

# Google Calendar Cheat Sheet

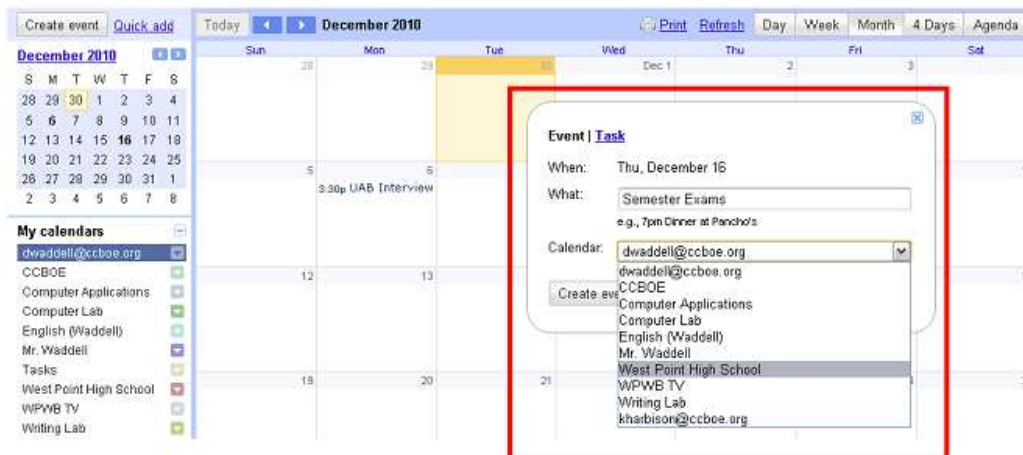
## Adding a New Calendar

1. To add a new calendar, click on the “Add” link under the “My calendars” section on the left.
2. Name the calendar, give it a description (optional), set your time zone, decide whether you want to share it, and click the “Create Calendar” button.
  - A. The calendar must be public if you intend to embed it into a website.
  - B. You can add specific people by typing their email addresses into the appropriate box.



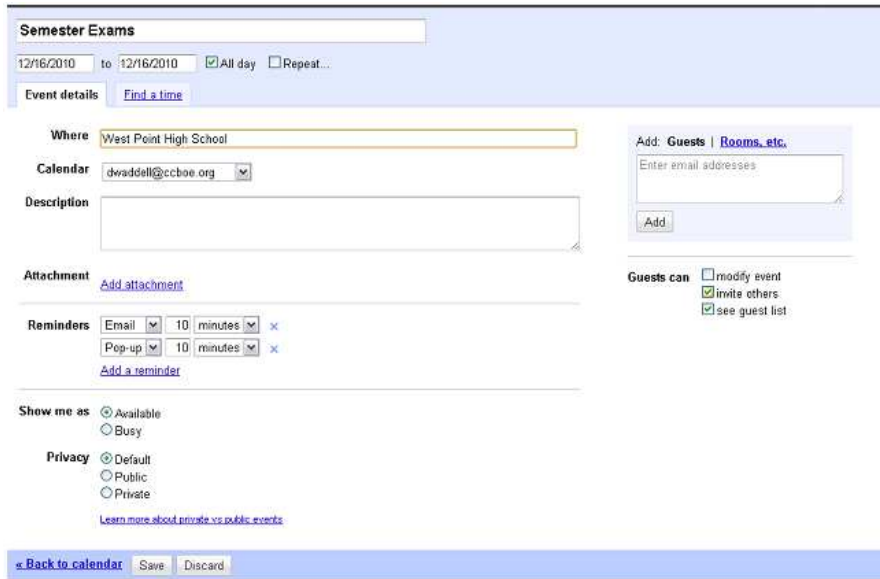
## Adding and Editing an Event

1. To create an event, click on the appropriate day.
2. Name the event (you can specify a time as well, i.e. Semester Exam 8:00a.m.)
3. Choose the calendar to which you want to add it.
4. Click the “Create event” button.

