



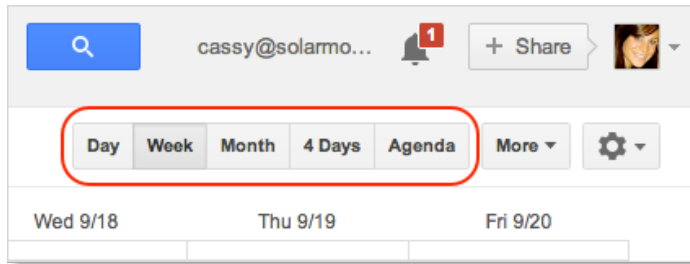
## Calendar: Scheduling, invitations, attachments, and printing

### Your calendar view

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:

The screenshot displays the Google Calendar interface. At the top, there's a search bar and user information for 'cassy@solarmo...'. Below this, the 'Calendar' title is followed by navigation tabs: 'Today', '<', '>', 'Sep 16 – 20, 2013', 'Day', 'Week', 'Month', '4 Days', 'Agenda', 'More', and a settings gear icon. The left sidebar contains a 'CREATE' button, a calendar for 'September 2013', and lists for 'My calendars' (Cassy Smith, Bldg1-Electronic whit..., IT team, Murthy Desdai, Product Launch Sch..., Tasks) and 'Other calendars' (ABC Team Vacation..., Alice Abernathy, Mary Dorma, Patricia Rowan, San Jose Sharks, Sondra Jenkins). The main calendar grid shows a weekly view from Monday, September 16 to Friday, September 20, 2013. The grid is divided into two columns for 'London' and 'SF' time zones. Events are shown as colored blocks with labels such as '8-12p Team training', '8-9 IT Team meeting', '8:30-1:1 Mu and Ci Murth', '9:30-10:30 Team Meeting', '11-12 Team meeting', and '11-12 Team meeting'.

To change your calendar view, click the tabs in the upper-right corner of the view.

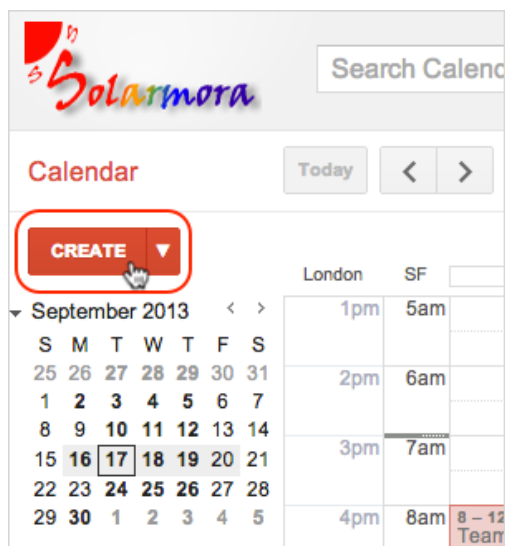


## Schedule a meeting- (Create a Lesson Plan)

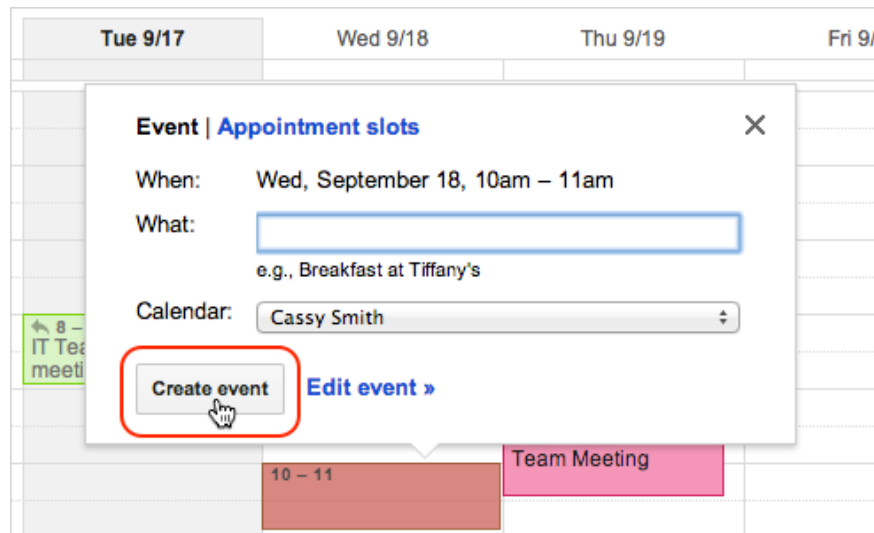
You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

