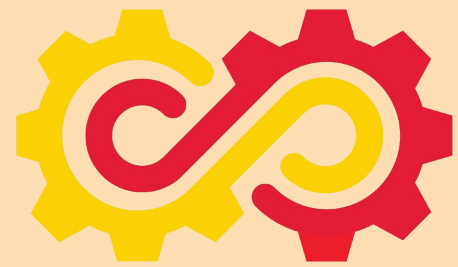# GOOGLE CALENDAR: BASICS & BEYOND

Presented by:

Sharon Dawes

Administrative Services Manager
Department of Residential Facilities

WORKING UNIFIED
Including • Improving • Inspiring

WHAT WE WILL TALK ABOUT

WORKING UNIFIED
Including • Improving • Inspiring

THE SESSION OBJECTIVE

To help users move from the mere basics of using Google Calendar to being able to use the program more efficiently.

WORKING UNIFIED
Including • Improving • Inspiring

BENEFITS OF USING GOOGLE CALENDAR

- Simplify the scheduling process

- Integration and syncing - across multiple devices like phone, tablet, computer.

- Organization - Events, appointments and plans stay organized in one place for easy access. Color coding helps.

- Integration with other Google Apps

- Sharing - Share calendar access with others (family, friends) so they see availability and events.

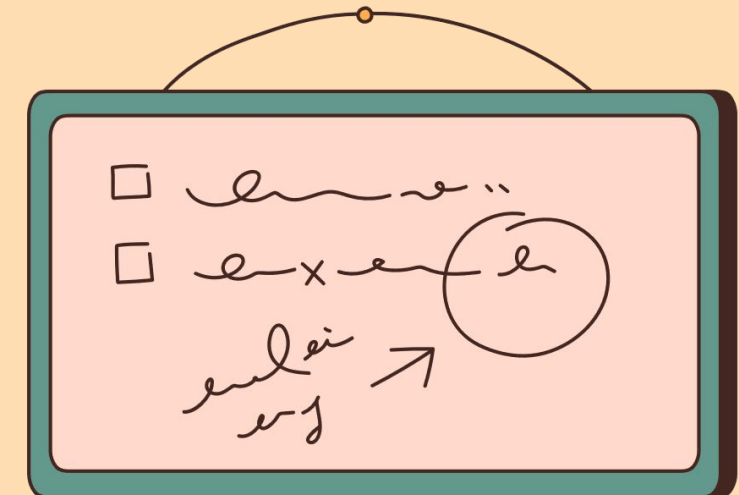# TOPICS COVERED

CUSTOMIZING YOUR CALENDAR

MANAGING EVENTS

WORKING WITH MULTIPLE CALENDARS

KEYBOARD SHORTCUTS

WORKING UNIFIED
Including • Improving • Inspiring

CUSTOMIZING YOUR CALENDAR

- SET WORKING HOURS

- SET NOTIFICATIONS

- SET PERMISSIONS

- SET CALENDAR VIEWS

- CHANGE CALENDAR COLORS

WORKING UNIFIED
Including • Improving • Inspiring

MANAGE CALENDAR EVENTS

- EVENT SETTINGS

- USE "SUGGESTED TIME" FEATURE

- CREATE EVENTS FROM GMAIL

- SET PRIVACY VIEWS

- CHANGE EVENT OWNERSHIP

WORKING UNIFIED
Including • Improving • Inspiring

WORKING WITH MULTIPLE CALENDARS

- ADD / SHARE CALENDARS

- ADD CALENDAR APP TO YOUR PHONE

- CREATING NEW CALENDARS

- ADDING SPECIAL CALENDARS

- WORD ON SHARING SAFELY

WORKING UNIFIED
Including • Improving • Inspiring

Google Calendar

Signing in on your phone
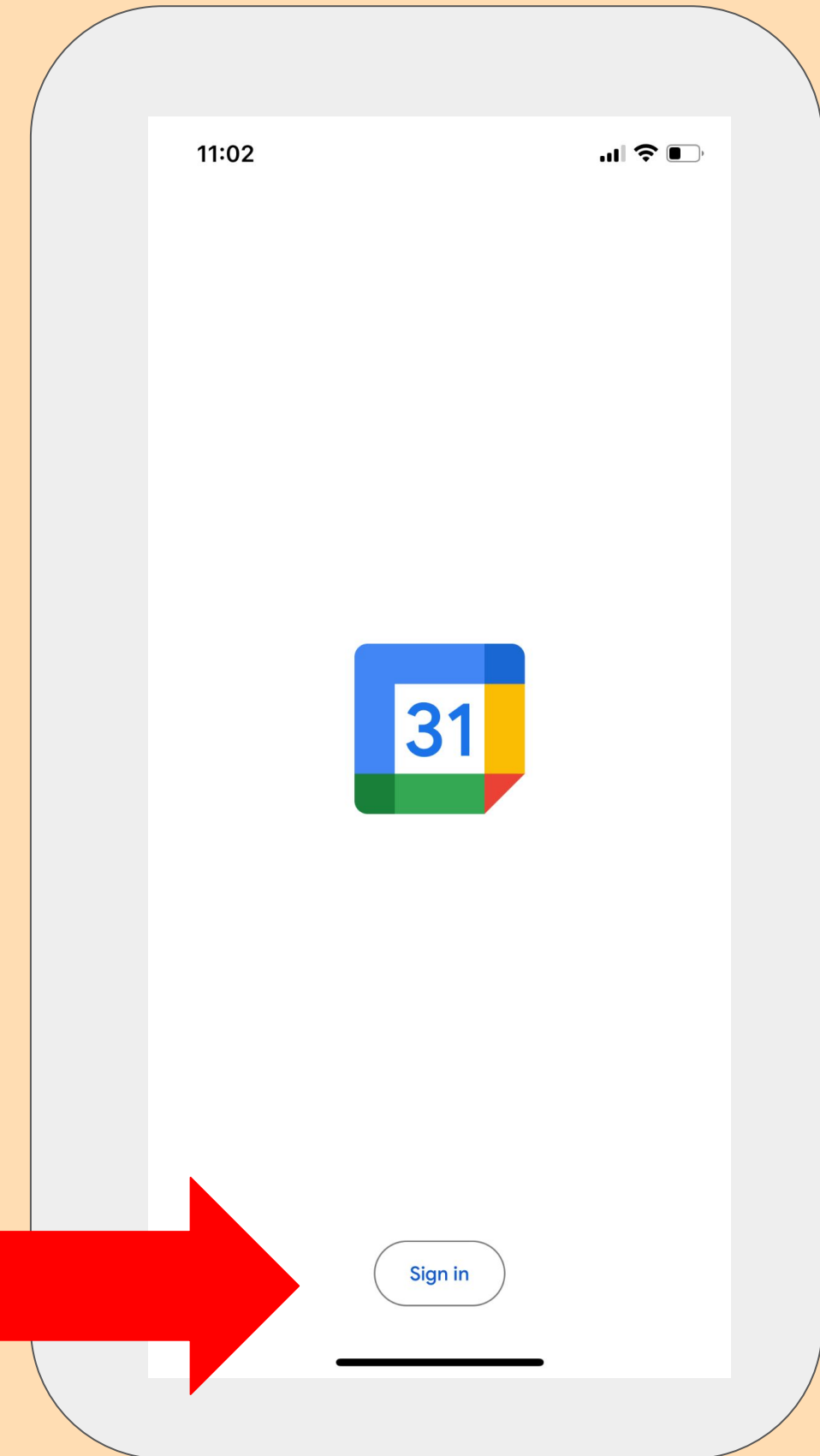
Download Google Calendar

