

GOOGLE CALENDAR SEMINAR

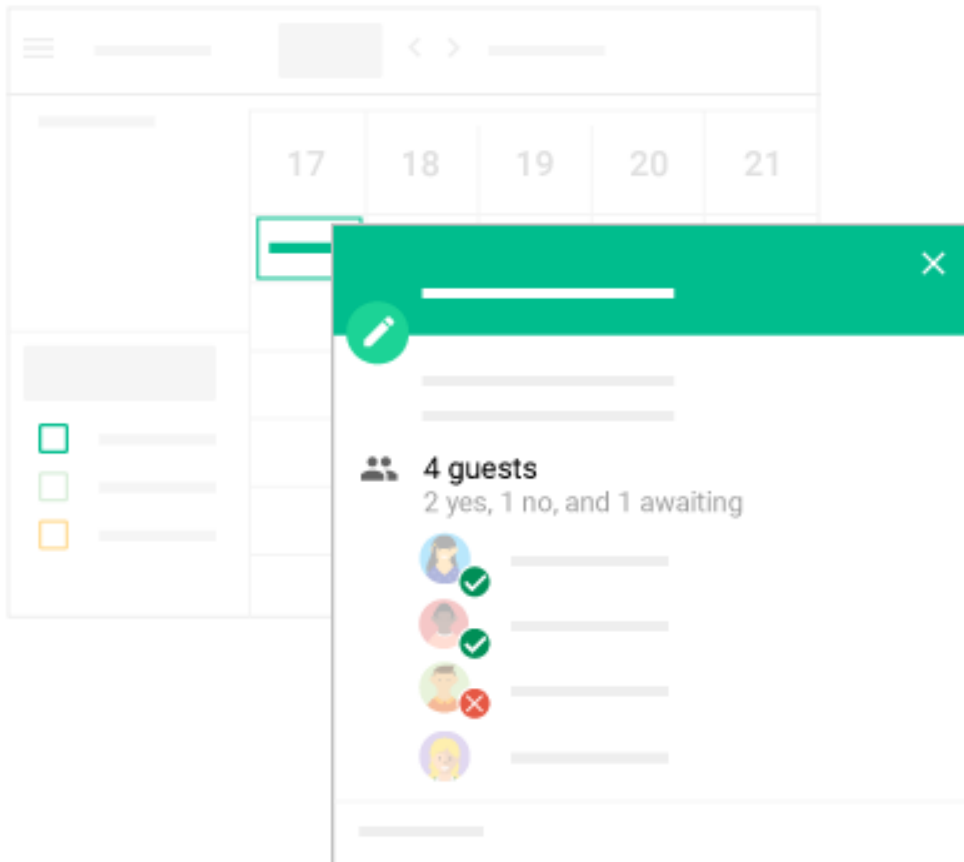
Google Calendar now has a new view. Open Google Calendar and select “**Use new Calendar**” and select **Upgrade now** to see the difference. If you don’t like the new view, you can always change back to the original view at any time, click Settings ⚙️ > **Back to classic Calendar**. The changes you make on your computer also affect your mobile notifications. For example, if you choose a pop-up notification for 60 minutes before on your computer, you’ll also get a notification on your phone 60 minutes before your event.

Browsers that work with Google Calendar are Google Chrome, Internet Explorer, Microsoft Edge, Firefox and Safari.

What's new in Google Calendar

Google Calendar has a new look, with a number of new event, calendar view, and settings features to help you manage your time more efficiently and get stuff done. Here are some highlights.

See event details at a glance



When you click an event once, you can see all the event details including:

The entire guest list with RSVP responses

Note: To get more information about a guest from the event details, point to their name in the guest list.