1. Open Google Calendar.
2. Do either of the following:

**Option 1:** In the upper-left of your calendar, click **Create** to open the event details page.



**Option 2:** Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:

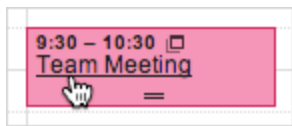


Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

3. Enter details, such as recurrence, guests, an agenda, and a reminder.
4. Click **Save**.

## Edit event details later

If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



**Note:** Once you've finished entering meeting details, click **Save** at the top of the event details page.

## Invite guests

1. Go to the event details page of your meeting.
2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in your corporate directory.

3. Select the guest to add him or her to your **Guests** list.
4. Continue adding your guests' email addresses one by one.

**Important:**

- If your administrator has set up Google Groups (mailing lists) for your domain, you can add a group address to the Guests list. Or, you can [create your own contact group](#) in your personal contacts and add that to the Guests list.
  - If you copy and paste a guest list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).
5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.

6. If desired, fill in the rest of the fields on the page.
7. Click **Save**.

Google Calendar asks you whether you want to send invitations to the guests. Your guests can respond to the meeting invitation and leave comments.



If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

The screenshot shows the 'Find a time' interface for a 'Team Meeting' on Wednesday, Sep 18, 2013, from 1:00pm to 2:00pm. The interface includes a calendar grid with time slots from 7pm to 10pm. A blue dashed box highlights the 1:00pm to 2:00pm slot, indicating the proposed meeting time. The grid shows the availability of four guests: IT team, Benito Cacciatore, Mary Dorma, and Murthy Desdai. The 'Find a time' tab is highlighted with a red box.

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

## Set a reminder for your meeting

1. Open your meeting.
2. Under **Reminders**, choose the type of reminder you want (pop-up or email message) and when you want to receive it.

The screenshot shows the reminder settings panel. It includes an 'Event color' section with a color picker and a 'Reminders' section with two rows of settings. The first row is for 'Email' reminders, set to 10 minutes before the event. The second row is for 'Pop-up' reminders, also set to 10 minutes before the event. There is an 'Add a reminder' link at the bottom.

3. To add more reminders, click **Add a reminder**.
4. Remember to click the **Save** button.

## Set up a recurring meeting

1. Go to the event details page.
2. Check the box to the left of **Repeat**.

The screenshot shows the 'Team Meeting' event details page. At the top, there are buttons for navigation and actions: a back arrow, a red 'SAVE' button, 'Discard changes', and 'Delete'. Below these, the event title 'Team Meeting' is displayed. The date and time are set to '9/18/2013' from '1:00pm' to '2:00pm' in the 'Time zone'. There is a checkbox for 'All day' and a checkbox for 'Repeat' which is checked and highlighted with a red circle. At the bottom, there are links for 'Event details' and 'Find a time'.

3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.

The screenshot shows the 'Repeat' pop-up dialog box. It has a title bar with a close button. The 'Repeats' dropdown menu is open, showing 'Weekly' selected and highlighted with a red circle. Below this, the 'Repeat every' is set to '1' weeks. The 'Repeat on' section shows checkboxes for days of the week: S, M, T, W (checked), T, F, S. The 'Starts on' date is '9/18/2013'. The 'Ends' section has three options: 'Never' (selected), 'After' [ ] occurrences, and 'On' [ ]. At the bottom, the 'Summary' is 'Weekly on Wednesday', and there are 'Done' and 'Cancel' buttons.

4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

## Attach a file to a meeting invitation

The best way to do this depends on if your Google Apps administrator has enabled Calendar Labs for your domain. (If Calendar Labs are enabled for your domain, you'll see a **Labs** tab when you select **Settings** from the **Gear** menu.)