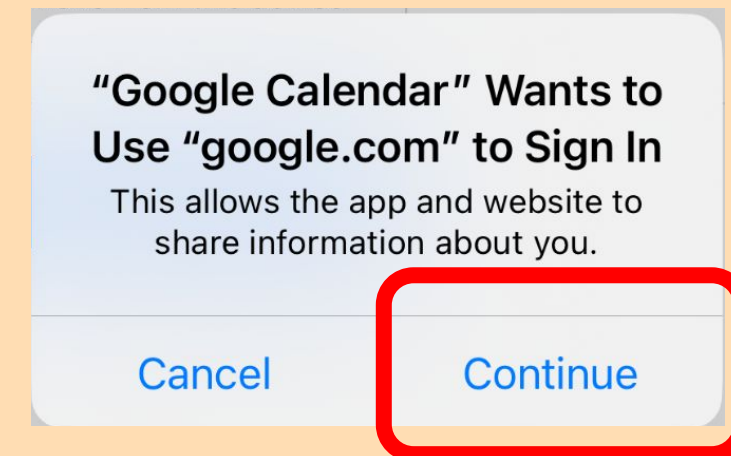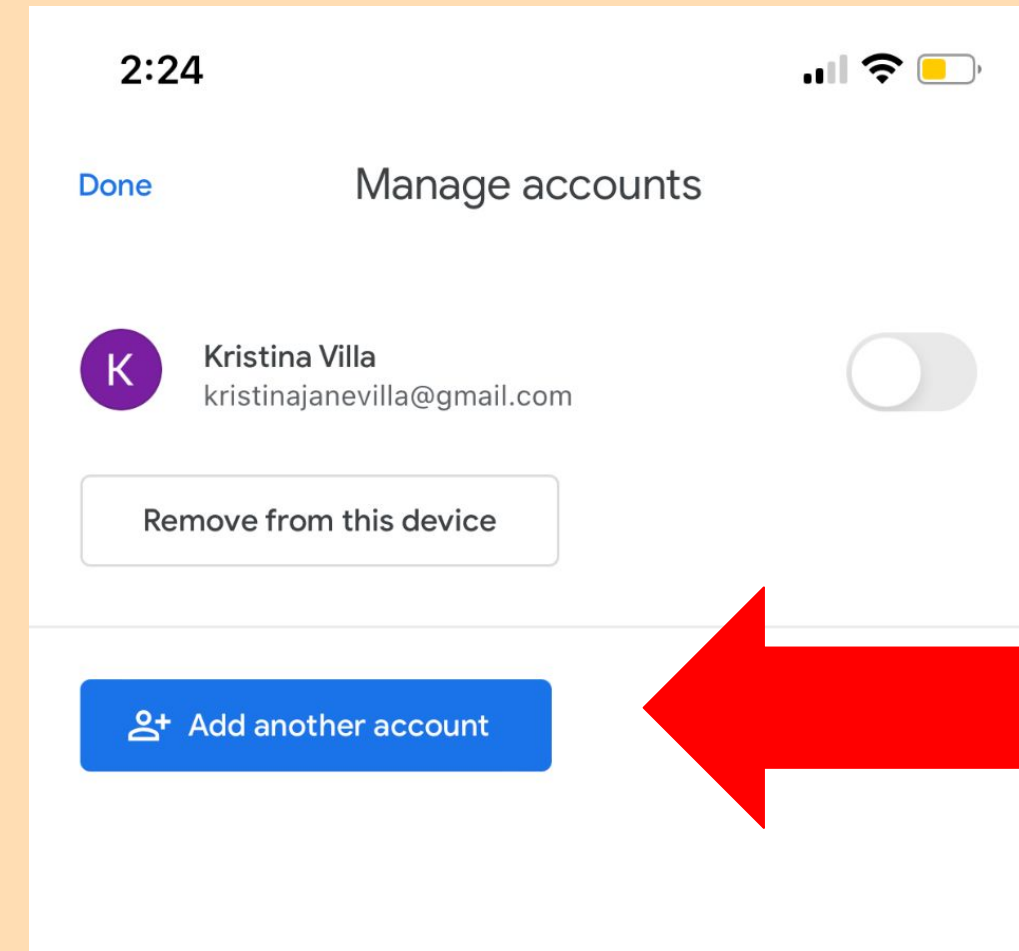QR Code for App Store (iPhone)

QR Code for Google Play Store (Android)

