

# Google Calendar

## by Flying Tomato Design

### Disclaimer:

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Google's calendar program is an exceptionally useful program for any office. The very fact that the calendar is available to everyone in your office makes it a powerful tool. However, Google takes it one step further by giving you the ability to manage what access people in your office have to edit and or view the calendar. For example, you don't want Bob the temporary employee to be able to edit the calendar. However, it is important to see the upcoming events. So, you have the option to give him access to only view the calendar.

If you choose to, you can even create a calendar that is viewable by the public. Let's say that you have a winery. You have one calendar that is private and is viewable/editable by your staff. However, you want to publish your wine tastings. You can setup a new calendar that is public for the world to see and therefore see when your wine tastings are scheduled. If your customers use Google calendar, they can even add the event to their calendar to ensure that they don't miss out on the next event.

### **A Brief Tour:**

Okay, enough talking; let's get down to details. If you haven't already, please open the accompanying video. Also, sign into Google and navigate to your calendar. From most of the Google pages, you should see a "Calendar" link at the top left of your page.

Before we begin the video, let's take a quick look at the settings' options that are available to you. So, click on the "Settings" link at the top right of the page. You should see three tabs of various settings that you can customize. Under the "General" tab, you can change your default language, country, time zone, date/time format, even whether or not you want your calendar to display weekends. Also, you can change the default view or set a custom view. Also, at the bottom, you can turn the option on or off to automatically add invitations to your calendar. We suggest that you leave that to "Yes".

The next tab at the top is titled "Calendars". Here you can see all of your calendars at a glance. You can also create new calendars here. In addition, this is where you'll edit your sharing and notification options.

The last tab at the top is titled "Mobile Setup". This is the spot that you'll setup up mobile access to the calendar.

If you've made any changes to any of these settings, make sure that you hit the "Save" button at the bottom.

### **Create an Event:**

Okay, so, now we want to create an event. This is where the video picks up.

First, click on "Create Event". The next steps are pretty self-explanatory – fill out the description of your event:

1. What?

2. When?
3. Where?
4. Description?

**1** What

**2** When   to    All day

Repeats:

**3** Where

**4** Description

The next steps are to set a few options:

1. A Reminder?
2. Available or busy?
3. Privacy?

## ▼ Options

### 1 Reminder

Pop-up  minutes [remove](#)

[Add a reminder](#)

2 Show me as  Available  Busy

3 Privacy This event is:

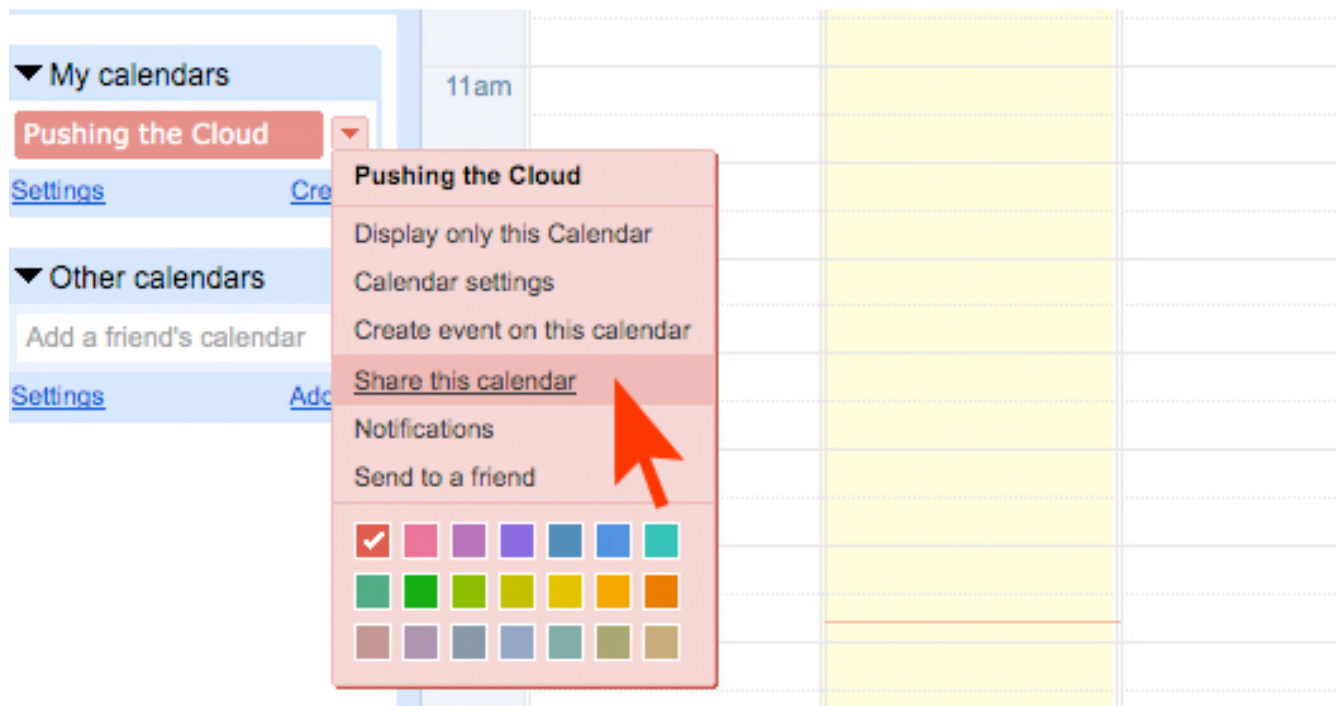
Default

Private

Public

[Learn about private vs. public events](#)

Please note that on step 3 above, you have an option to make this particular event public or private. The option that we leave it at for the sake of the tutorial is “default”. That means that the event will mirror whatever the privacy settings are for the entire calendar. The next screen print looks at that:



The next screen that comes up allows you set your sharing preferences:

1. You can mark whether or not to make the whole calendar public
2. If you choose to leave the calendar private, you can choose whom you want to share the calendar with specifically and what their permission level will be.

## Pushing the Cloud Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

**1**  **Make this calendar public** ([Learn more](#))  
This calendar will appear in public Google search results.

Share only my free/busy information (Hide details)

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### Share with specific people

**2**

PERSON	PERMISSION SETTINGS	REMOVE
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
Pushing the Cloud <pushingthecloud@gmail.com>	<ul style="list-style-type: none"><li>Make changes AND manage sharing</li><li>Make changes to events</li><li>See all event details</li><li>See only free/busy (hide details)</li></ul>	

[« Back to Calendar](#)

That's it. Seriously. That's all it takes to create and share an event and/or calendar in Google Calendar.

We'd like to thank you for looking through the tutorial and suggest that you keep an eye on our website for new tutorials.