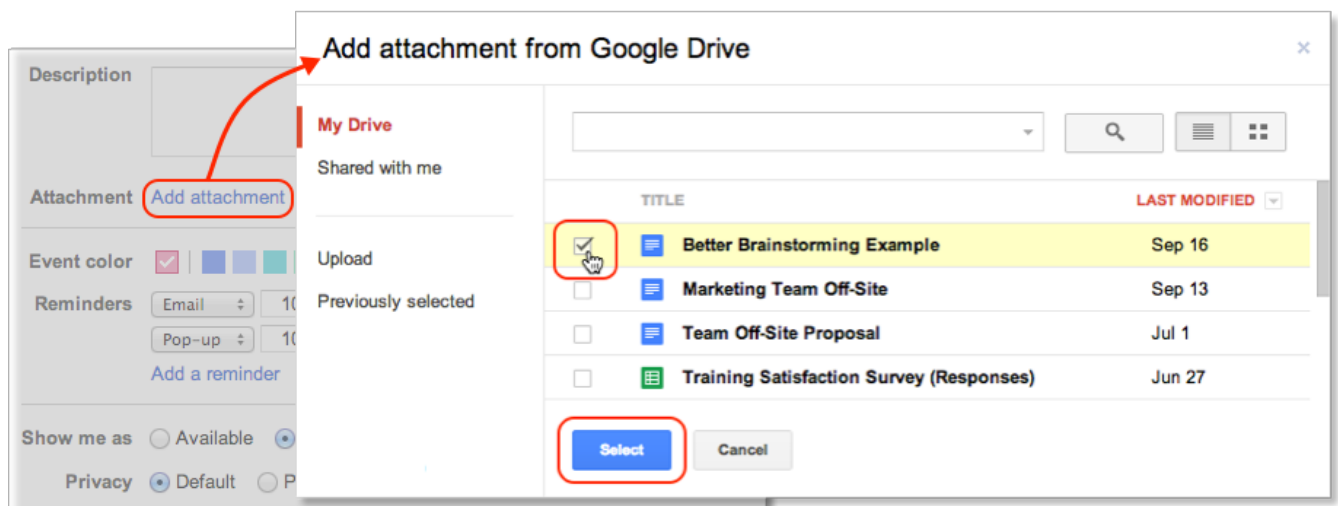
### If Calendar Labs *are* enabled for your domain

First, make sure the **Event attachments** Calendar lab is enabled.

1. Select **Settings** from the **gear** menu, and go to the **Labs** tab.
2. Select **Enable** next to **Event attachments**.
3. Click **Save**.

To add an attachment using this lab:

1. Open your meeting.
2. In the **Attachment** section, click **Add attachment**.
3. Check the box next to one or more Google Drive files, and click **Select**.



Or, for other file types (like PDF), click **Upload** and follow the prompts to upload your file(s).

4. Review your attachments. Here's an event with both an attached Google Doc and a Microsoft Word document that was uploaded to Google Docs:

**Calendar** IT team

**Created by** cassy@solarmora.com

**Description** Team Meeting

**Attachment**

- Better Brainstorming Example ×
- Marketing Team Off-Site ×

Make sure the guests have permission to access the attached files. [Learn more](#)

[Add another attachment](#)

- After you've entered all event details, remember to click the **Save** button.

### If Calendar Labs are *not* enabled for your domain

For this option, your attachment has to be a Google Doc or otherwise available via a URL. (Google Docs generates URLs for each of your documents.) To attach a Microsoft Office or PDF document, just upload it first to Google Docs, and--optionally--convert it to Google Docs format.

Once you have a URL for your document, here's how to add it to your event:

- Open your meeting.
- In the **Description** field, copy and paste the URL that Google Docs generates.

**Calendar** IT team

**Created by** cassy@solarmora.com

**Description** Team Meeting

[https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYgUAKr\\_hLg-DJT3LgBfkzMb8bvwcbCnrC](https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYgUAKr_hLg-DJT3LgBfkzMb8bvwcbCnrC)

- After you've entered all event details, remember to click the **Save** button.

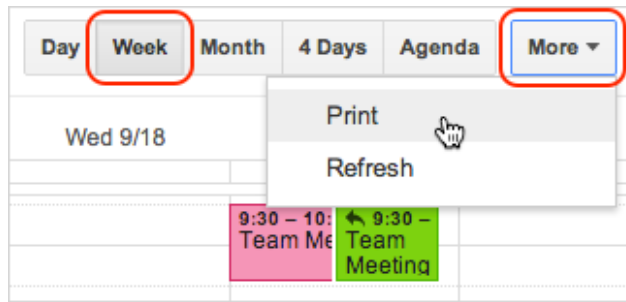
**Note:** Alternatively, you can add an attachment using either of these methods:

- Send the attachment in a separate email message to guests.
- Schedule the event through Gmail. Compose a new message and attach the file. Then click **Invitation** and enter information about the event. However, you can't book a room from Gmail, so you'll have to edit the event in Google Calendar later.



## Print your calendar

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.



3. Click **More**, and then select **Print** from the drop-down menu. In the **Calendar Print Preview** window, you can choose a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.