Sign In to UMD Calendar

Once the download is complete, open the app on your phone. Click "Sign In at the bottom of the page.
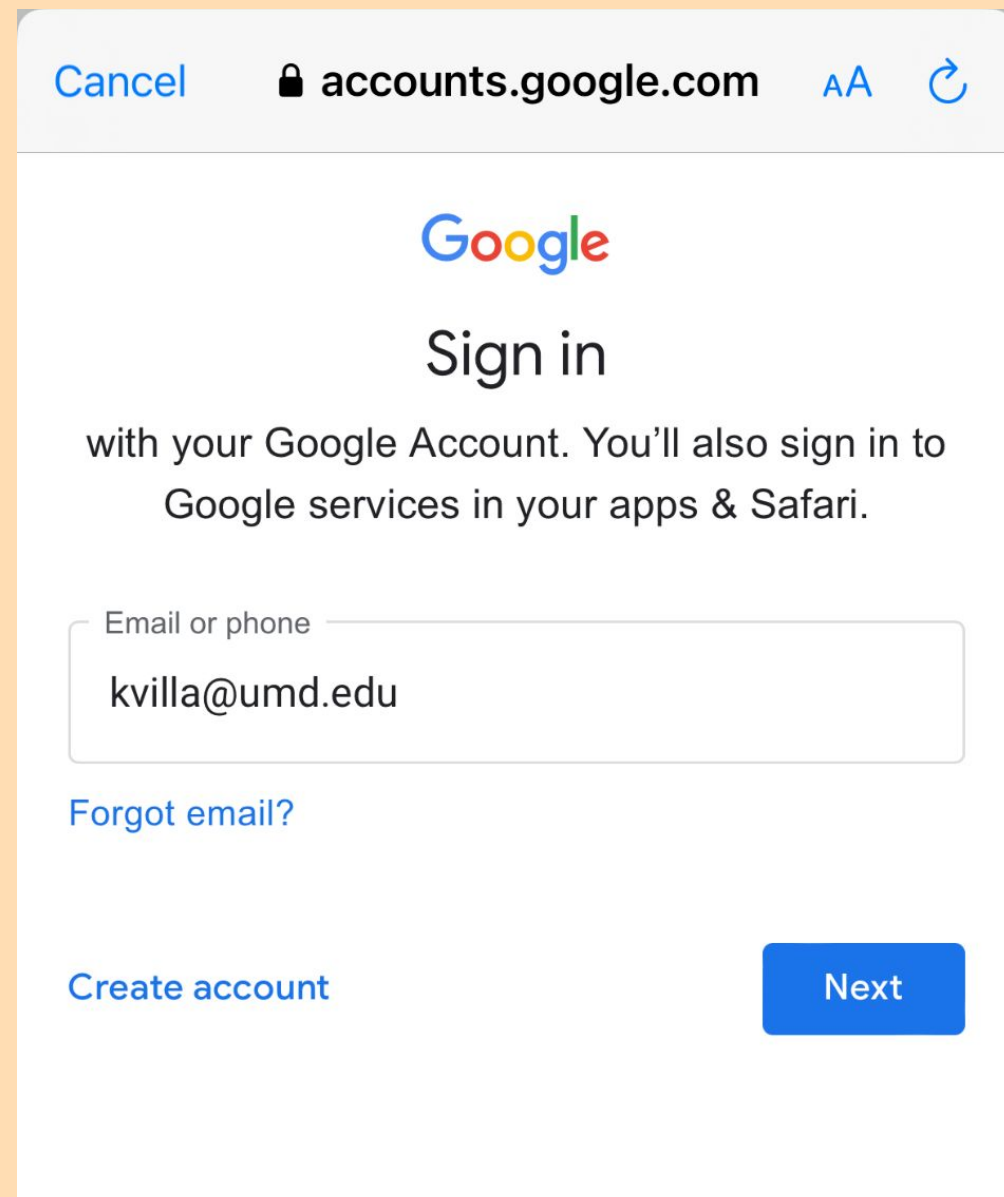
