

Google Calendar

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Introduction

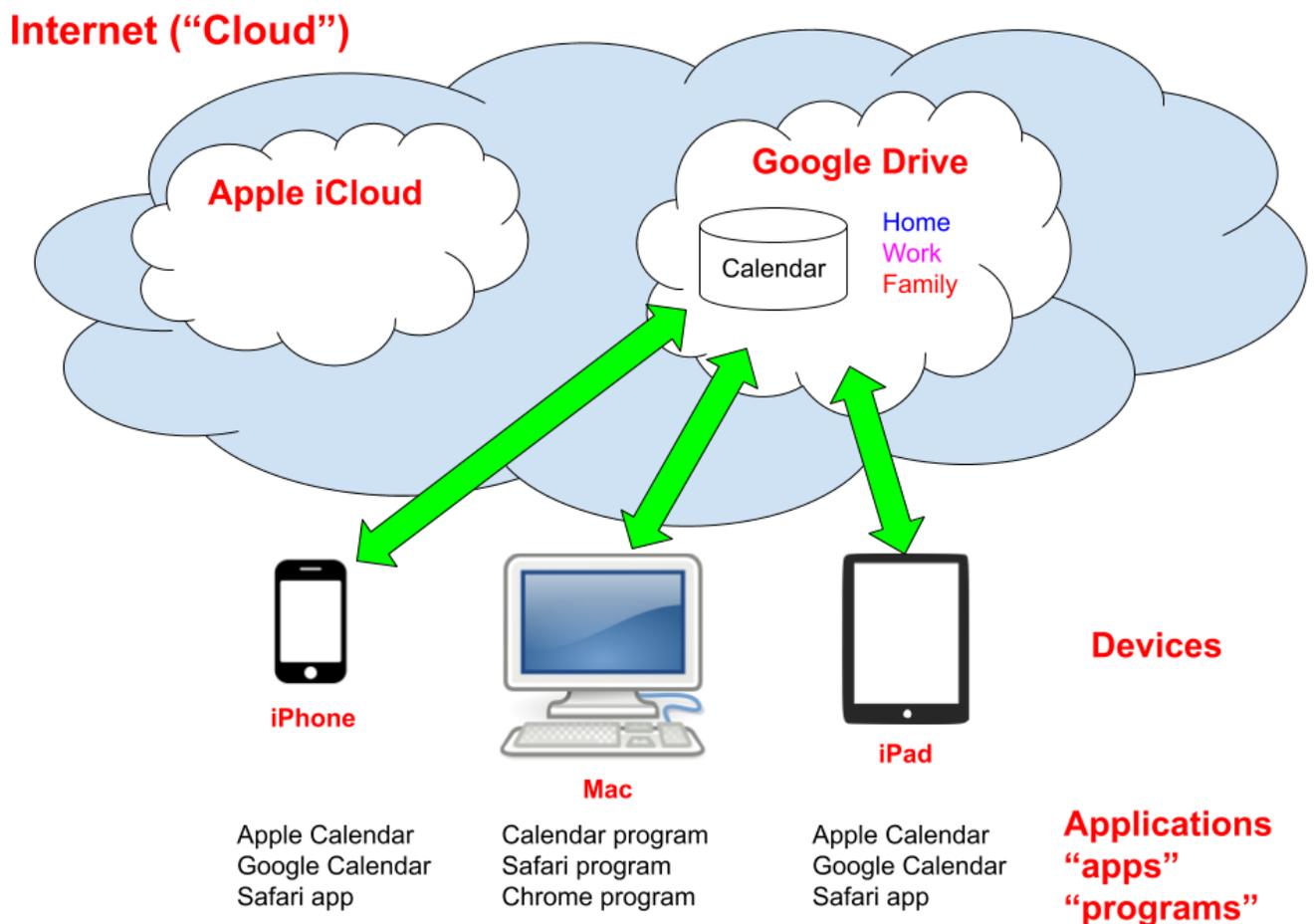
Google Calendar is a Cloud based calendar storage system which is similar to others from vendors like Apple (iCloud), Yahoo and Microsoft.

The advantages of these systems over traditional paper calendars are:

- You only need to use one calendar and it can be viewed on all of your Internet connected devices (computer, tablet or smartphone).
- It is a great place to store zoom links and other event information for quick access.
- You cannot lose or misplace your calendar since the information is saved for you automatically on the Cloud
- It is easy to set up repeating events (daily, weekly, monthly or yearly) and this only needs to be done once.
- Zoom links and other event information for repeating events only need to be entered once and can easily be changed for one of the events or all of them.
- You can set up multiple named calendars on your Cloud calendar system and each can have a separate color. This makes it easy to organize different types of events and easily change the color of all of these events at one time.
- It is easy to search for events in an electronic calendar by typing in part of the name of the event or other event information.
- It is easy to store notes about an event as part of the event data.
- You can get the calendar system to notify you about events at a time you choose.

Cloud Calendars

Your calendar data for Google Calendar and the other cloud based system is stored on servers on the Internet. Many people have multiple Cloud accounts, but it is best to use only the calendar system on one of your clouds. For example, if you have a gmail email address, you have a Google account on their Cloud. If you own an Apple device (Mac, iPad or iPhone), you automatically have an Apple iCloud account.



Your calendar event data is stored on the Cloud and you can access it from any of your devices using many different programs or apps.

One problem some people run into is that they don't understand how many Cloud accounts they have and whether they are using the calendar storage system on more than one Cloud. This can lead to confusion when you add an event on one device to a calendar which is not visible on another of your devices.

Each device has Calendar account settings which control which calendar storage systems are used on that device. This simplest approach is to choose a Cloud calendar storage vendor and set up all your devices to use that system.

If you only have Apple devices, your best choice may be the Apple calendar storage system (your iCloud account). If you have a mix of vendors, like a Windows PC and an iPhone, the Google system may work much better for you.

Android phones use the Android operating system from Google and therefore automatically use Google Calendar to store their event data.

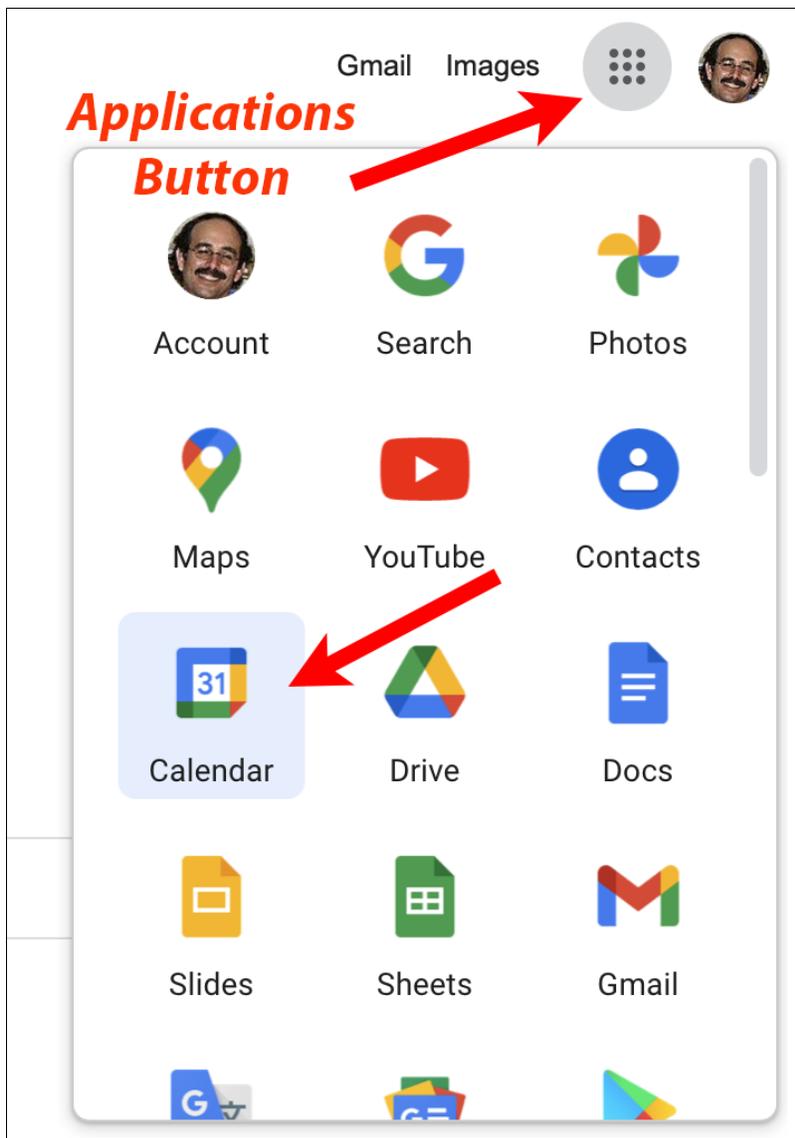
I have worked with several people who ended up using a mixture of calendars on the Apple iCloud and the Google system and ran into lots of confusion.

It is possible to consolidate your calendars into one Cloud calendar system to solve this problem. You export the events from one calendar system and import them into another one and change the account settings on all your devices to use the one calendar storage system.

Google Calendar on a Computer

Google Calendar is one of the Google applications that run on web browsers. You do not need to download and install the application, just go to its webpage in your browser: <https://calendar.google.com>

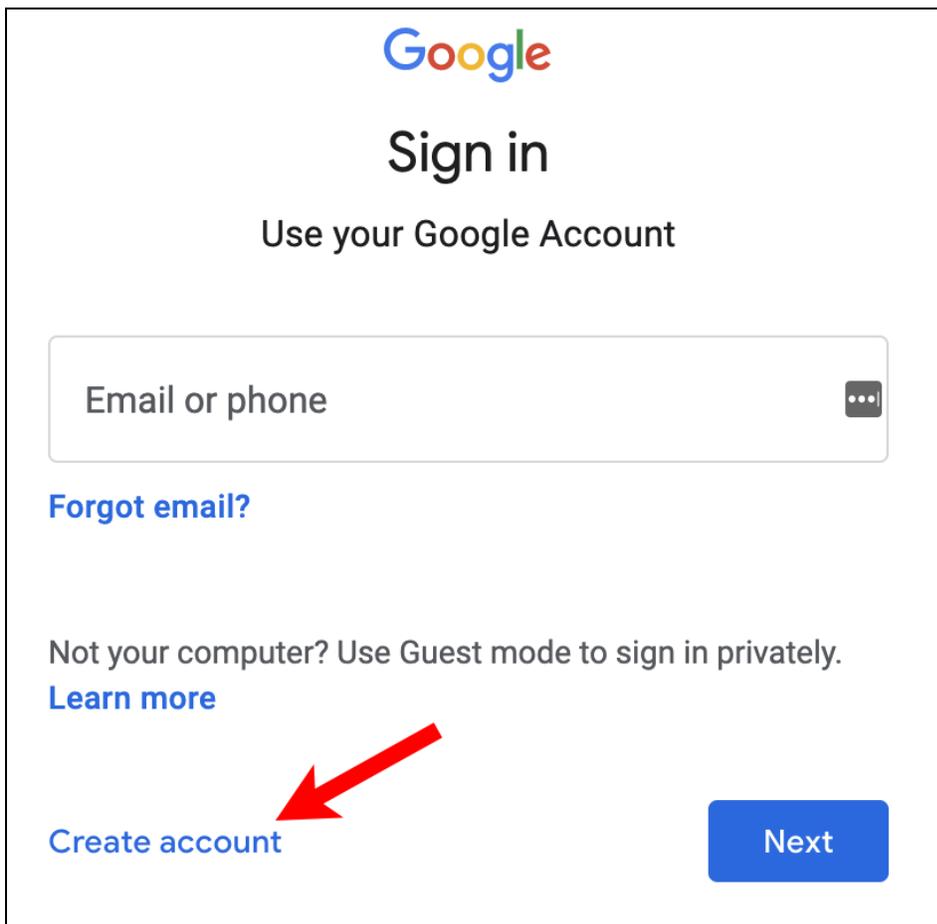
You can also get to the Google Calendar app by clicking on the Google Applications button on the Google or Gmail page



