



Introduction

For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account.

To explain the major parts of the google calendar application we will have a look at the following aspects.

1. Different views of the calendar
2. Creating an event
3. Scheduling a meeting

It should be noted that there are many functionalities that are available for google calendar and its parts or collaborating applications. However, in what follows we focus on providing a basic description of how certain tasks can be achieved.

Calendar is a time-management and scheduling calendar service developed by Google. It uses a very intuitive interface allowing the user to manage their time and schedule their activities, appointments, reminders and more.

1. Login to your account
2. Click the 'Google apps' icon on the top right
3. Locate and start calendar. You are presented with a familiar weekly breakdown. On the left hand side we have a small month view to have a notion of where we are while the main area on the right shows the days of the week starting from Sunday. The little red circle with the line indicates the current date and time (i.e. the present)

The screenshot displays the Google Calendar web interface. At the top, there is a navigation bar with a hamburger menu, the date '22', the word 'Calendar', a 'Today' button, navigation arrows, the month 'July 2020', search, help, settings, and view options (set to 'Week'). Below this, a 'Create' button is visible on the left. The main area shows a weekly grid for July 2020, with days from Sunday (19) to Saturday (25). Wednesday (22) is highlighted with a blue circle. A red dot on the timeline for Wednesday indicates the current time is around 9:00 PM. On the left sidebar, there is a month view for July 2020, a 'Search for people' input field, and sections for 'My calendars' and 'Other calendars'. The bottom of the sidebar contains 'Terms - Privacy'.

- The top of the window provides some navigation and view options

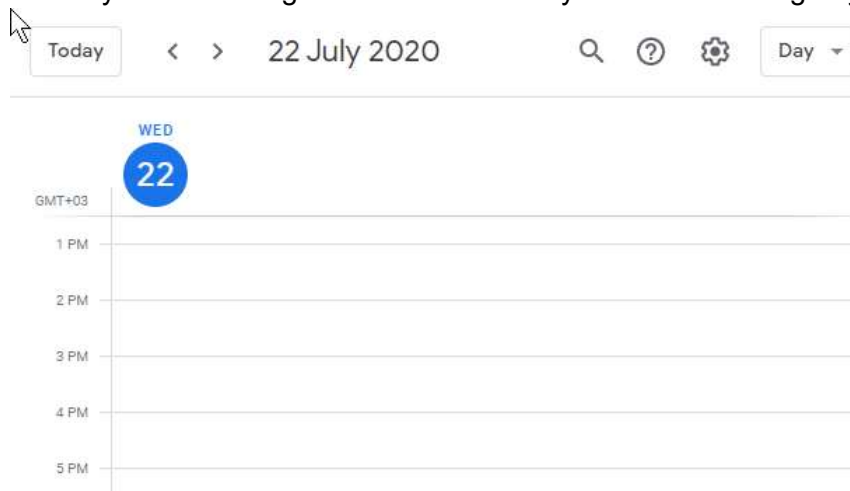


from left to right:

- The 'menu' bars will hide the left-hand side view of the calendar
- The 'Today' button will reset to the current date if you have navigated away
- The left and right arrows will go to the previous and next week respectively
- The little magnifying glass allows you to search for an event
- The question mark is help
- The gear will show you the calendar settings
- The last dropdown (currently showing) 'Week' allows you to change the view of the calendar to see more or less details. This is discussed next.

Different views of the calendar

- Use the dropdown on the top right of the screen to switch your view of the calendar
- The day view showing the most detailed layout of the working day



- The week view that we have seen

4. The month view

Today < > July 2020 🔍 ? ⚙️ Month ▾ ☰

SUN 28	MON 29	TUE 30	WED 1 Jul	THU 2	FRI 3	SAT 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