11:02

31

Sign in

Sign In to UMD Calendar

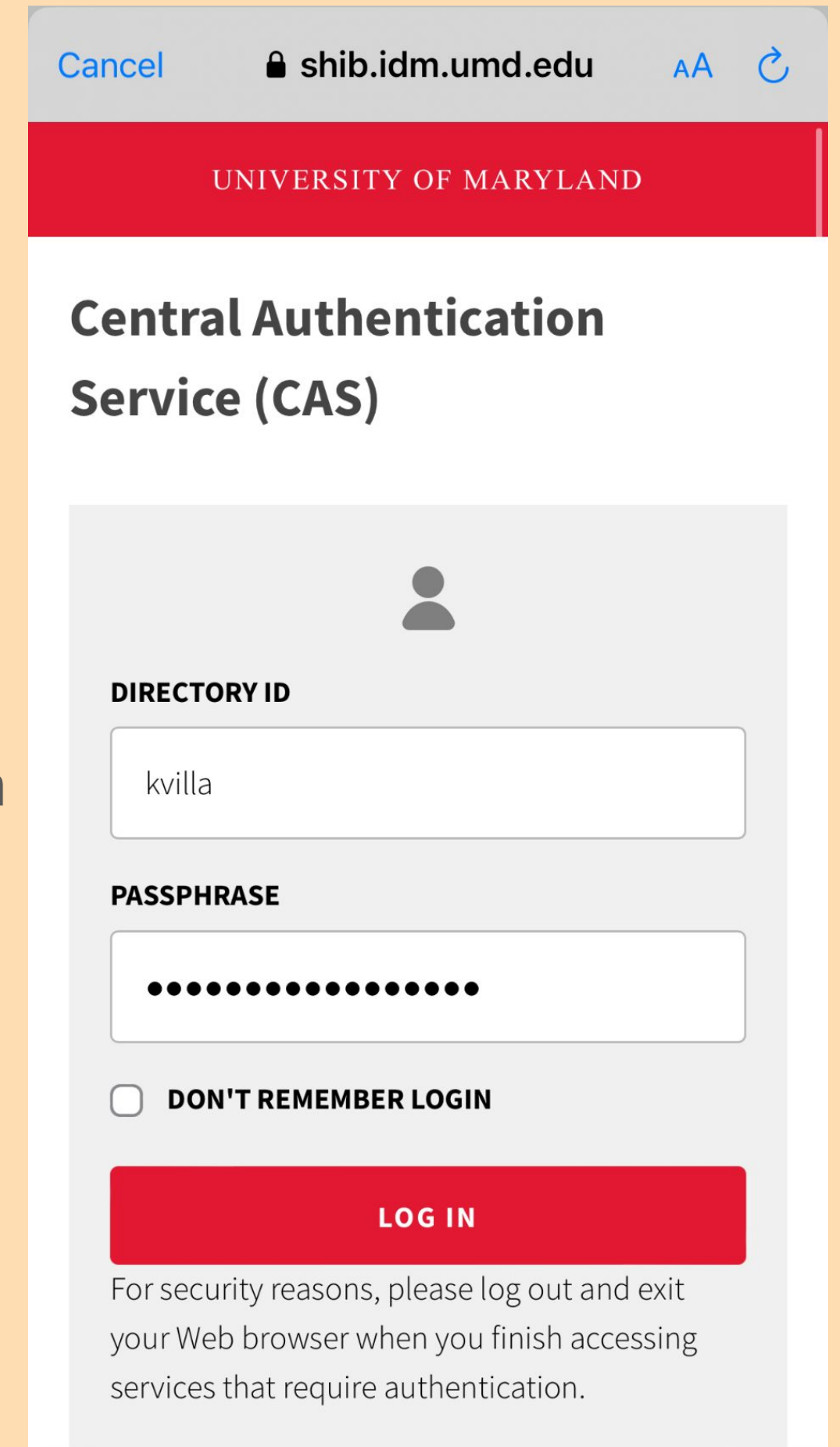Click **Add an account** or **Add another account**
and click **Continue**