Rooms and locations

Attachments

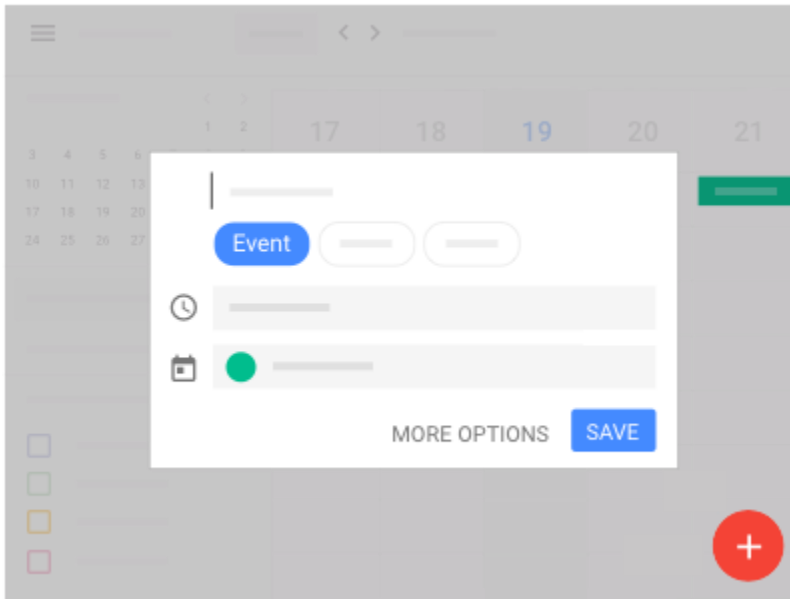
Any video call links

And more

Tip: You can right-click an event to quickly join the meeting, delete it, or change the color.

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

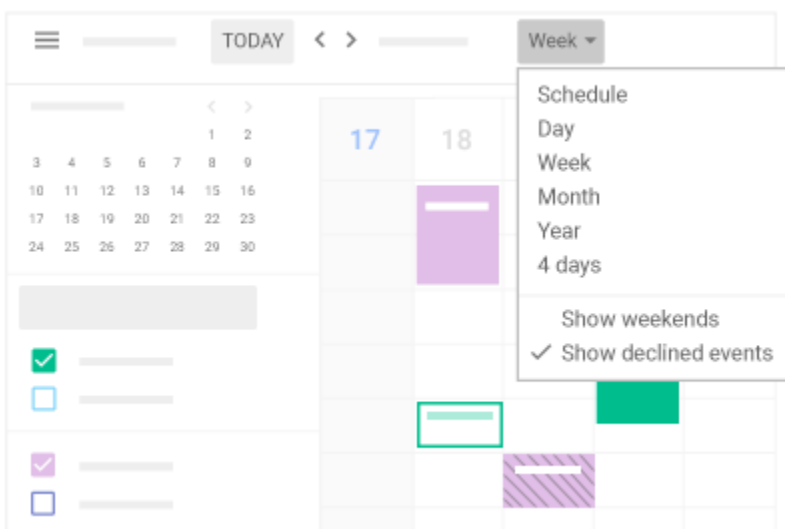
Time of the event

The calendar the event is part of. If you want to add guests or edit more details, click **More Options**.

You can also create new events by clicking on the Add event button ■

New view options

Your calendar will now show event invitation status, let you choose how much or how little to see. Calendar will remember the changes you made for the next time you sign in, until you change them again.



Invitation status

Events on your calendar look different depending on how you've responded:

If you're attending an event, the event will be a solid color.

If you've answered maybe to an event, you'll see diagonal lines across it.

If you haven't replied yet, you'll just see the event's outline.


If you said no, you'll only see the outline and the event will be crossed out.

Customize how you see your calendar

You can now choose to show or hide weekends when viewing your calendar.

To see the whole year at a glance, choose Year view.


In Day view, you can view two or more calendars from different people or places at the same time side by side.

To control the layout density and color set of your Calendar, click Settings  > **Density and color**

You can choose density of **Responsive to your screen** or **Compact**, and between a **Modern** or **Classic color** set.

Note: You can turn off side by side events in the Settings page.