5. The year view allowing views of previous and upcoming months

Today < > 2020 🔍 ? ⚙️ Year ▾ ⋮

24 25 26 27 28 29 30 28 29 30 1 2 3 4
31 1 2 3 4 5 6 5 6 7 8 9 10 11

July

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

August

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

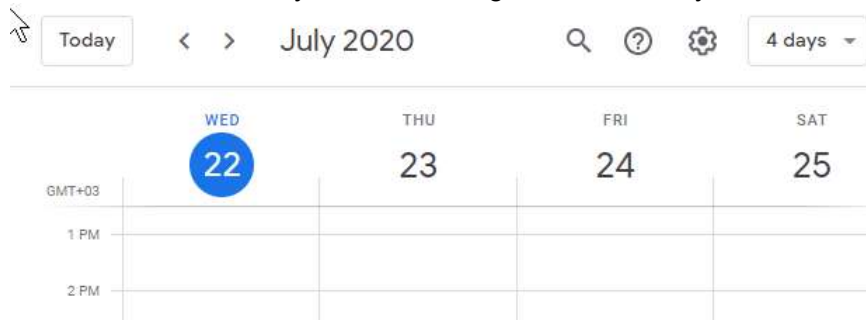
6. The schedule view (in this case showing the deadline for an assignment that is due in the classroom application)

Today < > Jul 2020 – Jul 2021 🔍 ? ⚙️ Schedule ▾ ☰

30 JUL, THU ● All day Assignment: C1 - arrays input and manipulat...

Showing events until 21 Jul 2021. [Look for more](#)

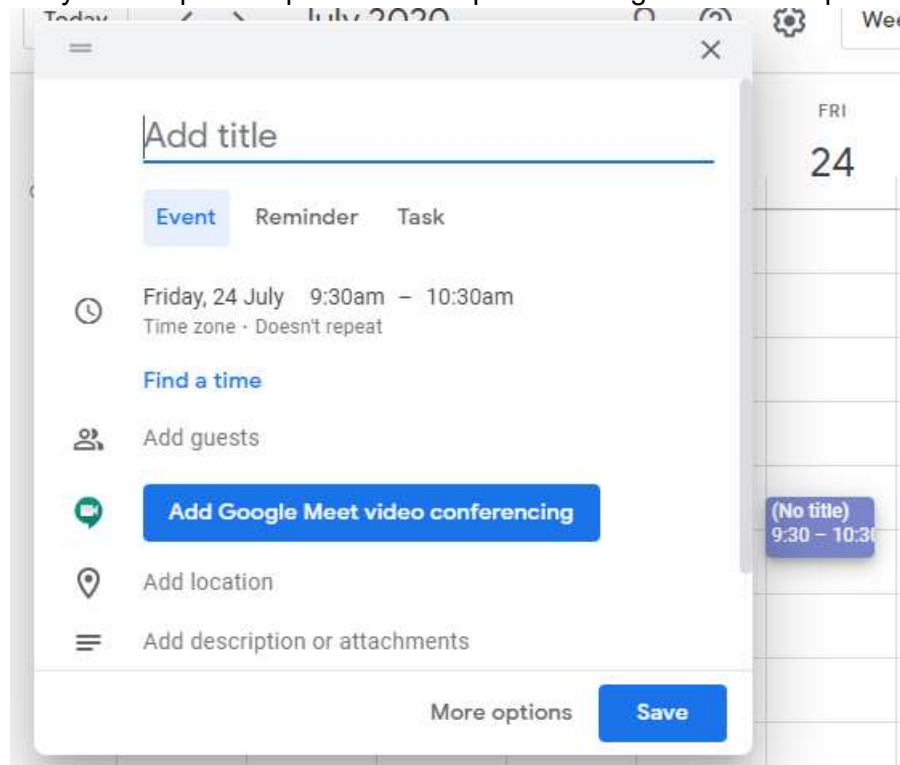
7. There is also the 4-days view showing the current day and the next three days