Sign In to UMD Calendar

Enter your complete University email address (ex. kvilla@umd.edu) and select **Next**.

Log in to CAS with your Directory ID and passphrase

You are now logged in to your UMD account!

Personal VS. Work Calendar

To add a personal Google Calendar account, click **Add another account** and log in as you normally would.
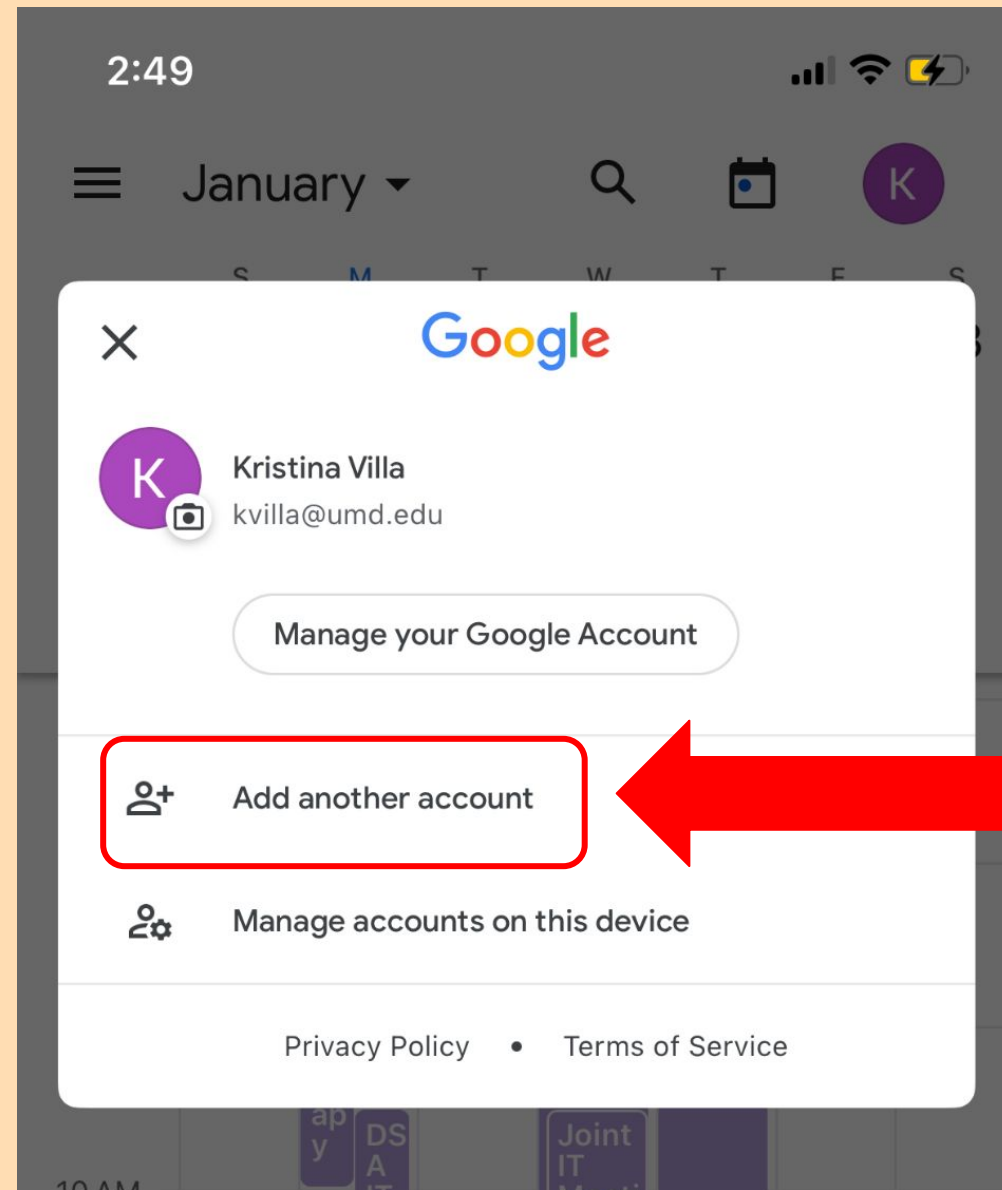
You are now logged in to your personal and work account.
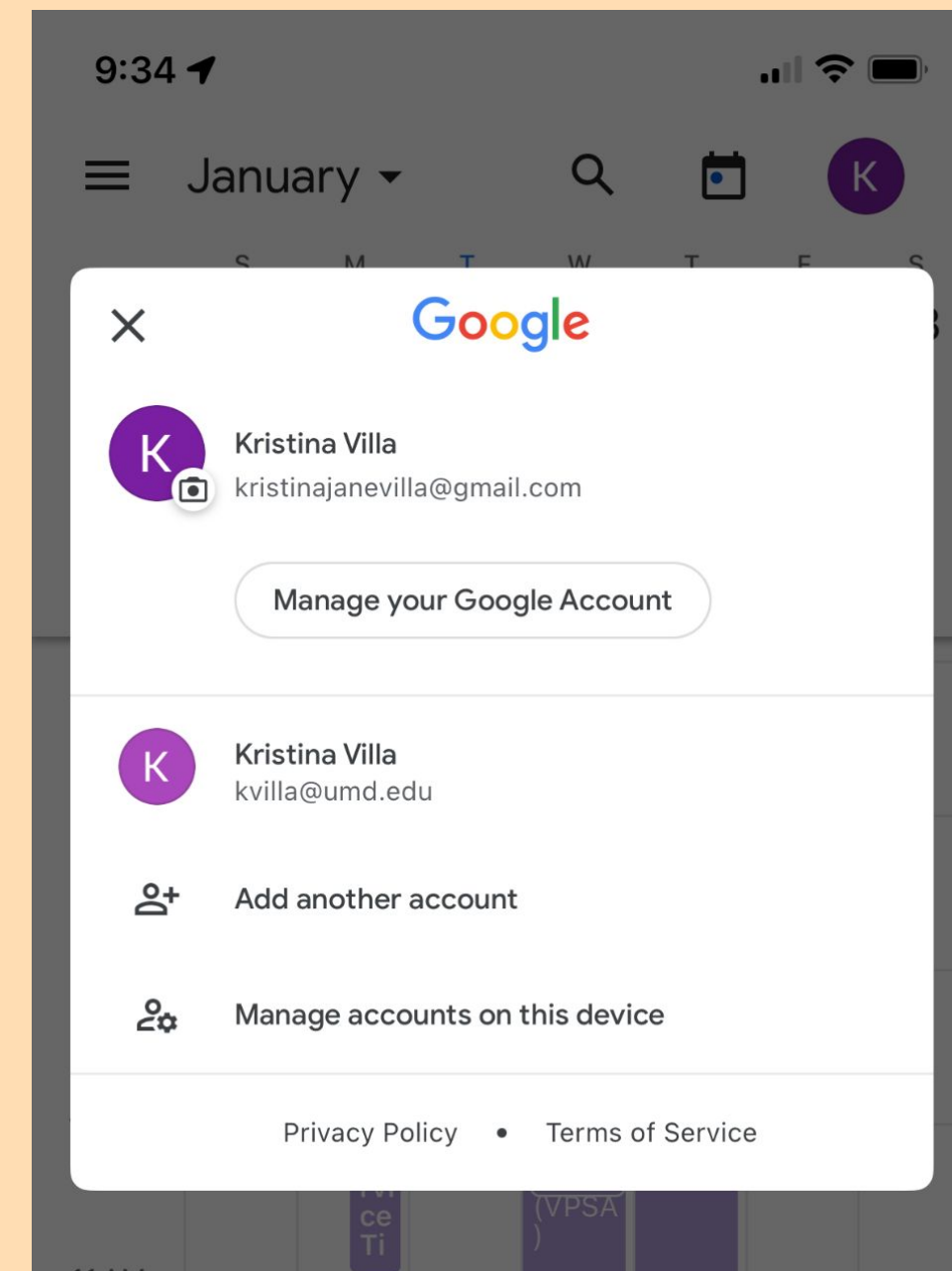
Personal VS. Work Calendar