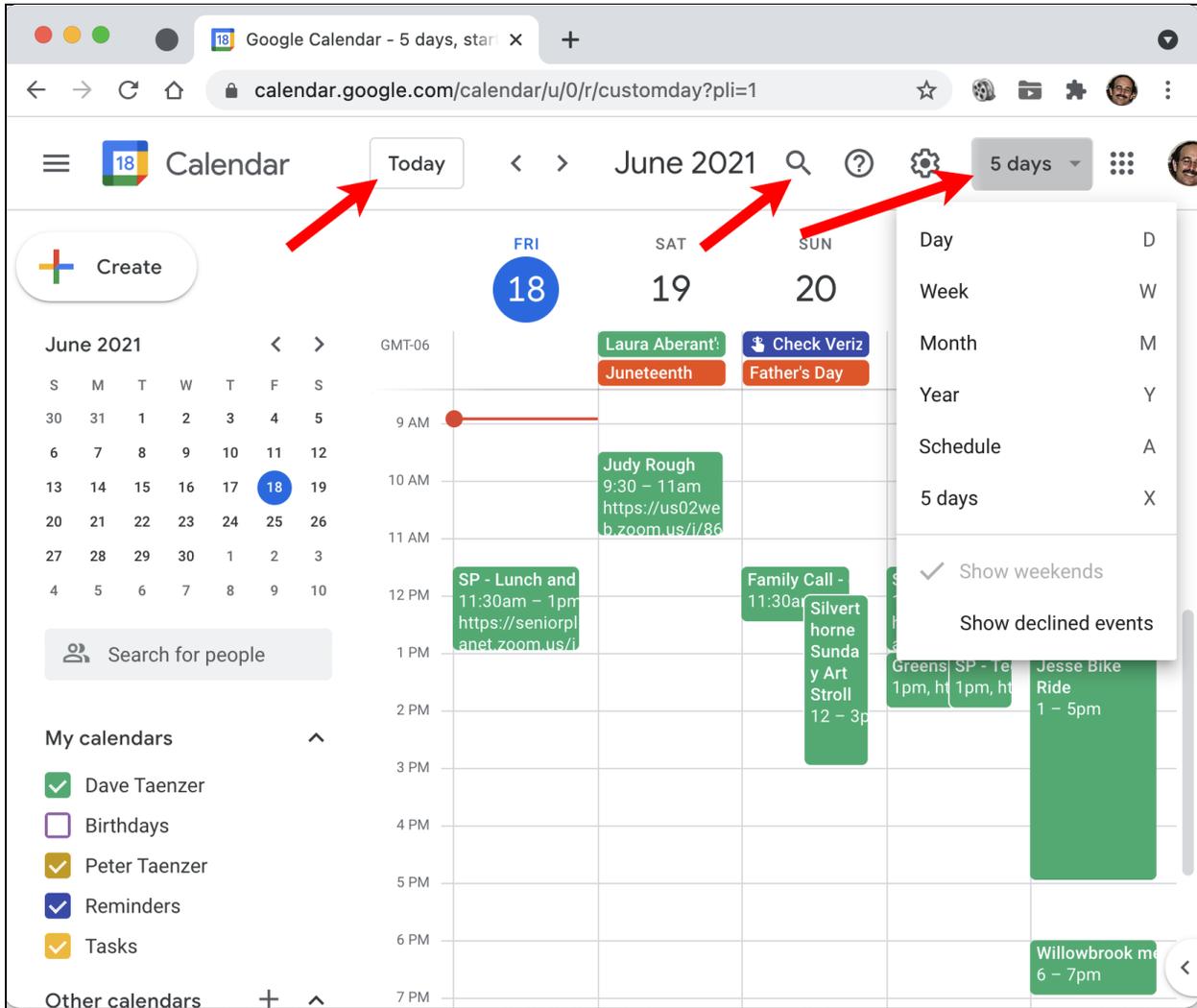
In order to use any of the Google Apps you will need to have a Google account (normally a @gmail.com email address). These are free and you don't need to use the Google mail address or the Gmail program. To create a google account, go the to the Google homepage (<https://www.google.com>), click the blue Sign In button:



And then the blue Create Account button:



When you open the Google Calendar webpage it will display your events for today, the next 5 days, week or month. You can change the layout with the pull-down menu at the top right:

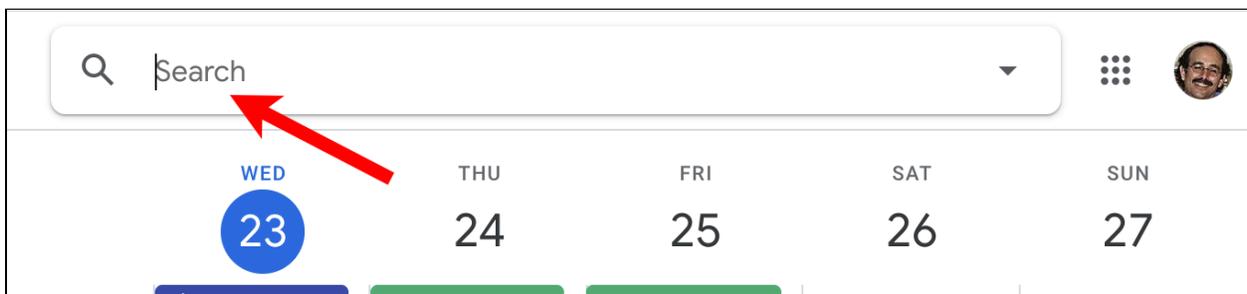


You can also switch between these views with the keyboard characters shown in the menu (e.g. D for Day, W for Week, etc.).

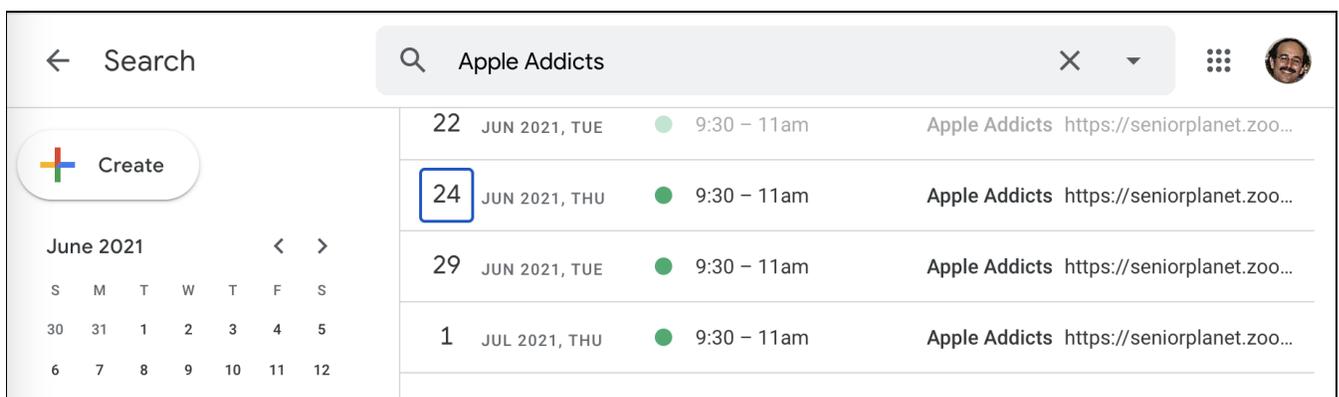
There is also a Today button for displaying the current day in the current format and a search button (magnifying glass) for searching for calendar events. The keyboard shortcut for this is T on your keyboard.

The current month is displayed at the top. There are “Back” (<) and “Forward” (>) buttons between the Today button and month display to move forward or backwards in time by the number of days displayed (e.g. week, 5 days, etc.). You can also click on a date in the left calendar display to move to that date. You can change the month in the small calendar display in the sidebar with the Forward (>) and Back (<) buttons.

The search button (magnifying glass) at the top lets you search for events that contain specific words. It brings up a search area at the top of the window:



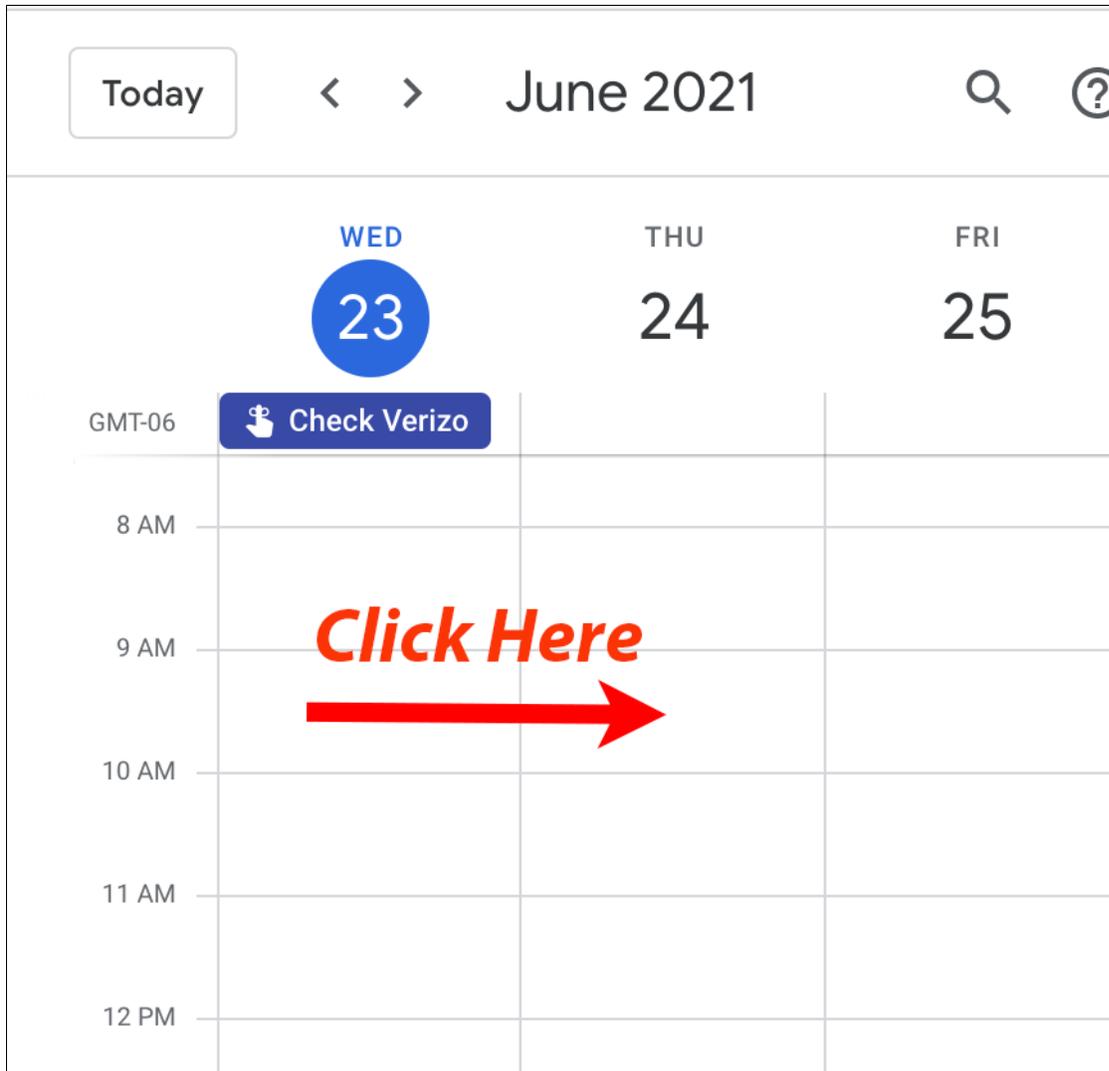
When you enter a search word or words, it changes to Schedule display to show you the results:



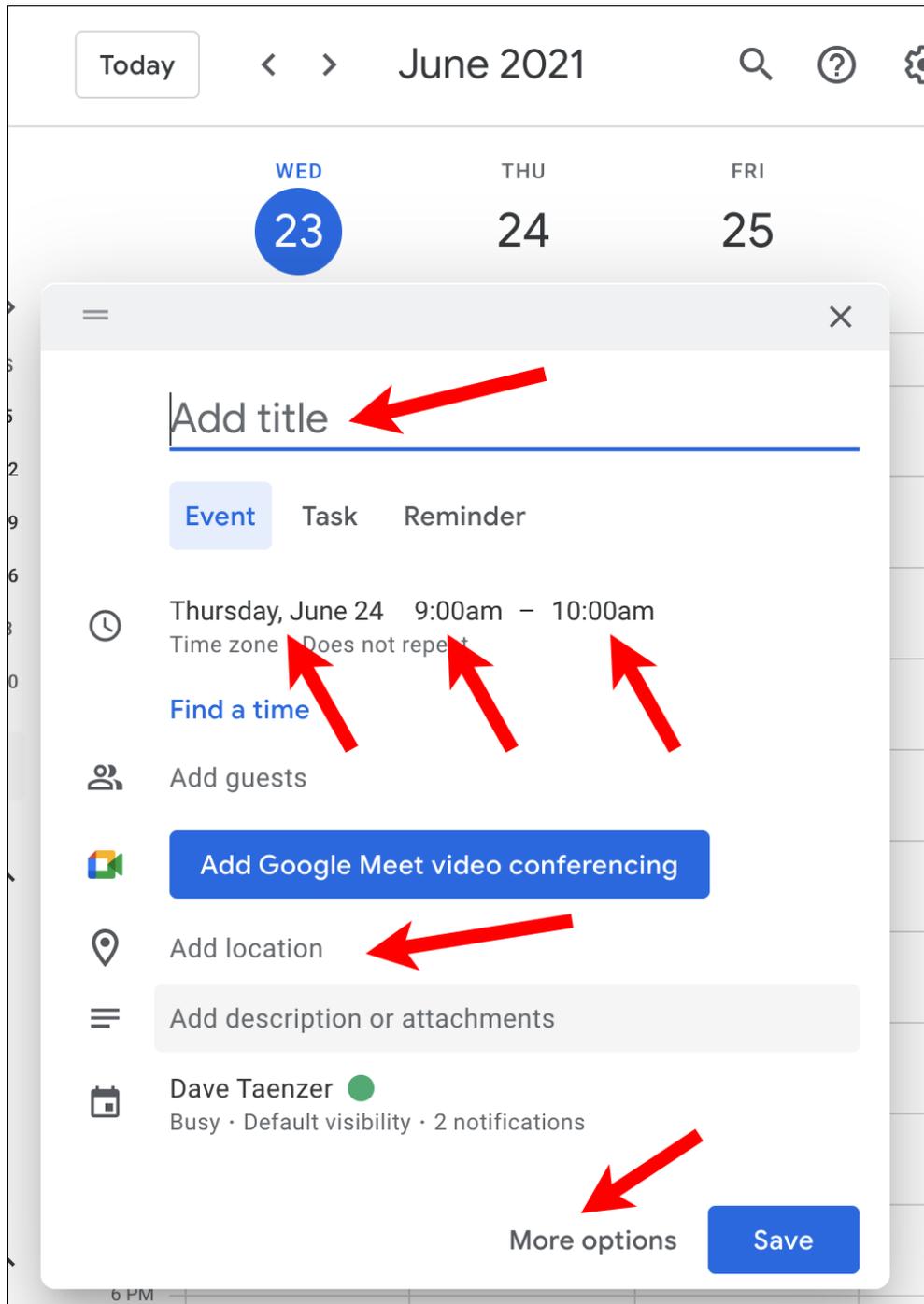
You can click on an event to view it or the back arrow in the top left to return to the calendar display.

This search feature is useful for looking up doctor appointments, etc., e.g. “When did I last see my doctor?”.

To add a new event, you simply click on the correct date and time. For example to enter a 9:30 event on Thursday, click in the middle of the 9-10 box for that day:

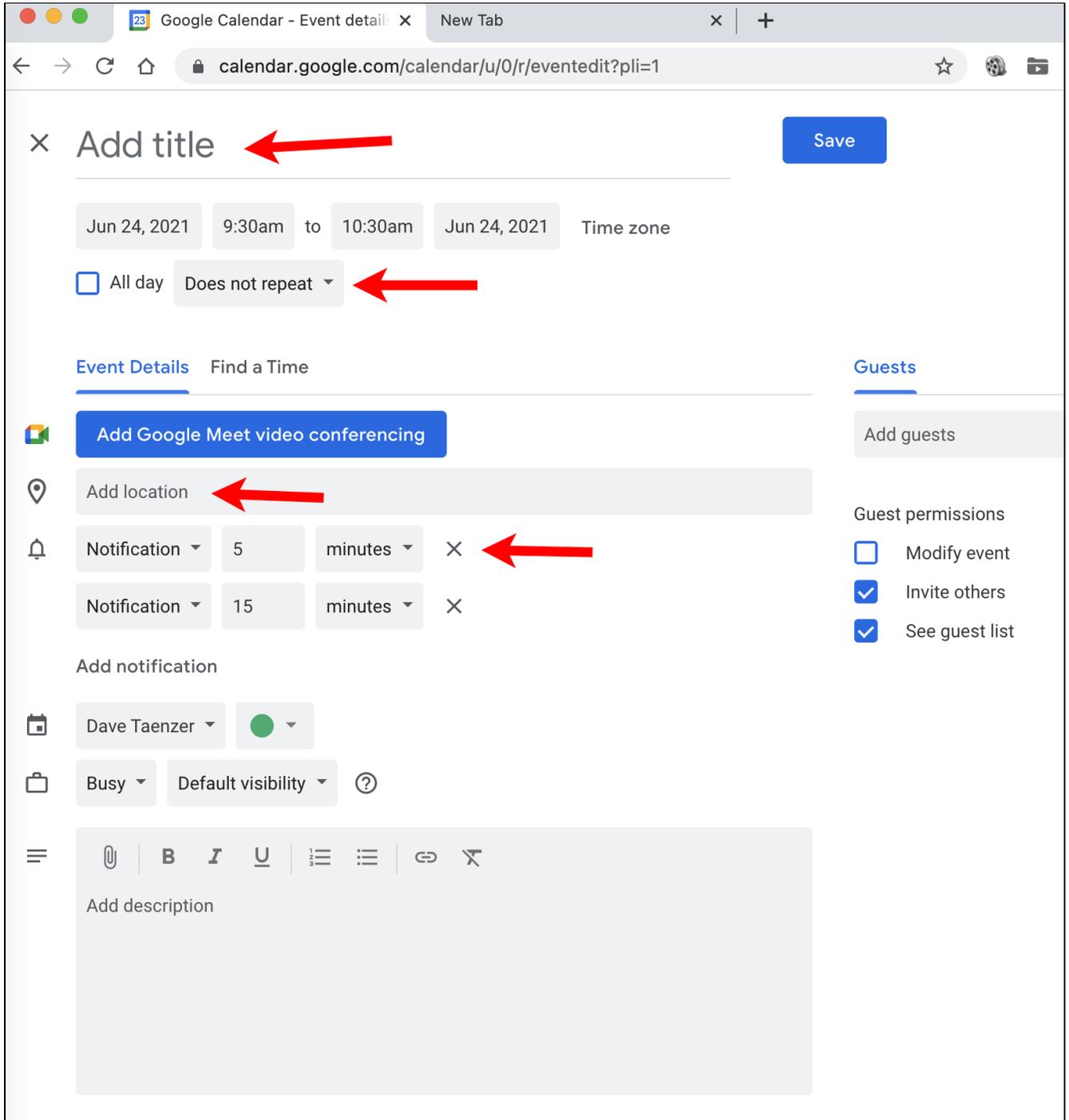


When you click on a rectangle in the calendar, this window pops up:

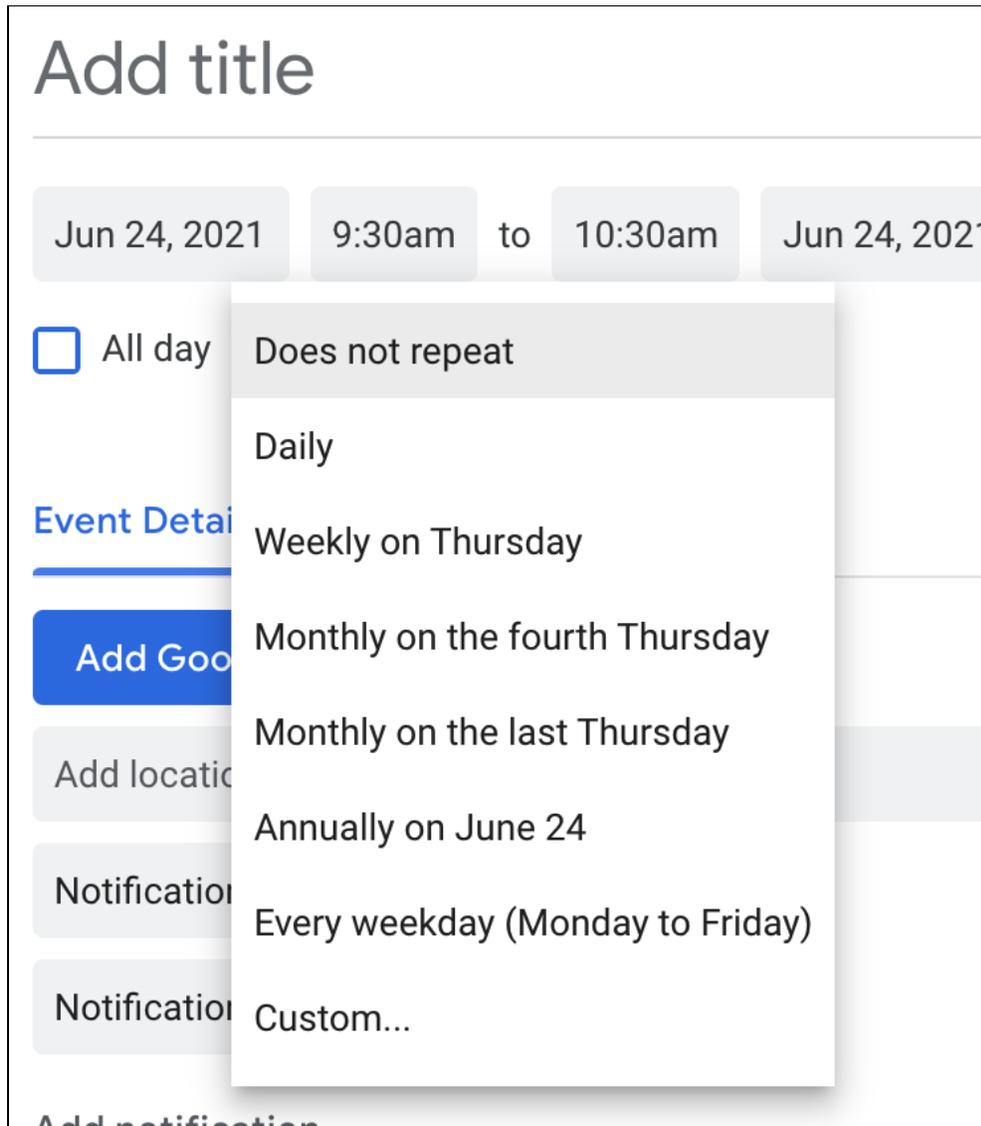


You then type in the “Add Title” field to give the event a title. You can click on the date, start or ending time to change them.