Creating an event

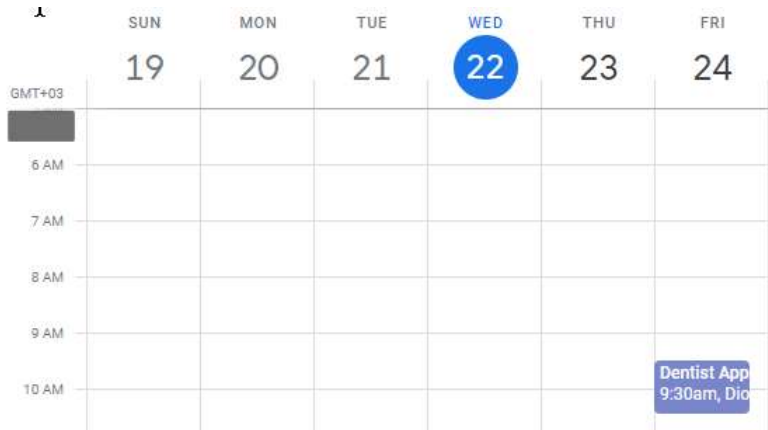
Suppose we want to set up an appointment for the dentist in two days (on the 24th) at 09:30 in the morning

1. Switch to the day view,
2. Click at the day and time you want to setup the appointment. Calendar produces an entry at the specific spot and then opens a dialog for us to complete the details

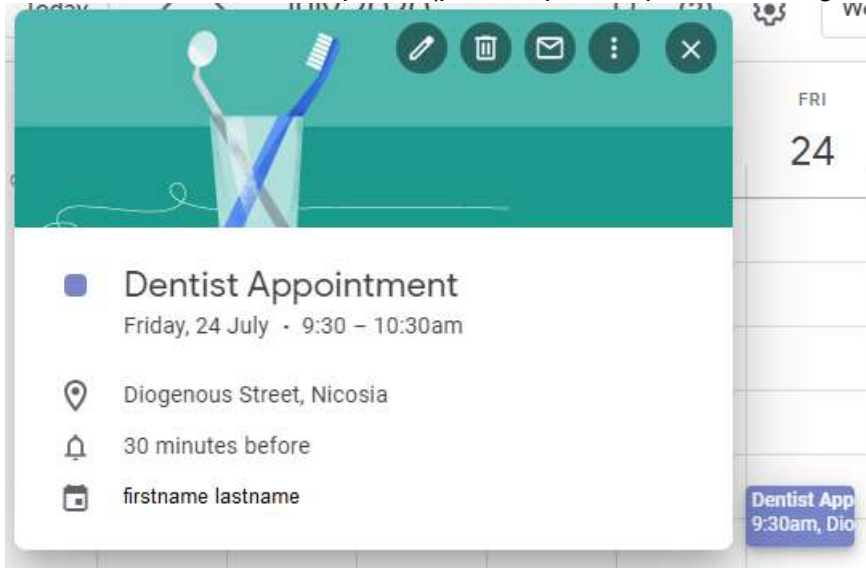


3. Insert the title text (dentist appointment)
4. Select if this is an event, a reminder or a task (reminder)
5. The time and date are already entered
6. You can add guests, not needed here

7. You can setup a meeting, not needed here
8. You can add a location (this will enable google earth and try to locate details)
9. You can add a more detailed description or other file details
10. Click save and the event is created and added



11. If you click on the event with your mouse you get some details and options to edit. You can see that there is a reminder set for 30 minutes before the event (default for calendar, customizable via settings). Also notice the button on the top right which allow you to: edit, delete, email, other options (print, duplicate, publish, change owner), and close.



Scheduling a meeting

Suppose we want to set up an online meeting for 02-Sep-2020 (a Wednesday) at 11:00 in the morning Cyprus Time.

1. Switch to month view and scroll down to find September

12	13	14	15	16	17	18	9	10	11	12	1
19	20	21	22	23	24	25	16	17	18	19	2
26	27	28	29	30	31	1	23	24	25	26	2
2	3	4	5	6	7	8	30	31	1	2	3

September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17

2. Double click on the 2nd of the month. Calendar switches to day view and shows you the 2nd of September
3. Click on 11:00 AM to create an event

Today < > 2 September 2020 🔍 ? ⚙️ Day

WED
2

MT+03
W+0000

6 AM
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM

(No title)
11am - 12pm

Add title

Event Reminder Task

🕒 Wednesday, 2 September 11:00am - 12:00pm
Time zone · Doesn't repeat

🔍 Find a time

👤 Add guests

🗣️ Add Google Meet video conferencing

📍 Add location

More options Save

4. Enter the title for the event and then click the 'Add Google Meet video conferencing'

The screenshot shows the Google Calendar event creation interface. At the top, there is a search bar with a close button (X). Below it, the event title "Be-com Pre-training meet" is entered. There are three tabs: "Event" (selected), "Reminder", and "Task". The event is scheduled for "Wednesday, 2 September" from "11:00am - 12:00pm". Below the date and time, there is a "Find a time" link. There is an "Add guests" button. A prominent blue button says "Join with Google Meet". Below this button, the meeting link "meet.google.com/cob-hqtr-eji" is displayed, along with the text "Up to 100 participants". At the bottom right, there are "More options" and "Save" buttons.