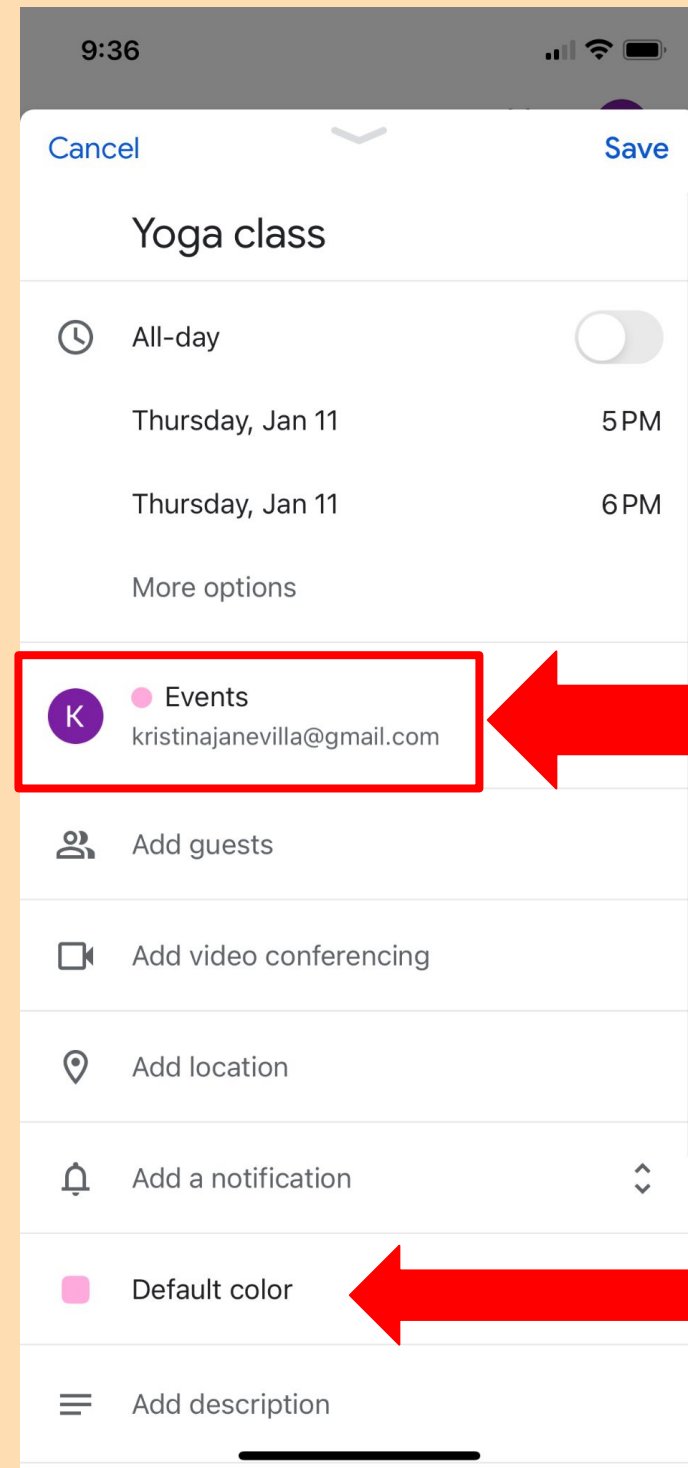Create an event on your personal calendar. In this example, Yoga class is happening on Jan. 11 at 5PM.

Make sure your personal email is selected.