You can click on the Add location field to enter a location. This is very useful for saving a Zoom link for the event. When you are done, you can click the blue Save button or click the More options link to see other options:



You can add notifications for the event and also set it up as a repeating event by clicking on the “Does not repeat” button. That brings up a window with common options:



This lets you easily set up an event at this time every Thursday by clicking on “Weekly on Thursday”, etc.

If you click on the Custom link, this window appears:

Custom recurrence

Repeat every week

Repeat on

S M T W **T** F S

Ends

Never

On

After occurrences

Cancel Done

You can control all the details in this window. The “week” button opens a menu to control how often the event happens, in this case every week. You can change this to every day, week, month or year.

You can also enter a number to indicate that event you occur every other week by entering a “2” or every third week by entering a “3”, etc

You can then click on which days to repeat the event if it happens more that once a week:

For example Apple Addicts occurs every week on Tuesdays and Thursdays:

Custom recurrence

Repeat every

Repeat on

S M T W T F S

The bottom part of this window lets you set a date for the last repetition of the event or if you want only a specified number of repetitions:

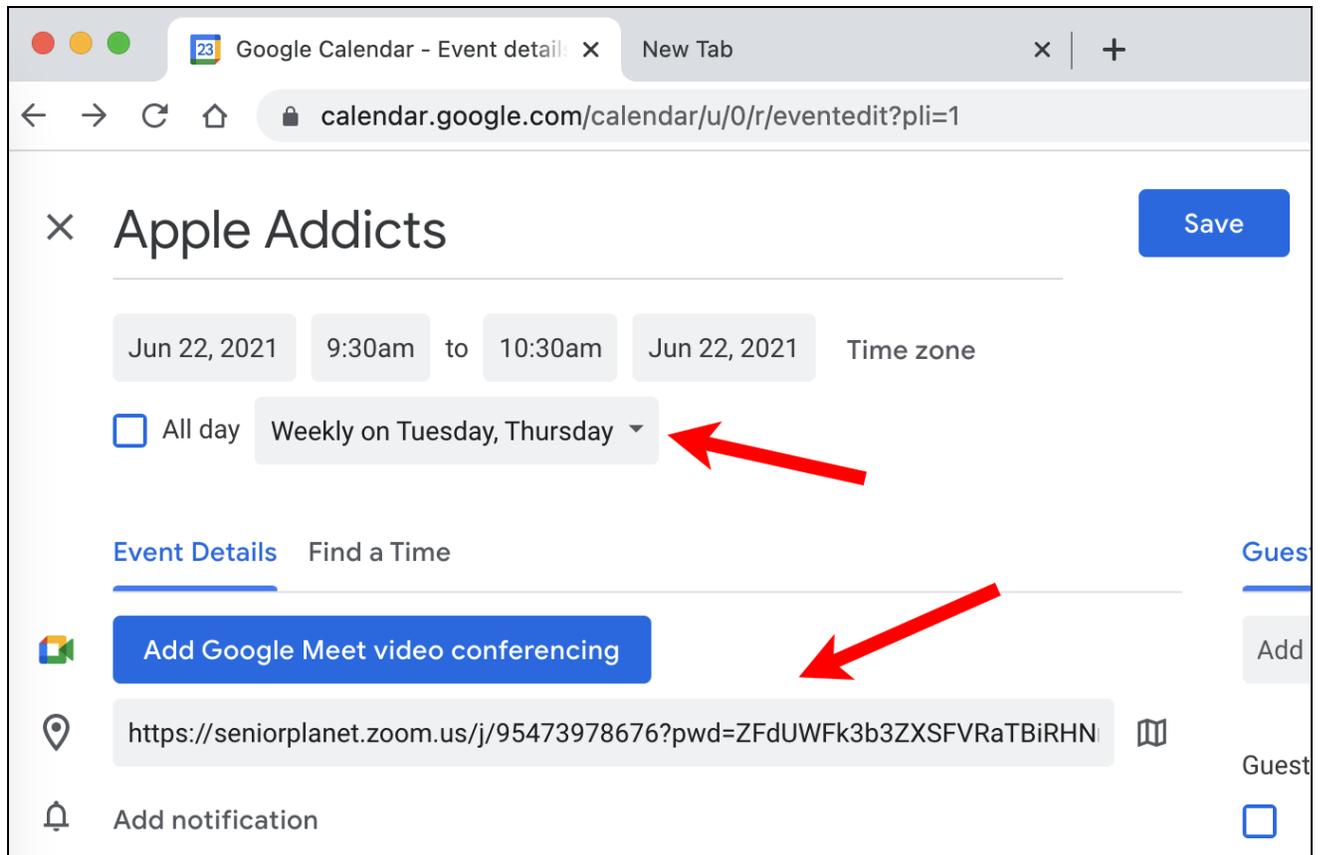
Ends

Never

On

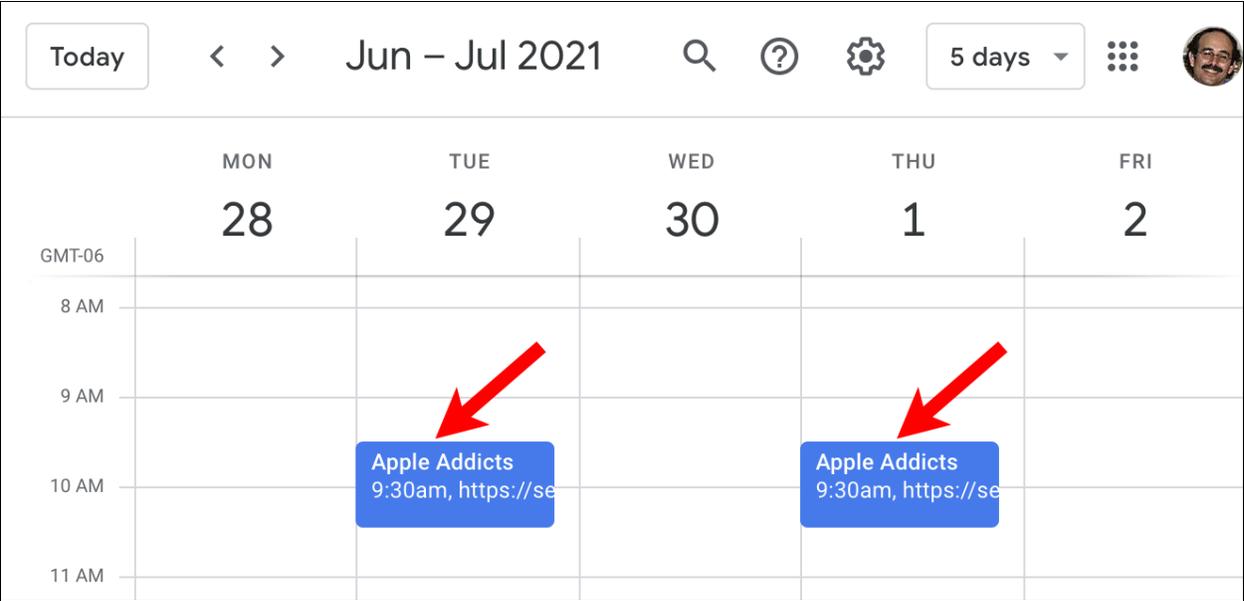
After

When you click the Done button on the Custom repeat window, it displays what you have set, in this case “Weekly on Tuesday, Thursday”:



I have pasted in the Zoom link for the Apple Addicts meeting in the Location field.

When you click the blue Save button, this will now appear as a repeating event on the calendar:



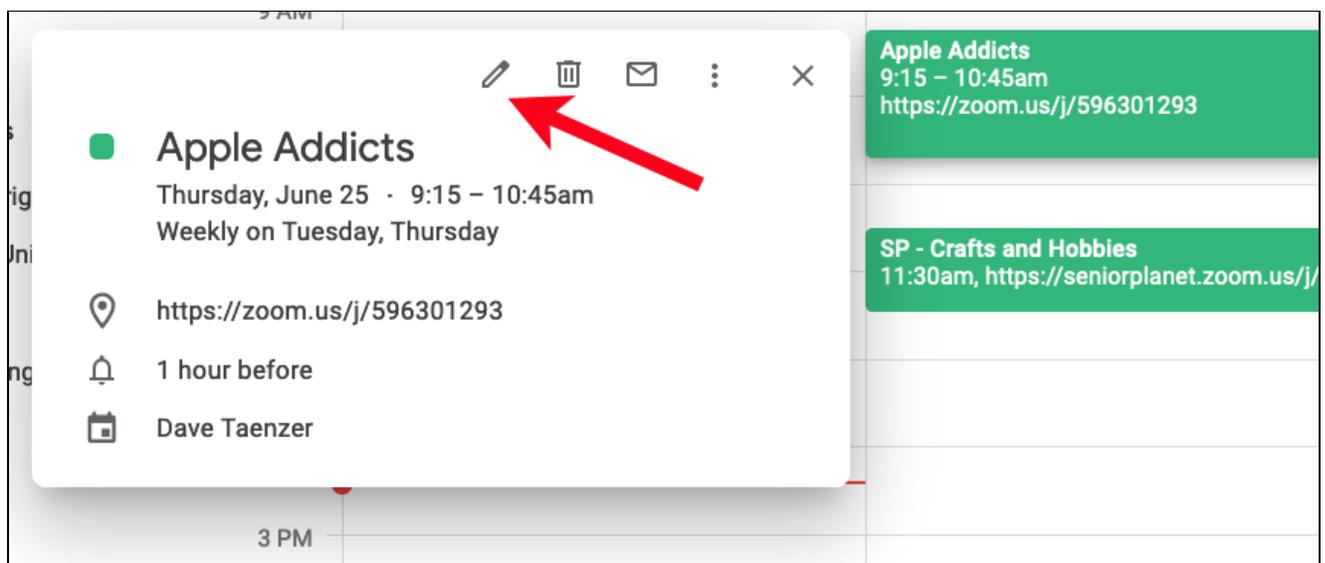
If you click on one of these events, a window pops up and you can click on the Zoom link in the Location field to join the Zoom meeting:

The screenshot shows a Google Calendar interface for June 2021. The current date is Wednesday, June 23. An event titled "Apple Addicts" is scheduled for Thursday, June 24, from 9:30 AM to 10:30 AM. The event is recurring weekly on Tuesdays and Thursdays. The location field contains a Zoom meeting link: <https://seniorplanet.zoom.us/j/95473978676?pwd=ZF...>. The event was created by Dave Taenzer. A red arrow points from the text "click here" to the event card, and another red arrow points from the text "and then click here" to the Zoom link in the location field.

There are many settings you can change in Google Calendar. We will review a few of the more important ones.

You can have Google Calendar pop up a notification window on your computer or send you a reminder email for each event. You can control when you get this email reminder (e.g. the day before or an hour before the event).

