

# GOOGLE CALENDAR: BASICS & BEYOND

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## Customizing Your Google Calendar

Google Calendar's settings screen group options into nine categories, with each category clickable in the drop-down list on the left side of the screen.

Each category handles certain types of settings:

- **Calendar settings** — repeats the basic setup info you used when you originally created the calendar.
- **Auto-accept invitations** — offers a drop-down with three settings that govern what happens when the calendar is presented with an invitation to a meeting or activity. You can either auto-accept if there's no conflict, auto-accept all invitations, or ignore invitations entirely. If you auto-accept but there's already a conflicting appointment, you're invited to manually accept or decline the invitation.
- **Access permissions** — specifies the visibility of the calendar on the internet. If you click **Make available to the public**, anyone (including Google Search!) can read the calendar. You have the chance to specify whether all event details or just free/busy info is available to the world, as well as a **Get shareable link** option to obtain the internet address of the calendar for distribution to others or for publication online.
- **Share with specific people** — lists every user who has specific privileges to access the calendar. Add people who already have a Google Account. You can select whether each individual person can see only free/busy info or all details. You can also grant users editing rights to change or delete events as well as manage the sharing settings of those events.
- **Event notifications** and **all-day event notifications** — prompt Google Calendar to send you a reminder in advance of an event. These cards set your default reminder rules. Set more than one reminder if you need the extra prodding.
- **General notifications** — sets fine-tuned alerts for when certain modifications to the calendar are made. Pick your notification type for each default alert, or leave them set to **None** to suppress notifications.
- **Integrate calendar** — with other services. You see a ton of options here, including the calendar's public address and its iCal link.
- **Remove calendar** — either by clicking **Unsubscribe** (to leave the calendar in existence but removing your access to it) or **Delete** (to erase it completely, cutting off access as well for people with whom it was shared).

## Sharing Options in a Shared Google Calendar

When you share your Google calendar with someone, you can choose how much information they can see about your scheduled events. These options include:

- **See only free/busy**. The person who shares the calendar with this setting can only see whether you are available or busy at a specified time and date.
- **See all event details**. This privilege level allows the person sharing the calendar to see all of your events and the details.
- **Make changes to events**. With this privilege level, the person with whom you are sharing your calendar can see all of the details to all of the events and edit them.

- **Make changes to events and manage sharing.** This is the most comprehensive privilege level. The person with whom you are sharing your calendar can see, change, and share your calendar with anyone they choose.

## How to Share Your Google Calendar With Others

1. Open Google Calendar in your web browser.
2. Under **My Calendars**, hover over the calendar you wish to share.
3. Click the three dots next to the calendar name.
4. Click **Settings and Sharing**.
5. Scroll down to **Share with specific people**.
6. Click **Add people**.
7. Type in the email address of the person you wish to share the calendar with.

## How to Make an Event Private in Google Calendar

To make sure an event or appointment is not visible on a shared calendar in Google Calendar:

1. Double-click the desired appointment.
2. Under **Privacy**, select **Private**.
3. Select **Save**.

Note that all other owners of the calendar (i.e., people with whom you share the calendar and who has permission to either **Make Changes to Events** or **Make Changes and Manage Sharing**) can still see and edit the event. Everybody else will see "busy" but no event details.

(<https://www.lifewire.com/google-calendar-1616582>)

# 7 Google Calendar Tricks You're Probably Not Using

## 1. Create a New Calendar

1. To add more calendars, click the plus (+) icon next to **Other calendars** on the lower-left side,
2. then choose **Create New Calendar**.
3. Name and color-code the new calendar however you want.
4. When finished, you can check or uncheck the box next to the calendar name to show or hide its tasks on your main calendar, so you only see what's important.

## 2. Customize Your Notifications

If you've got an important meeting or appointment you can't miss, set up multiple alerts for it. Calendar lets you program notifications for certain time intervals before an event, so you can get a ping sent to your phone one day, one hour, or 15 minutes before your event. Mobile users have several preset options but can also create custom intervals for notifications. You can also set up reminder emails.

1. To set up custom notifications, click the three-dot menu icon next to the calendar with the relevant event.
2. Click **Settings and sharing**, then choose **Event notifications** to customize the default notification settings for every event on that calendar.
3. On mobile, open the hamburger menu, then choose Settings and select the calendar.
4. If you want to leave the default setting alone and only customize reminders for a single event, click on the event, select **Edit**, and change the notification settings for that event.

## 3. Create Events From Gmail

Use Gmail to create an event in Google Calendar and resolve that extra-long discussion with a video call or on-site meeting instead.

1. When viewing the email thread, click the three-dot menu in the top right-hand corner,
2. then click **Create event**.
3. A new event will automatically be added to Google Calendar, populated with the details from your email thread. The subject line will be the event title and messages from the email thread appear in the event description.

## 4. Create Notes From Group Events

Need to keep everyone on the same page? Use Google Calendar to make a Google Doc of meeting notes for your events with multiple attendees.

1. Select the event on the calendar,
2. then click **Take meeting notes** in the event description.
3. The resulting document is then attached to the event invite, allowing all guests to access the notes.

## 5. Set Up Daily Agenda Emails

Want to get an automatic daily rundown of your schedule every morning without opening Google Calendar? Google can send a list of the day's tasks right to your inbox.

1. To set it up, go to your list of calendars in the left-hand sidebar and click the three-dot menu next to the one you want to use to send daily agenda emails.
2. Click **Settings and sharing** > **Other notifications**, and make sure the drop-down menu next to **Daily Agenda** says **Email**.
3. You will now get a daily email with to-dos from that specific calendar until you shut them off, which you can do by going through the same process and changing the drop-down menu box to "none."

## 6. Add and Customize Time Zones

In the days of remote work, it's not uncommon for companies to have teams distributed across multiple time zones. By adding additional time zones to Google Calendar, you can schedule that next meeting at a time that works for everyone.

1. Click the gear icon in the upper-right corner, then click **Settings**.
2. Click **Time zone** on the left sidebar, then check the box that says **Display secondary time zone**.
3. Click the drop-down menu and select the time zone you need.
4. Once finished, that time zone will show up on your calendar view next to local time.

## 7. Edit Multiple Days at Once

Sometimes you only need to view a few days of your calendar at a time. Google Calendar has built-in Day, Week, Month, Year, Schedule, and 6 Days views available from the drop-down menu at the top of the screen. To view a different selection of days—say, Wednesday through Saturday—you can do that from the web app.

1. Click on the first day in the small calendar in the left-hand sidebar, then drag the cursor over the days you need. This will change your large calendar view to show just those days.