Calendars are color-coded

9:36

Cancel   Save

Yoga class

🕐 All-day   ⬤

Thursday, Jan 11   5 PM

Thursday, Jan 11   6 PM

More options

Ⓚ ⬤ Events
kristinajanevilla@gmail.com

👥 Add guests

🎥 Add video conferencing

📍 Add location

🔔 Add a notification   ⬍

🟪 Default color

☰ Add description

9:36

☰ January ▾   🔍 📅 Ⓚ

S   M   T   W   T   F   S
7   8   9   10   11   12   13

Weekly view

9 AM

10 AM   Weekly Traini

Hold Time Preboarding Brittany Gilbert-CRM SVC-1 600F (VPSA)

11 AM

12 PM

Work events

HOLD - Night

ES Team meeting

3 PM

4 PM

5 PM   **Personal event**   Yoga class

6 PM

7 PM
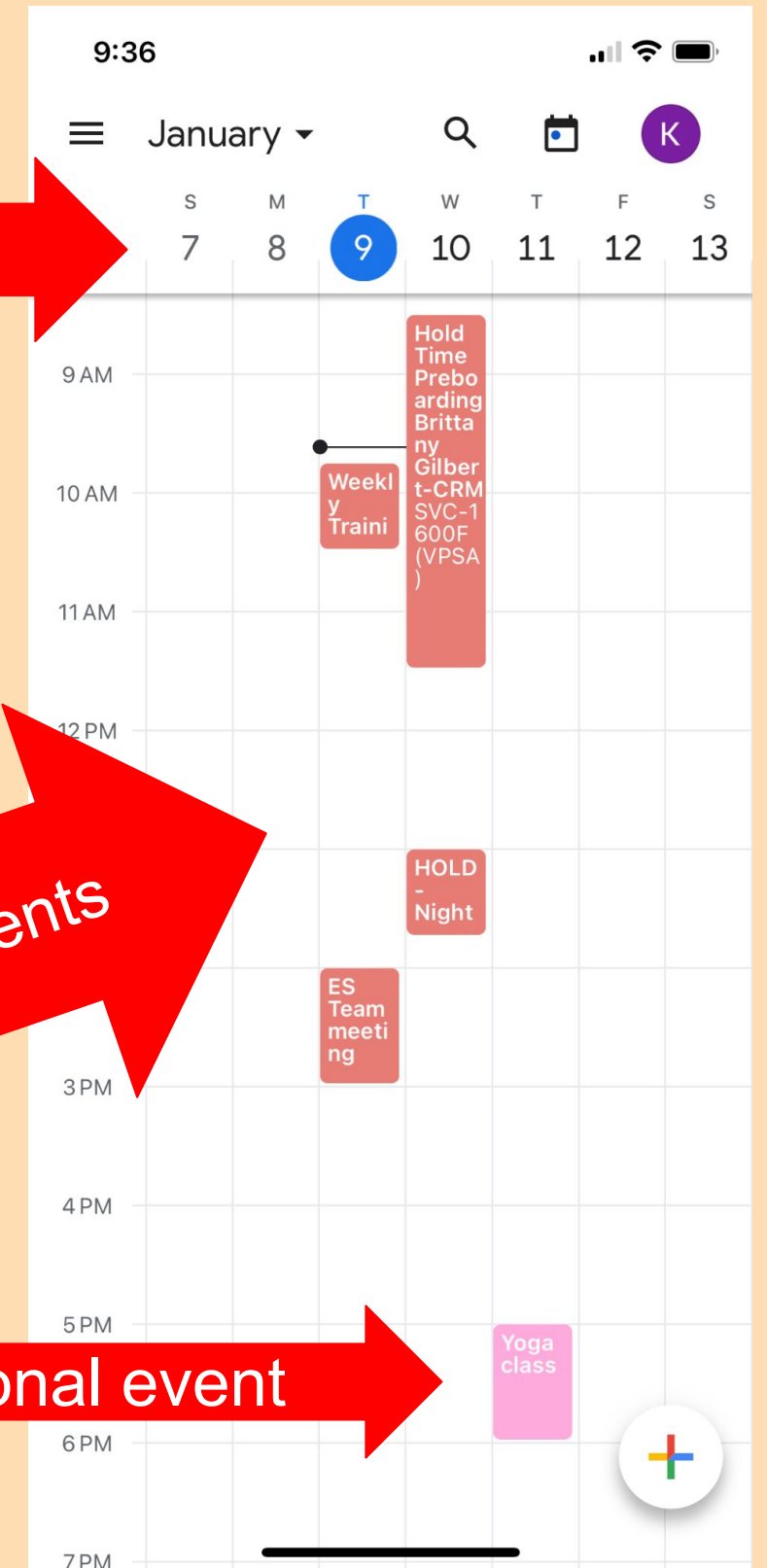
KEYBOARD SHORTCUTS

- **NAVIGATION**
- **VIEWS**
- **ACTIONS**
- **APPLICATIONS**

WORKING UNIFIED
Including • Improving • Inspiring

THANK YOU FOR LISTENING!

CONTACT INFORMATION:
sdawes@umd.edu
301-314-3486

You may also contact
drfit@umd.edu

WORKING UNIFIED
Including • Improving • Inspiring