Start by clicking on the event in the calendar and then clicking the pencil button to edit it:



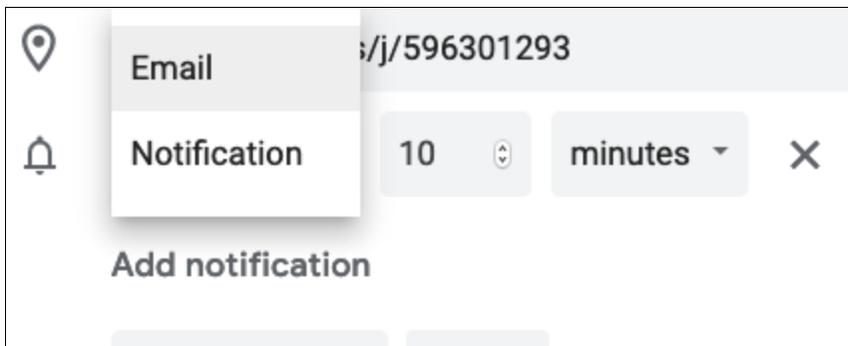
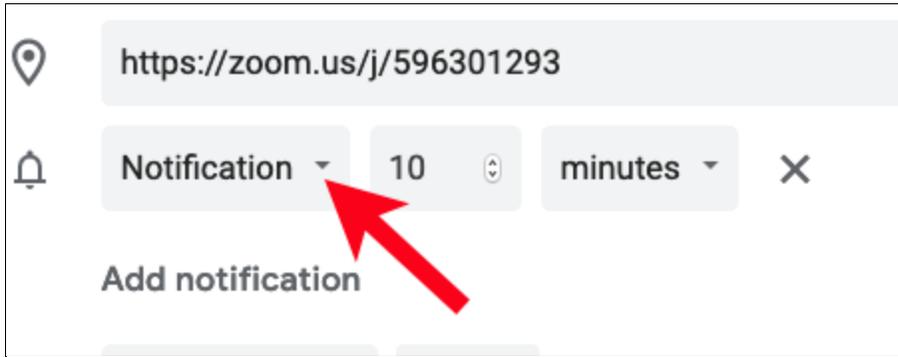
Then click the “Add notification” link:

The screenshot shows the Google Calendar event configuration page for "Apple Addicts". At the top, there are buttons for "Save" and "More actions". The event details include the date "Jun 25, 2020", time "9:15am to 10:45am", and time zone "(GMT-06:00) Mountain Time - Denver". Below this, there are options for "All day" and "Weekly on Tuesday, Thursday". The "Event Details" tab is active, showing options to "Add Google Meet video conferencing" and a Zoom link "https://zoom.us/j/596301293". A red arrow points to the "Add notification" button. Other options include "Add guests", "Guest permissions" (Modify event, Invite others, See guest list), "Dave Taenzer" as the organizer, "Busy" status, and "Default visibility". A rich text editor for the event description is visible at the bottom.

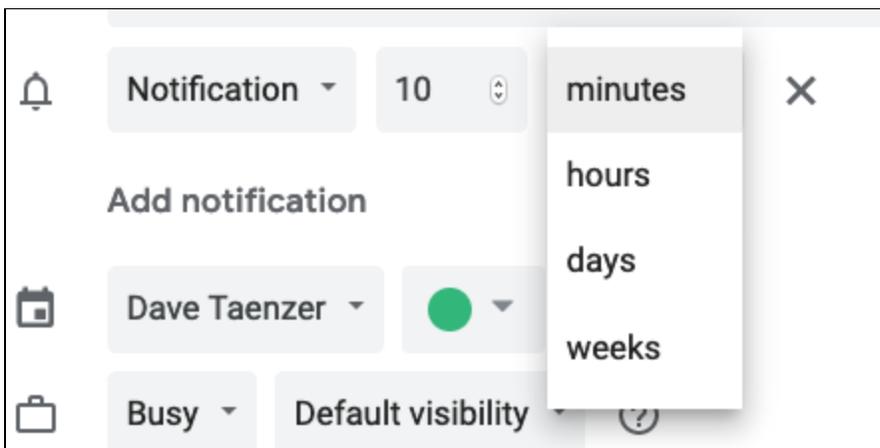
This adds a popup window notification for 10 minutes before the event:

This close-up shows the notification configuration interface. It features a location icon, the Zoom link "https://zoom.us/j/596301293", and a notification dropdown menu. The notification is set to "Notification" with a duration of "10" minutes. There is an "Add notification" button below the configuration.

You can click on the Notification menu to change this to an email:



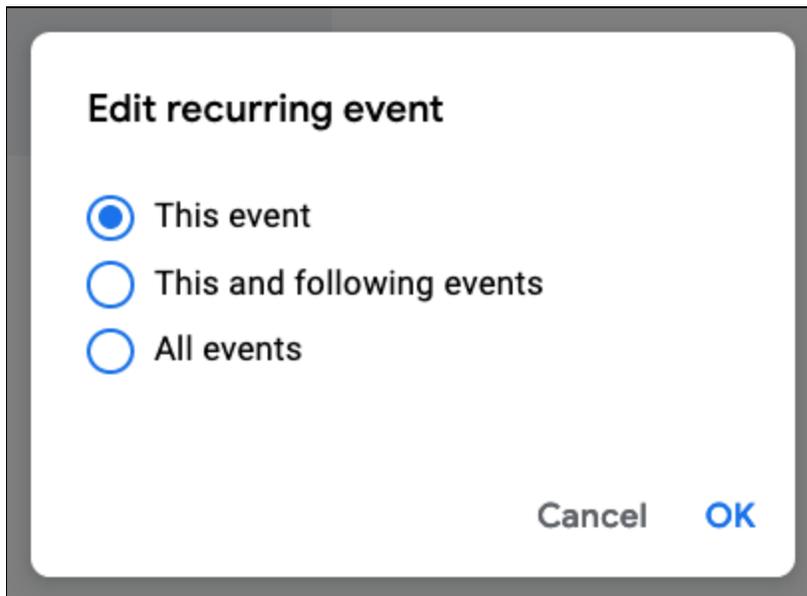
Or you can change the number of minutes before the event to notify you. You can also click on the minutes menu to change to from minutes to hours, days or weeks if you like:



You can also click on the “Add notification” to add another notification. When you are done, don’t forget to click the blue **Save** button:

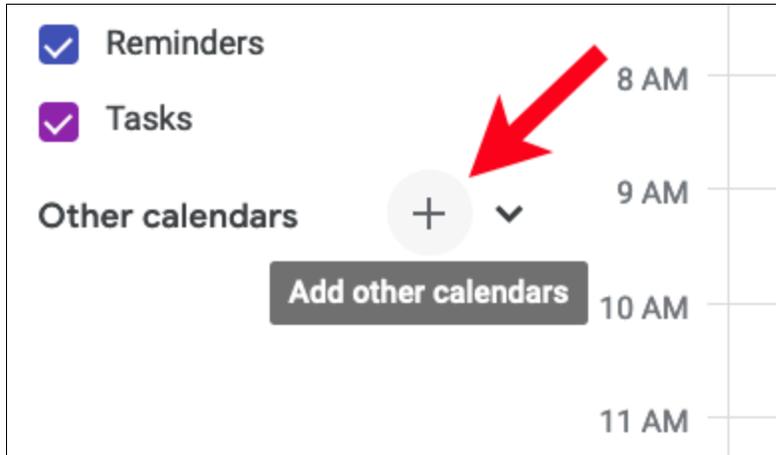


If you are editing a recurring event, Gmail will ask you whether you want to change just this event or all upcoming recurring events related to this one:

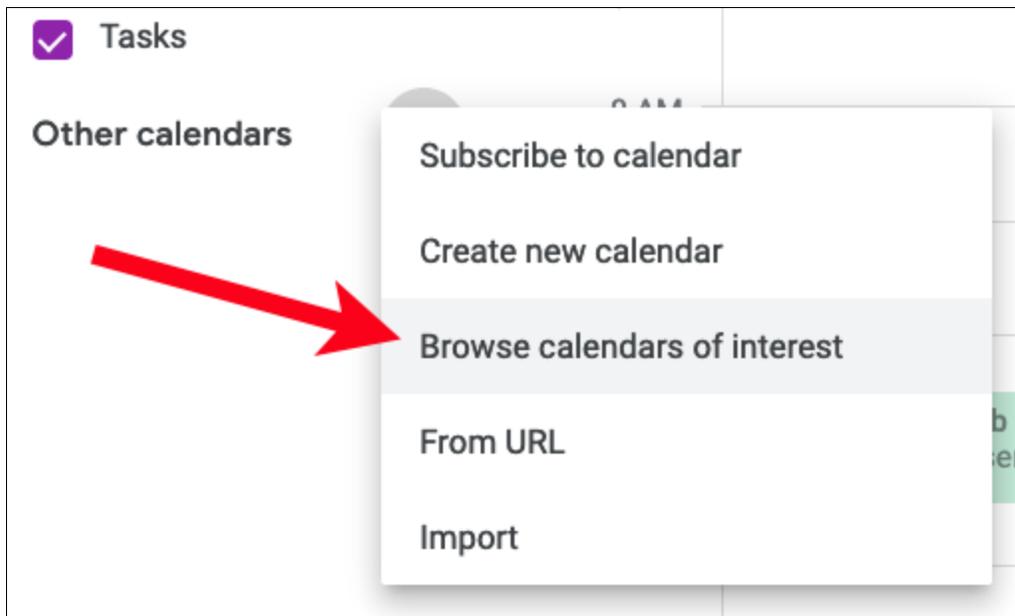


Select which events you want to change and click the blue **OK** button. Normally, you would either click “This event” to only change the current event or “This and following events” to change this event and all future repetitions of this event.

You can add a new calendar to your account or display useful public shared calendars for holidays and other events. To add these, click on the Plus button next to Other Calendars



Choose "Browse calendars of interest:



Which lets you select from various other calendars you can add to your calendar display. Check the boxes of the calendars you want to add and they will be displayed along with your Google calendar.

Birthdays

Your Contacts



Regional holidays

Holidays in United States

Public holidays and other holidays ▾

Browse all



Global religious holidays

Christian Holidays

Hindu Holidays

Jewish Holidays

Muslim Holidays

Orthodox Holidays

Sports

Baseball



Basketball



Cricket



Football



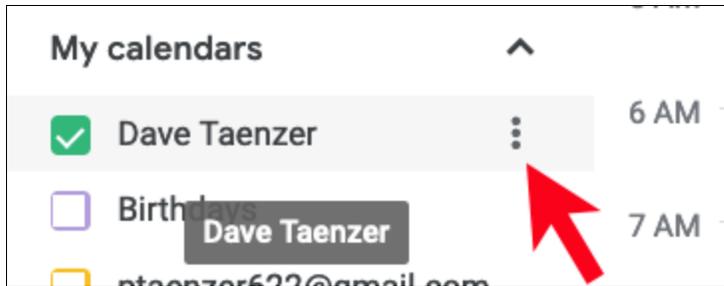
Hockey



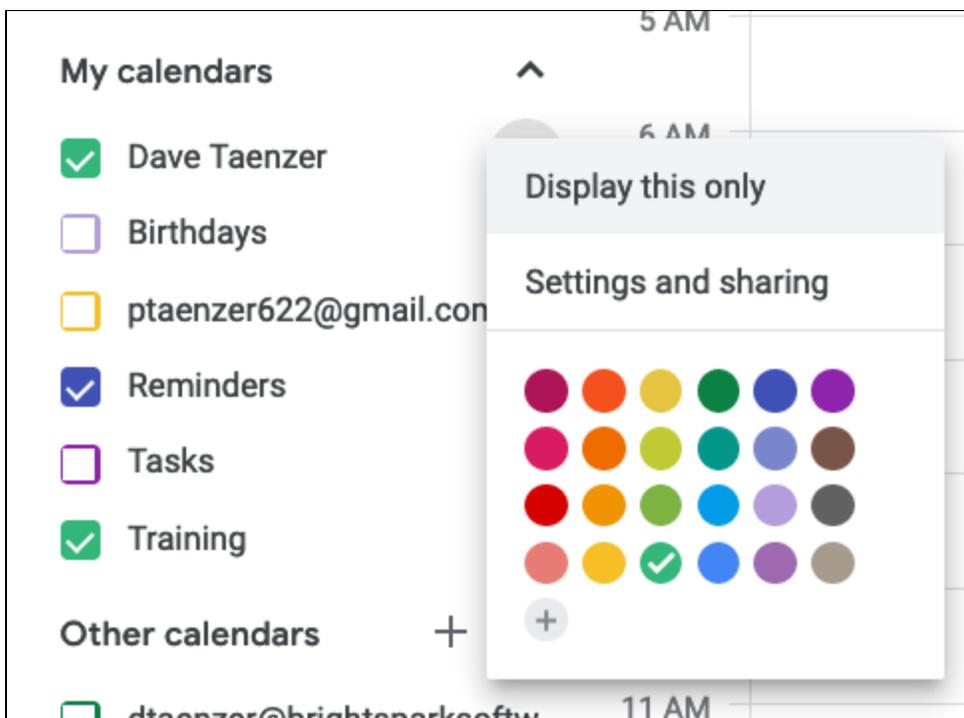
Rugby



You can change the color of the events for a calendar by hovering over the calendar and then clicking the three vertical dots that appear:



