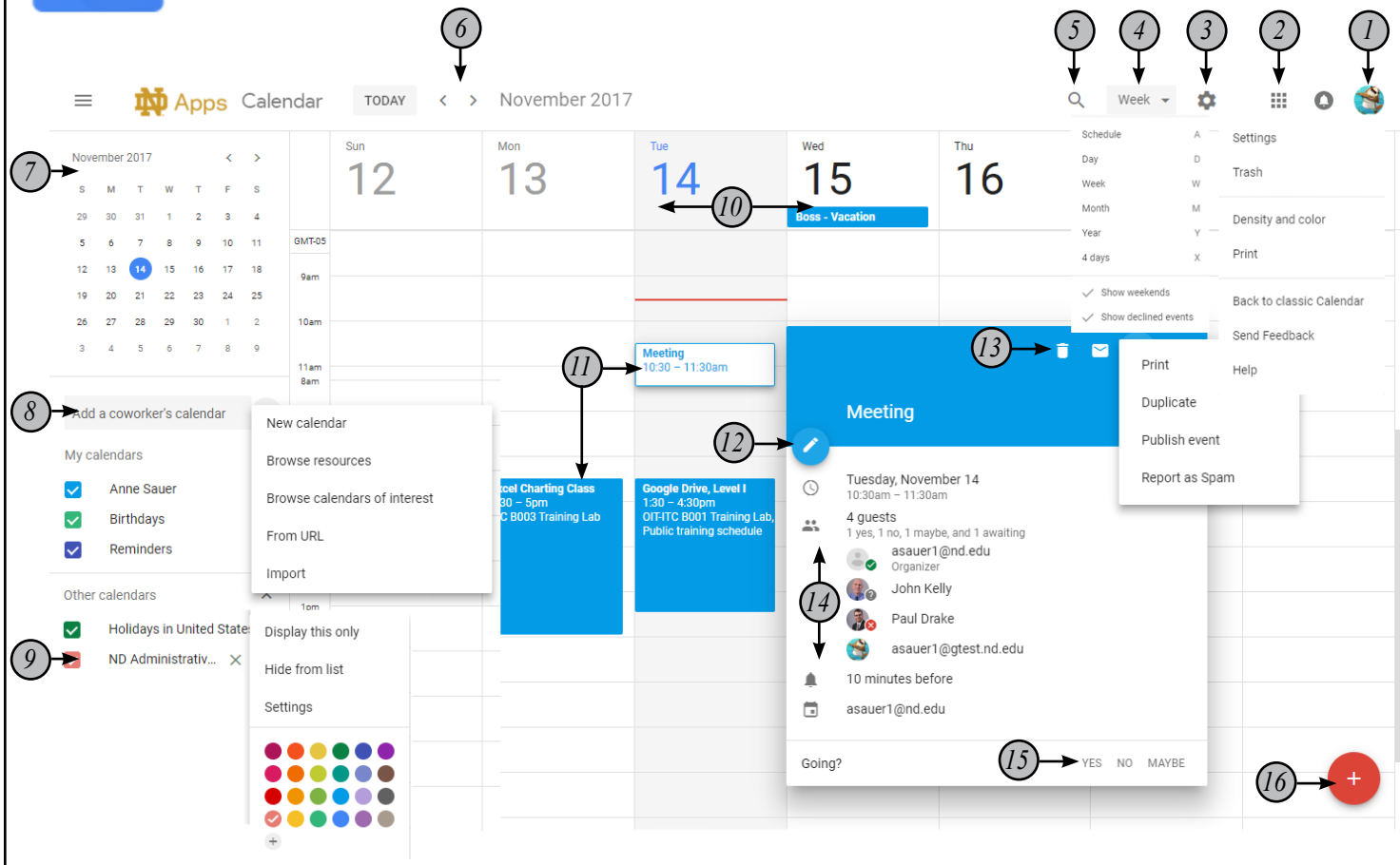
Google Calendar at Notre Dame



1. **Account access:** Log in/out of accounts.
2. **Apps Grid:** Access to other Google Apps
3. **Gear/Settings:** Access global calendar settings, trashed events, density/color options, and printing.
4. **View:** Change the calendar view, show/hide weekends and declined events.
5. **Search:** Search for events or reminders.
6. **Toggle view:** Navigate forwards/backwards by one iteration of your current view and return to today.
7. **Mini Calendar:** Quick navigation tool.
8. **Add calendars:** Add coworker, resource, holiday, outside, or create new calendars.
9. **Other calendars:** Hide calendar display with check box. Click the ⋮ for additional calendar options.
10. ***All-day* events:** Day events and reminders.
11. **Events:** Events on your calendar.
12. **Edit event:** Open the full event details for editing.
13. **Event options:** Delete, email guests, print, duplicate, publish or report an event.
14. **Event attendance:** See who is attending an event.
15. **Respond to event:** Respond to event invitation.
16. **Create:** Create a new event.

Approving Events as a Resource Manager

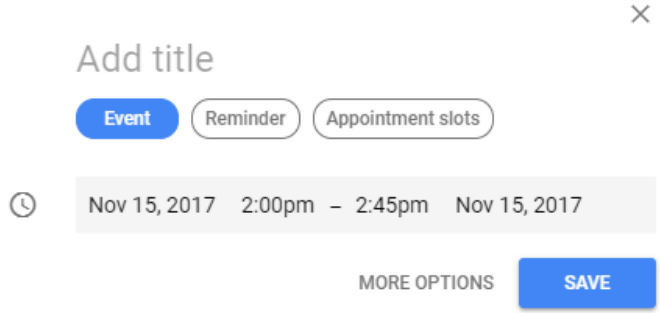
1. From the ⋮ drop-down of the resource calendar, select **Settings and sharing**.
2. In the *Auto-accept invitations* section, select **Automatically add all invitations to this calendar**.
3. In the *General notifications* section, select to receive notifications for **New**, **Changed**, and **Canceled** events.