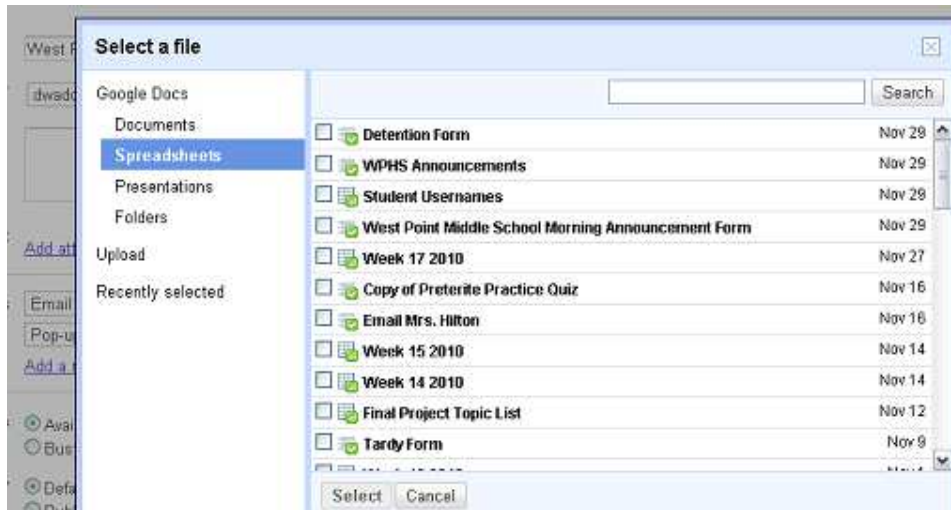


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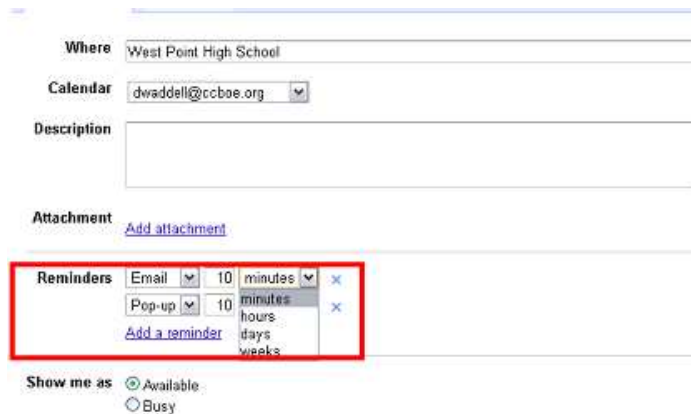
5. After an event has been created, you can click on “Edit event details” to change the details of event. You can change the name, place, time, and more.



6. To add an attachment while editing the details, click “Add attachment.” It will bring up a list of your Google Docs that you can attach to the event for others to view.



7. While editing the event details, you can set up email or pop-up reminders.



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8. You can invite others to your event. They'll receive an email asking them whether or not they will attend and you can get a list of everyone who will be coming. You can also give them the ability to invite others and see the guest list.

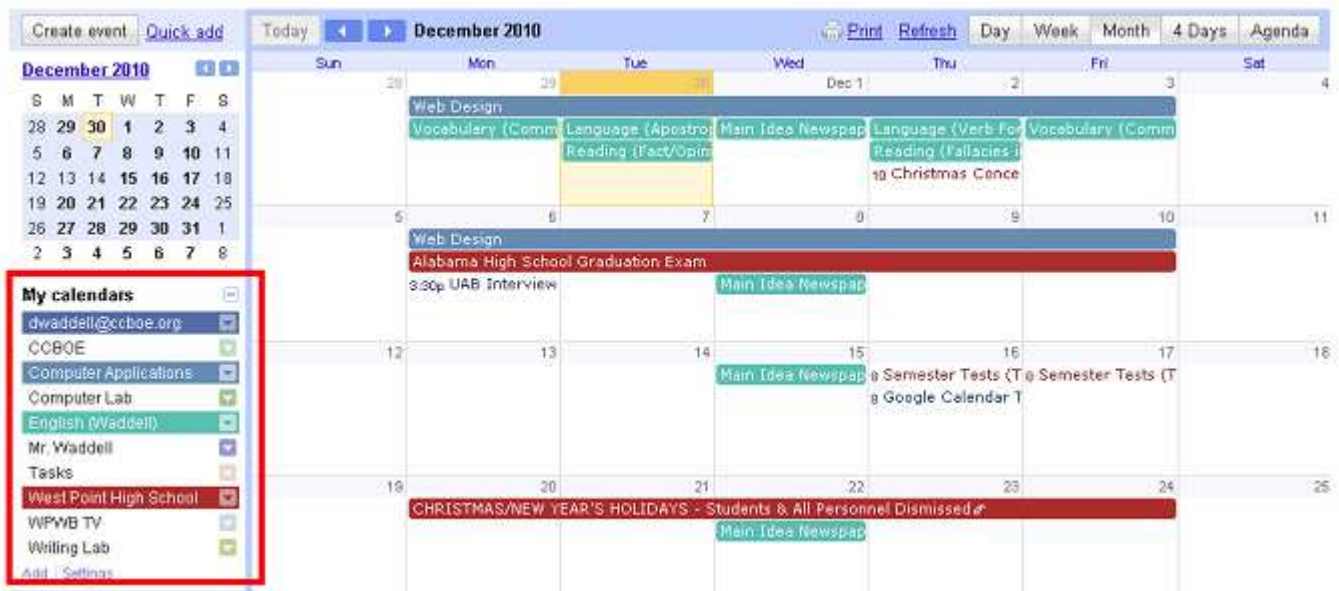


## Views

1. You can view the calendar in different views by clicking on the appropriate button in the top-right of the calendar.



2. View multiple calendars by clicking on the calendar name under "My Calendars" to turn that calendar on and off.



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3. You can change the calendar display, color, settings, share settings, and more by clicking on the down arrow next to the calendar name.