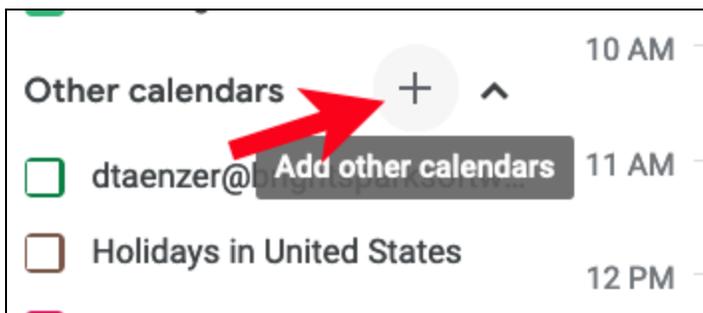
This brings up a popup window with colors you can choose or you can click the plus (+) button to add a custom color:



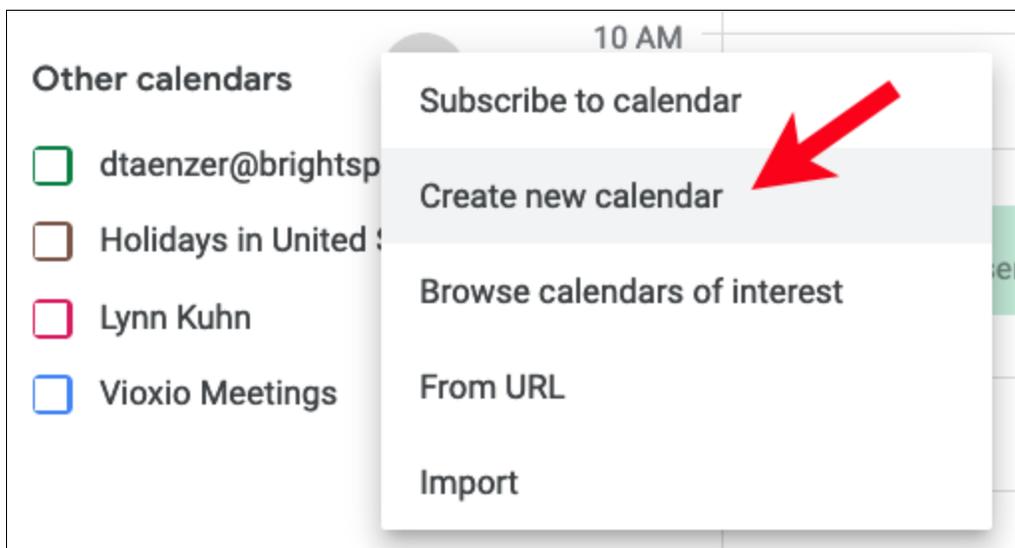
Click on another color circle to change all the events in this calendar to another color. Many people create multiple named calendars, each with a different color, so they can differentiate between different types of events. For example, you could create a Senior Planet calendar and put events into that calendar so they appear in a different color.

You can also create a new calendar and share it with other users of the Google calendar system. For example, let's say you have a book group and want to put your events on a separate calendar that you can share with the other members of your group that use Google Calendar.

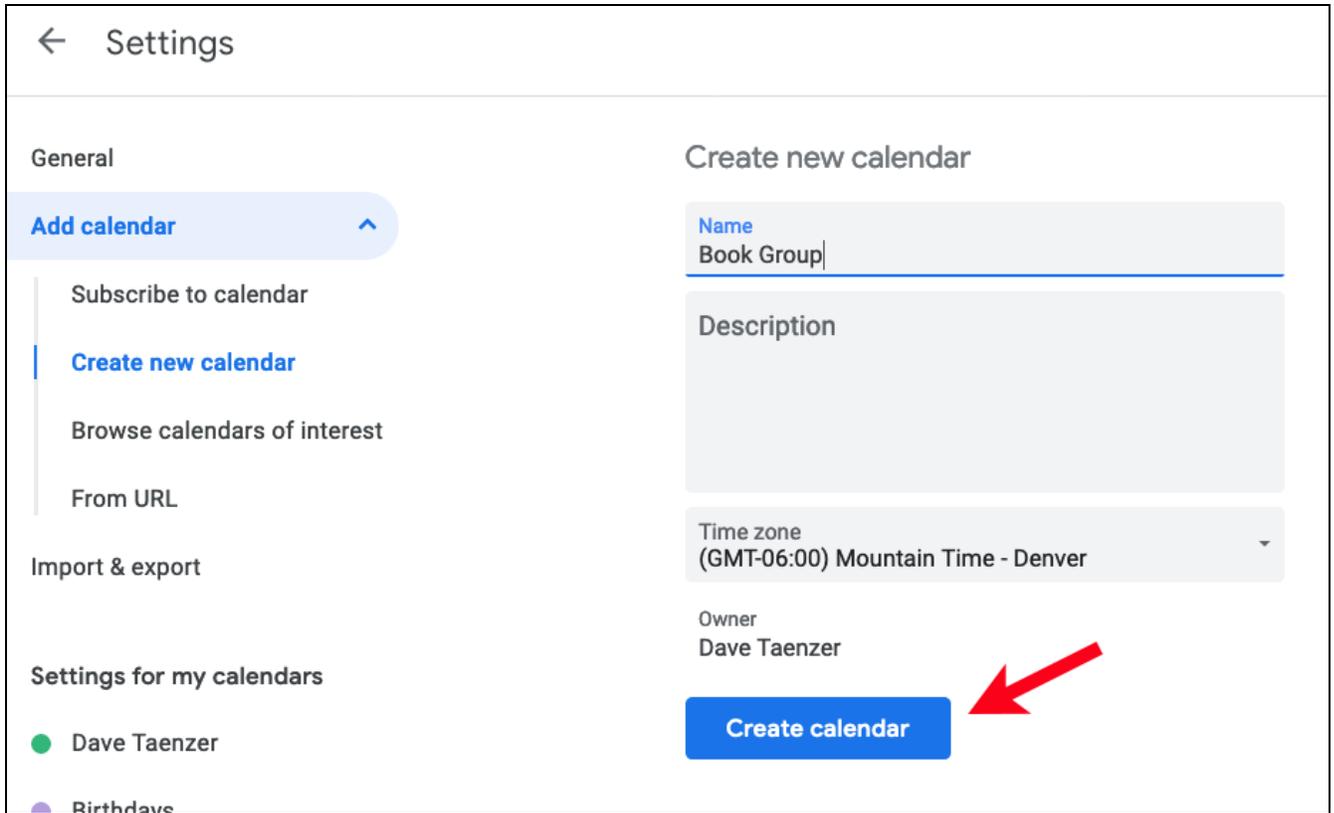
Start by clicking the Plus button next to Other calendars on the calendar display.



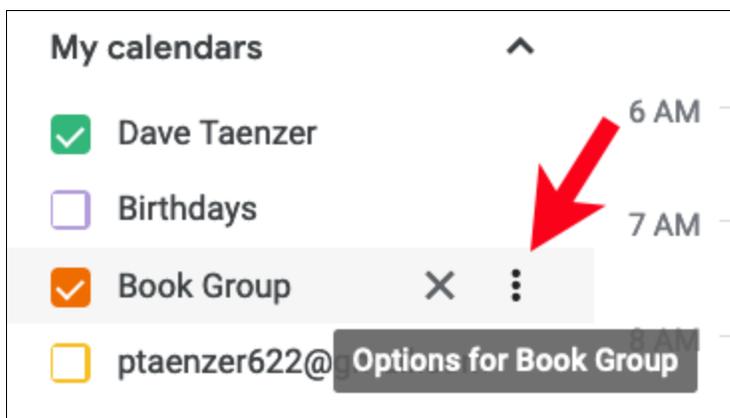
Then select "Create new calendar"



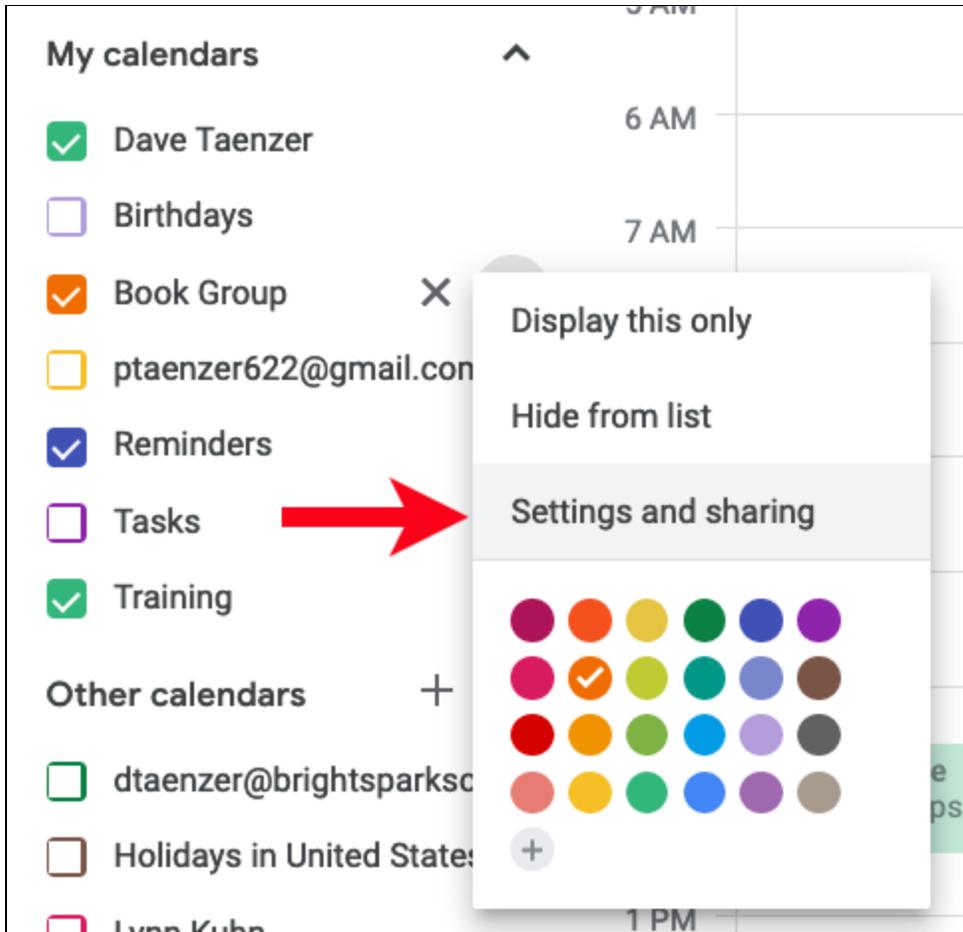
Enter a name and description (if desired) and click the blue Create calendar button:



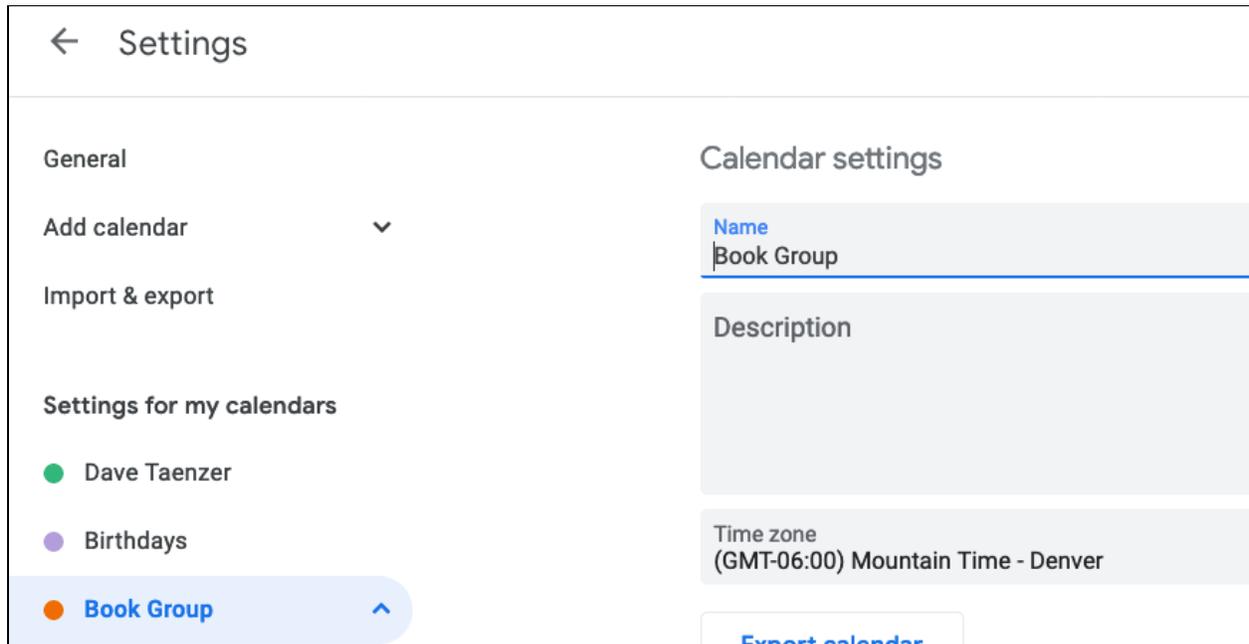
You will see the new calendar in your calendar list and can click on the three vertical dots menu to change its color or modify it:



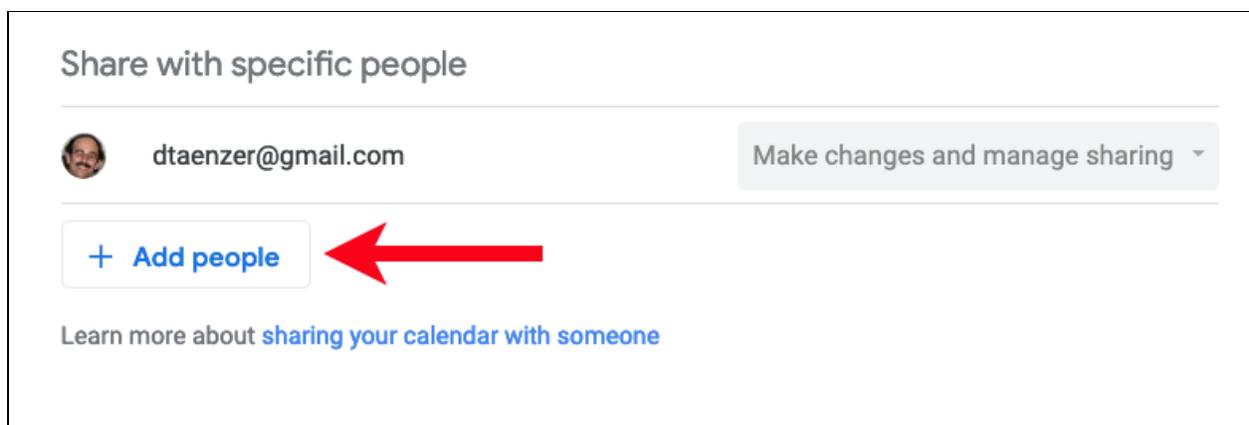
Click the “Settings and sharing” option from the pop-up window:



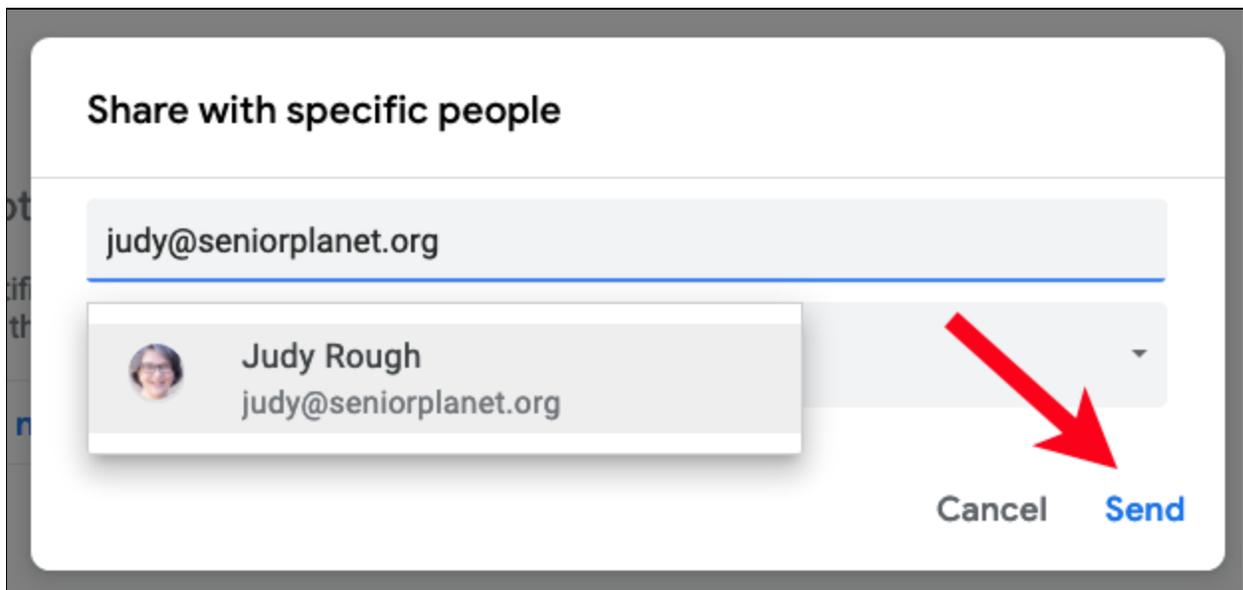
This will display all the options for your new calendar.



Scroll down on the right hand column to the section called “Share with specific people” and click on the blue **Add people** button:

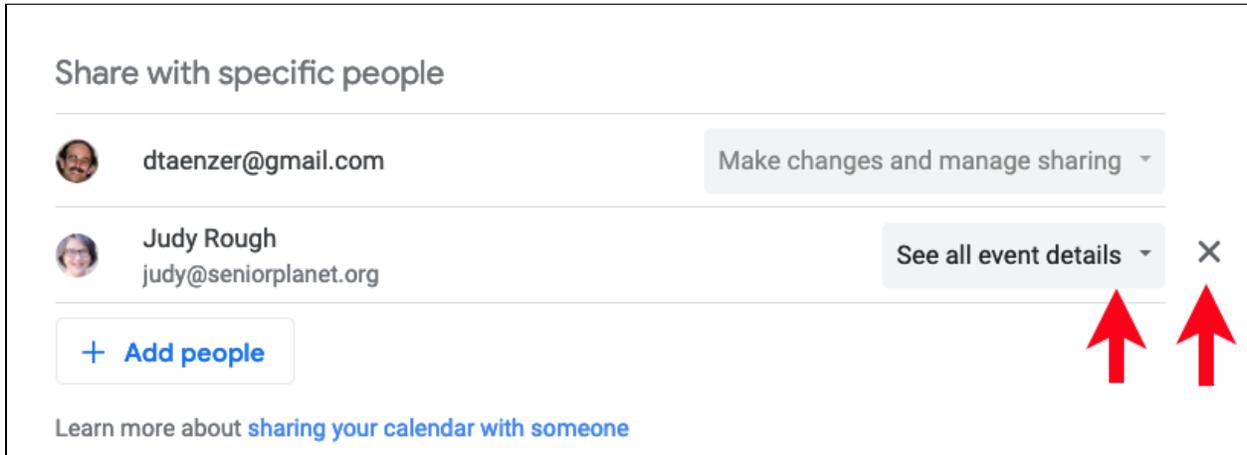


Enter the names or email addresses of the people you want to share the calendar with and click the blue Send button to send them an email with an invitation to share you calendar

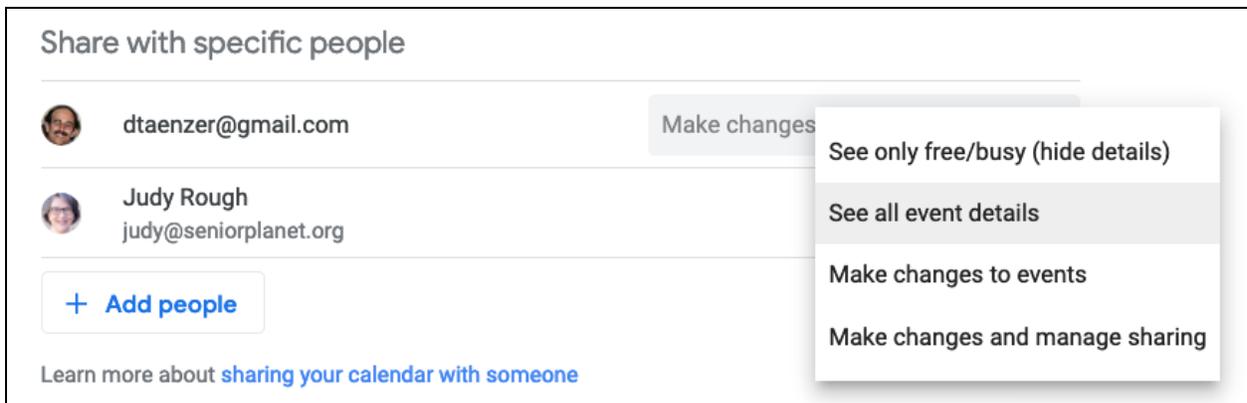


You can share with multiple people in your book group by typing all of their email addresses in the "Share with specific people" popup window.

You can remove people from the sharing group at any time by clicking the “X” button after their name, or change their permissions from the Settings page for the calendar.



When you click on the permissions (“See all event details” in this case), a pop-up menu appears:



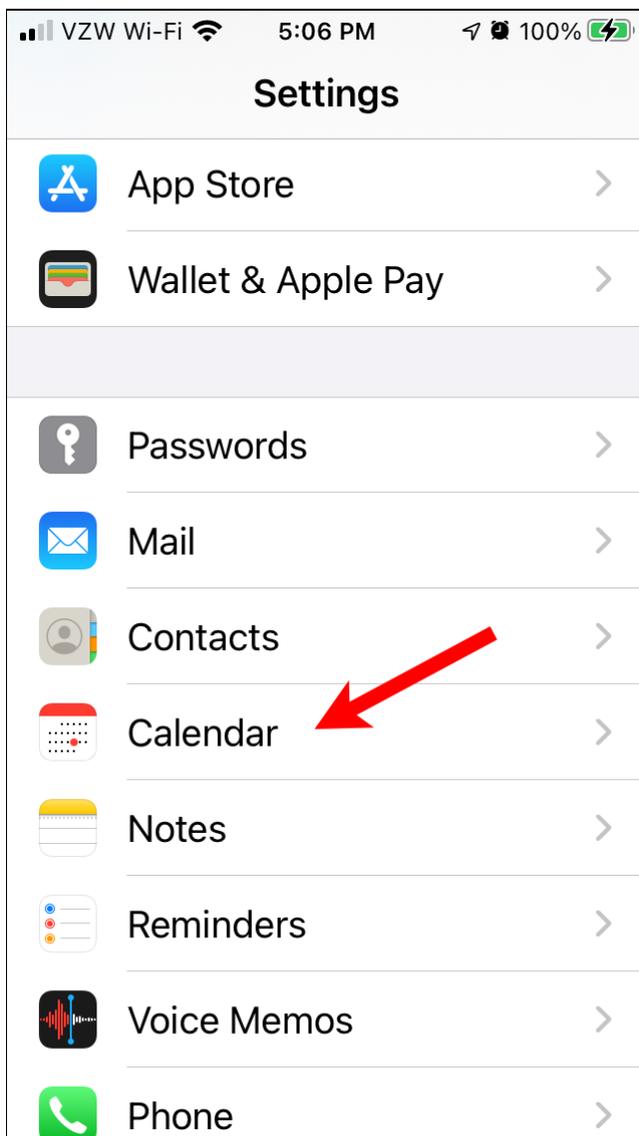
This lets you change this person’s permissions for this calendar so they can make changes to the events if you wish.

