time for appointments. Click **Appointment slots** at the top of the popup and edit details to create slots.

### Book time in an appointment

Appointments are marked by a  icon. To book time in someone's appointment block, click their calendar entry (or follow the link they sent) and select **Book an appointment slot**.

This opens a calendar view where you can:

- Book an available slot See
- which slots are taken
- View your already booked slots