You will receive event invitations as the resource manager and can accept or reject them as appropriate.

Events you decline will not be canceled. The event owner will receive a notification that the room was declined and the room will show as unavailable during the event.

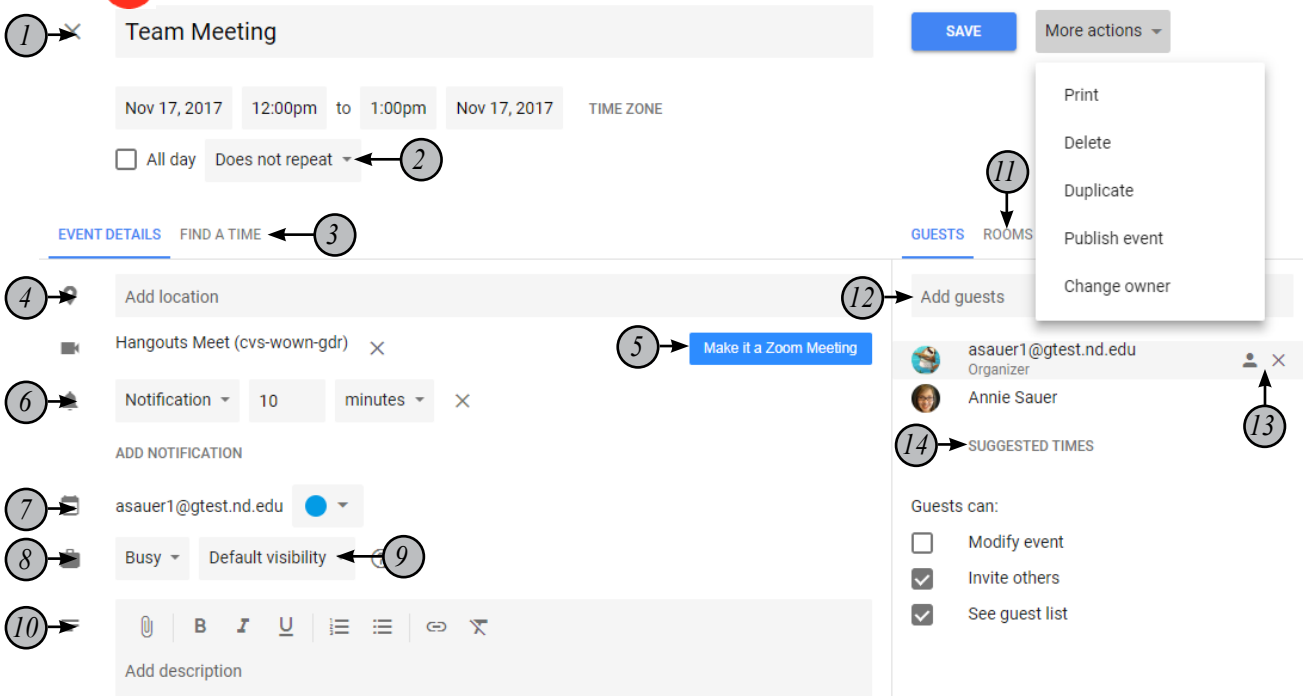
Creating Quick Events, Reminders, and Appointment Slots

On your calendar, click and drag across the time to bring up the mini creator:



Creating and Editing Events

Click + to add an event.



1. **Close:** Close out of event (won't save changes).
2. **Repeating events:** Open options for events that repeat.
3. **Find a time:** View all guest and resource calendars side-by-side.
4. **Add location:** Will be filled in if a campus room is added; otherwise, the location is linked with Google Maps.
5. **Zoom meeting:** Create a Zoom meeting ID for virtual meetings.
6. **Notifications:** Add or edit notifications for this event.
7. **Calendar:** Change which calendar this event is created on.
8. **Show me as:** Changing this to *Available* will allow people to schedule meetings with you during this time.
9. **Visibility:** Marking an event *Private* hides the event from those who can see your event details.
10. **Details:** Event details (including attachments); these are sent in the event invitation.
11. **Rooms:** Access the university's room calendars.
12. **Add guests:** Add guests by email or from your contacts.
13. **Guest options:** Mark a guest as optional or remove the guest.
14. **Suggested times:** Let Google suggest times when all guests are free.

General Calendar Settings

Event settings

- Change default meeting settings: duration and guest persmissions.
- Change notification settings: none, browser (pop-up) or interuptive (freeze browser).

View Options

- View or hide weekends and declined events.
- Reduce the brightness of past events.
- View calendars side-by-side in Day view.
- Set your first day of the week.
- Set your custom view.

Scheduling

Set your work hours to notify people when they have invited you to an event outside of those hours.

Mobile Setup

Enable SMS message notifications for events.

Sharing Calendars

You can share any calendar that you own (either than you created or you were given delegate permissions on).

1. From the ⋮ drop-down of the calendar, select **Settings and sharing**.
2. Under the *Share with specific people* section, click on **Add People**.
3. Enter the email address of the person or Google Group you wish to share this calendar with.
4. Select the permission level:
   - **See only free/busy (hide details)** - only see that you have events
   - **See all event details** - see descriptions, titles, and guest of your events
   - **Make changes to events*** - can edit and add events to your calendar
   - **Make changes and manage sharing*** - is a delegate (same control as you)
5. Click **Send**.

*People with this level of access to your calendar will be able to see the details of events you mark as private.

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