See other calendars

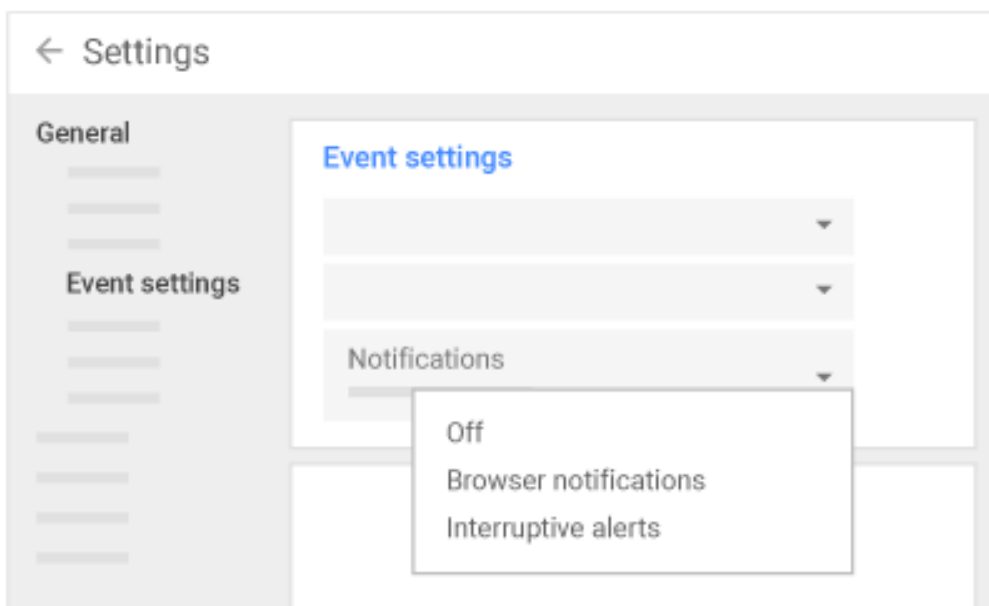
To show or hide other calendars on the left hand of the screen, click the Main menu button . From this side panel, you can do the following:

To unsubscribe from a calendar: Point at calendar's name, then click Unsubscribe from calendar

To hide a calendar: Point at the calendar's name > Options > **Hide from list.**

Manage settings in one place

To open the new settings page, click Settings  and then **Settings**.



To share a calendar or change permissions: On the left of the Settings page, click the name of the calendar you want to share. Then, choose your sharing settings.

To see deleted events in one place: In the top righthand corner, click Settings  > Trash .

Change or turn off Calendar notifications

Turn notifications on or off

You can choose whether to have notifications for events, and whether you want to get notifications over email or in your browser.

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

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

Next to your calendar's name, click **Edit notifications**.

Click **Add a notification** or edit an existing notification.

At the bottom of the page, click **Save**.

Note: To get notifications on your computer, you need to have Google Calendar open in your browser.

Choose how to get notified

Change your notification settings

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

In "Notifications", choose your settings.

Click **Save**.

If you choose the "Use browser notifications instead of interruptive alerts" setting, your browser may ask you to allow calendar.google.com to show notifications. The exact prompt you see may look different depending on which browser you use. If you don't allow your browser to show notifications, you'll see pop-up notifications instead.

Change notifications for an individual event

Open the event's details.

In "Notifications", choose how you'd like to be notified.

Click **Save**.

Note: Your changes to notifications only apply to you. Other people invited to the event will get notifications based on their own settings.


The changes you make on your computer also affect your mobile notifications. For example, if you choose a pop-up notification for 60 minutes before on your computer, you'll also get a notification on your phone 60 minutes before your event.

When you get an email about an event like a flight, concert, or restaurant reservation, it is added to your calendar automatically. If you don't want events from Gmail on your calendar, you can delete a single event, or change your settings so that events aren't added automatically.

Birthdays and holidays are automatically added to your calendar, so you will never miss an opportunity to celebrate. You can also add other calendars, including weather or sports team schedules.


Calendar Settings

Set up your Calendar

In the top right, click Settings  > **Settings**.
Make your changes.

Change your calendar spacing and color set

You can change how far apart events and calendar information are spaced on the page.

In the top right, click Settings  > **Color and density**.

Choose **Responsive to your screen** or **Compact**. **Compact** has narrower borders and spaces. When in Responsive mode, Calendar will pick the event density based on your screen size.

To change color sets, choose **Modern** or **Classic**.

Edit or remove individual birthdays

Birthdays come from details in your Google Contacts.

If the person is in your Google Contacts, you can edit or remove the person's birthday in your Gmail contacts.

Create a new birthday

There are two ways to add new birthdays:

Add the person to Google Contacts, and include their birthday.

Add the person as a connection on Google+.

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 Interesting Calendars**.

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.

Calendar View

Change your calendar view

To change temporarily, in the top right, chose a view, like **Day**, **Week** or **Month**.

Set a new default view

In the top right corner, click Settings  > **Settings**. Scroll down to the "Custom view" section. Using the drop-down menu, select your new default.

