


# GOOGLE CALENDAR SEMINAR

If you have a Google account, you have access to Google Calendar. If you don't have a Google account it is easy to create one. Google calendar works with current and major previous versions of Google Chrome, Internet Explorer, Microsoft Edge, Firefox and Safari.


## Set a new default view

In the top right corner, click Settings  > Settings. Scroll down to the "**View options**" section. Using the drop-down menu, select your new default. More on settings later.


## Quickly add new events

You can create new events when you click on an empty space on your calendar. Here you can add the following details:  
Name of the event  
Time of the event  
The calendar the event is part of. If you want to add guests or edit more details, click **More Options**

## Customize how you see your calendar

To customize how you see your calendar click on  **Settings > General**. Here you can set your language and region, time zone, world clock, event settings, view options, events from Gmail, keyboard shortcuts and also add a calendar and import and export.

## See other calendars

To show or hide other calendars on the left hand of the screen, click the Main menu button . From this side panel, you can do the following: add a friend's calendar and choose other calendars that you have selected or shared with another person.

To unsubscribe from a calendar: Point at calendar's name, then click "X".

## To display a calendar, hide a calendar or change the color of a calendar:

Select the 3 dots next to the calendar and select display this only, hide from list, setting or select the color for the calendar.

## Share a calendar

You can share your calendar with family and friends. If you use Google Calendar for work, school, or other group, you can delegate access to your calendar so another user in your organization can schedule and edit events. In Google Calendar, you can

have multiple calendars that you add events to. Each calendar can have different sharing settings.

### **How sharing works**

Here are a couple examples of what you can do with calendar sharing:

Share your main calendar with someone so they can see your schedule.

Create a new calendar that multiple people can edit, like a "Family" calendar that everyone in your family can add events to.

Delegate access to your calendar so another user in your organization can create and respond to events for you.

When you add someone to your calendar, you can decide how they see your events and whether they can also make changes like adding or editing events. If you delegate access to your Calendar, the delegate can respond to invitations and create and modify events. They can also manage how your calendar is shared if you give them permission. A delegate can't change your account settings, use task lists in your Calendar account, or access your contacts unless you give them permission.

### **Share an existing calendar**

You can share the main calendar for your account, or another calendar you created.

On your computer, open [Google Calendar](#). **You can't share calendars from the Google Calendar app.**

On the left, find the "My calendars" section. You might need to click it to expand it. Hover over the calendar you want to share, click on the 3 dots and select **Settings and sharing**.

To share with individuals: Under "**ADD PEOPLE**," add the person or the email address of the person you want to share with.

To change wider sharing settings: Under "Permissions," choose an option in the drop-down menu. Learn more about these options below.

If someone isn't already added, click **Add people**.

Add people and click **Send**.

If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendars" list. If you shared your calendar with an email group, they'll

see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

Change the color of birthday events

On the left, find "My calendars". You may need to click to expand it. Next to "Birthdays," click the Down arrow ▾ . Choose a new color.

### **Holidays, Sporting Events, Moon Phases and Week Numbers**

In the top right, click  > Settings.

On the left select Add calendar > **Browse calendars of interest.** Find events you are interested in by placing a checkmark in the box.

### **Change the color of holiday events and other calendar events**

On the left, find "My calendars" and "Other Calendars". You may need to click to expand it.

Hover over the event you want to change and then select the 3 dots. Choose a new color.

### **Delete a calendar - (can't be undone)**

#### **What happens when you delete a calendar**

The calendar and all of its events are permanently deleted.

If the calendar is shared with other people, they also won't have access to the calendar and its events.

**Note: You can't delete your primary (default) calendar, but you can clear its events.**

#### **Delete a calendar**

In the top right, click Settings  > **Settings.**

At the top of the page, click the **Calendars** tab.

Click the name of the calendar. You can only delete your own calendars.

You unsubscribe from other peoples calendars.

At the bottom of the page, click **Permanently delete this calendar.**