5. Calendar created a Meeting in 'Google Meet'.
6. Add your guests and edit the guest permissions

The screenshot shows the "Add guests" section of the Google Calendar event. It lists the following guests:

- saturday@somedomain.com (Organiser)
- monday@somedomain.com * (with a lock icon)
- tuesday@somedomain.com * (with a lock icon)
- wednesday@somedomain.co... * (with a lock icon)

Below the guest list, there is a note: "* Calendar cannot be shown ?". Under the heading "Guest permissions", there are three checkboxes:

- Modify event
- Invite others
- See guest list

At the bottom, there are "More options" and "Save" buttons.

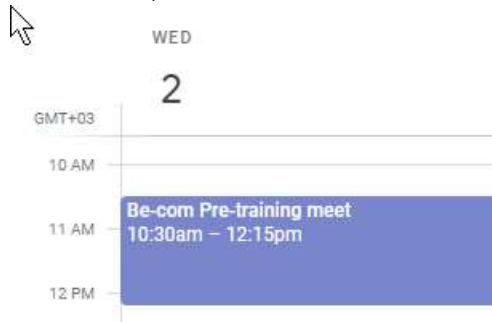
7. Click Save, calendar asks you if you want to send invitations to the guests

The screenshot shows a dialog box with the following text:

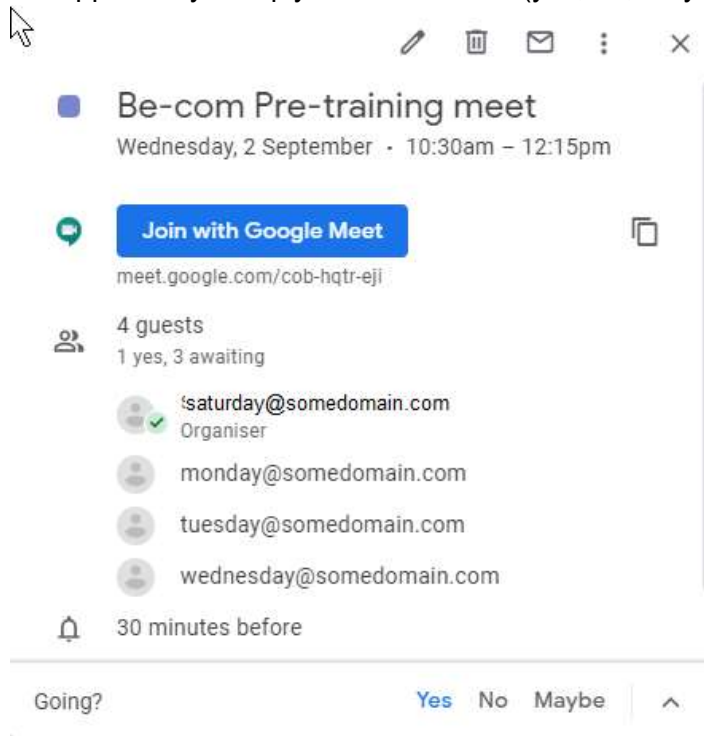
Would you like to send invitation emails to Google Calendar guests?

At the bottom of the dialog box, there are three buttons: a question mark icon, "Dismiss", "Do not send", and "Send".

8. Click Send, invitation emails are sent and the event is saved in your calendar



9. If you click on it, you can see the details. Notice how at the bottom of the dialog there is the opportunity to reply to the invitation (yes, no, maybe, if you will attend)



As most google applications, calendar can seamlessly integrate with the other tools in the google productivity suite (Docs, Sheets, Slides) as well as forms.