Navigate your calendar

There are two ways to move between dates:

Use the arrows in the top left corner of the Calendar to move to recent dates in the past or future. Use the small calendar in the top left corner to select a date. To return to today's date, click **Today** in the top left corner.

Options for removing calendars


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

Delete all events in your primary calendar

You can't delete your primary calendar, but you can delete all of its events.

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

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

Click the name of your primary calendar at the top of the list. It's usually labeled as your first and last name.

At the bottom of the page, click **Delete all events in this calendar**. It may take a few minutes to fully access Google Calendar's features after clearing your primary calendar.

Share your calendar with someone

You can share your calendar with family and friends.

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.

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. **Share or unshare your calendar**

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

Share an existing calendar

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

On the left, find the "My calendars" section. You might need to click it to expand it.

To the right of the calendar you want to share, click the Down arrow .

Click **Share this Calendar**.

Under "Share with specific people," add the email address of the person you want to share with.

Under "Permission Settings," choose an option in the drop-down menu. Learn more about these options below.

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

Click **Save**.

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.

Create a new calendar to share

You can create a new calendar and invite other people to view or edit it. When you create an event, you'll see an option to choose which calendar to add the event to.

On the left, next to "My Calendars," click the Down arrow .

Click **Create a new calendar**.

Add the calendar name.

Under "Share with specific people," add the email address of the person you want to share with.

Under "Permission Settings," choose an option in the drop-down menu. Learn more about these options below.

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

Click **Create calendar**.

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

Important: To get your new calendar to show up on your Android phone or tablet, you'll need to turn on sync for that calendar.

Share with a group

When you share your calendar with a group, it isn't automatically added to their calendar list. Instead, they'll need to click the link in the email they got to add the calendar to their list.

Use Google Groups

If you want to share a calendar with a large group of people, you can add a Google Group. The calendar sharing settings will automatically adjust to any changes in the group's membership over time. Groups are established in Gmail.

Follow the directions in one of the sections above about how to share.

Instead of adding someone's email address, enter the email address of the Google Group.

Add people individually

You can also share your calendar by adding individual email addresses.

Follow the directions in one of the sections above about how to share.

Add each person's email address.

Share with people who don't have Google Calendar.

The only way to let people who don't have Google Calendar view your calendar is to make it public. L

Share a calendar with everyone in your organization

If you use Google Calendar through your work, school, or other organization, you'll see the option to "Share this calendar with everyone in the organization."

How this setting works

People in your organization can find your calendar.

People outside your organization won't be able to see your calendar.

If you invite someone outside your organization to a meeting, they can see information about the meeting.

Options

See all event details: People in your organization can see the details of your calendar events unless you mark them as private.

See only free/busy (hide details): People in your organization can see when your time is booked or free, but they can't see names or details of your events.

Remove people from sharing settings or stop sharing publicly

On the left, find the "My calendars" section. You might need to click it to expand it.

Find the calendar you want to stop sharing it. To the right of it, click the Down arrow ▾ .

Click **Share this Calendar**.

To stop sharing publicly, uncheck the box next to "Make this calendar public."

To stop sharing with specific people, click Delete next to the person you want to remove .

If you share multiple calendars, repeat these steps for any other calendars that you want to stop sharing.

Control what others can see

Permission settings

Note: If you use Google Calendar through your work, school, or other organization, you might not see all these sharing options if your admin turned them off.

When you share your calendar with someone, you can decide how they see your events and whether they can also make changes like adding or editing events.

Here's what people can do with each sharing option:

Make changes AND manage sharing

Change sharing settings

Add and edit events

See details for all events, including private ones

See the time zone setting for the calendar

Permanently delete the calendar

Restore or permanently delete events from the calendar's [Trash](#)

Make changes to events

Add and edit events

See details for all events, including private ones

See the time zone setting for the calendar

Restore or permanently delete events from the calendar's Trash

See all event details

See details for all events except those marked as private

See the time zone setting for the calendar

See free/busy information (no details)

See when your calendar is booked and when it has free time, but not the names or other details of your events.

Note: Events from Gmail that have the "Only me" visibility setting aren't visible to anyone you've shared your calendar with, even people with "Make changes" access, unless you change the sharing settings for the event or the default setting for events from Gmail.

Change visibility settings for an individual event

Your events automatically have the same sharing settings as your calendar. You can edit the visibility setting for each event, but how visibility settings work depends on how your calendar is shared.