You can add more people to the sharing list or remove them at any time.

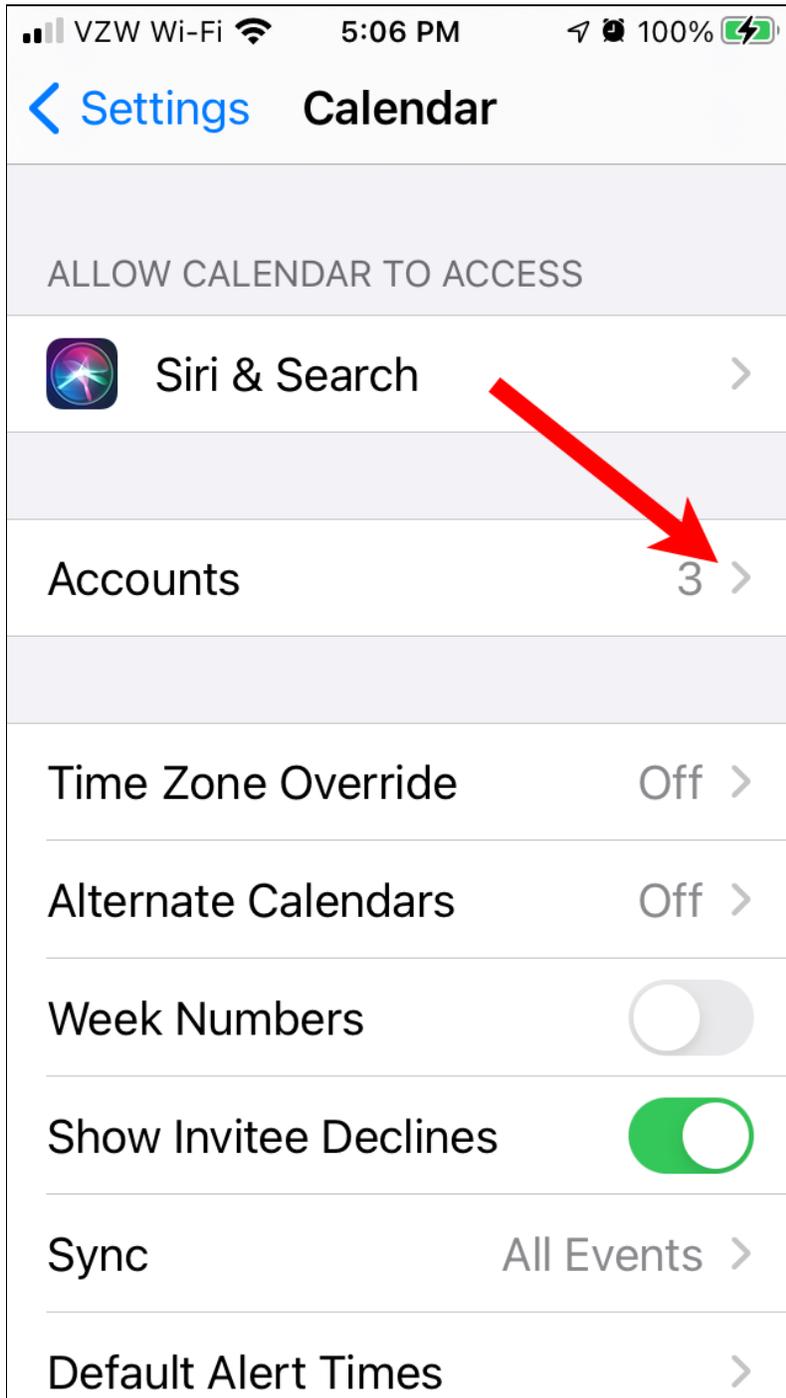
Google Calendar on Portable Devices

You can view your Google calendar on your phone or other device through a variety of apps (e.g. Apple Calendar or Google Calendar).

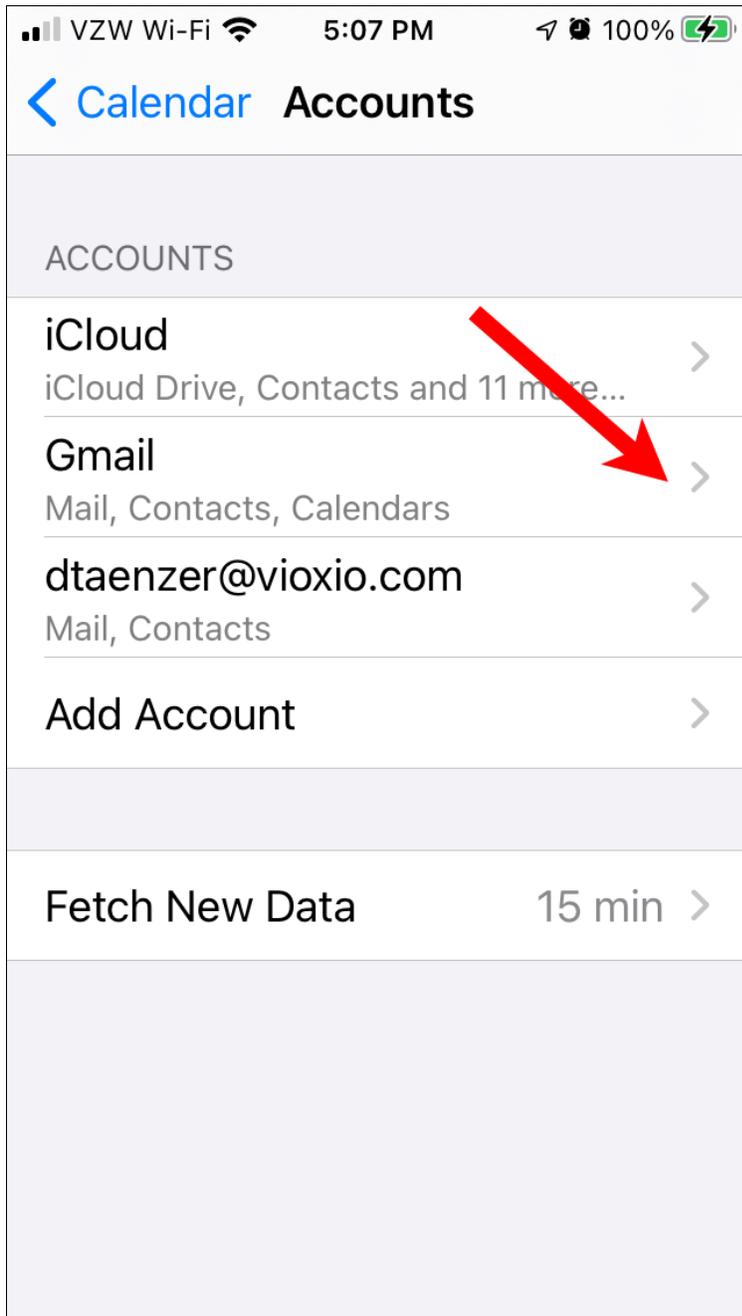
To view your Google calendar data with Apple Calendar app on the iPhone, you go tap on the Settings button and scroll down to Calendar section for the Apple Calendar app:



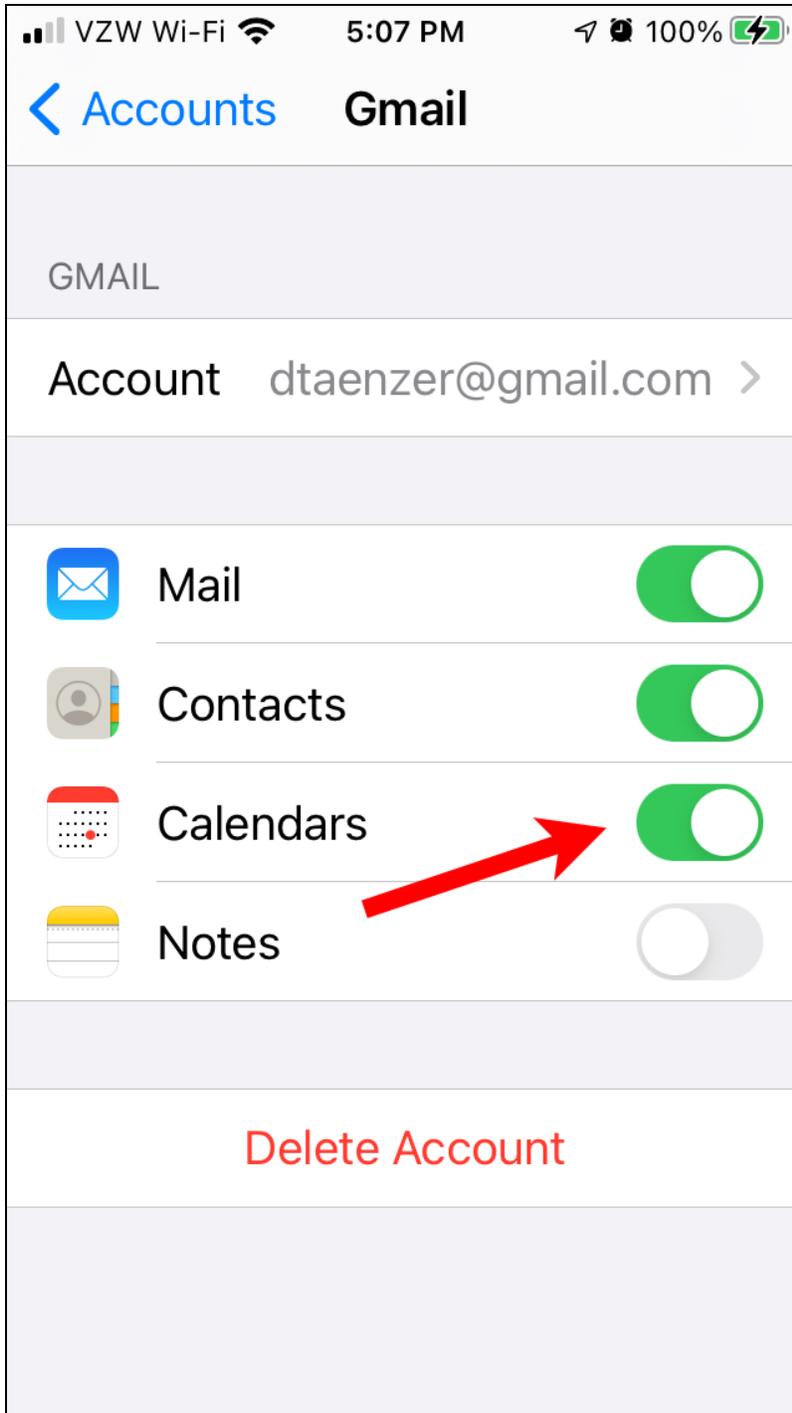
You then click on the Accounts line to view your accounts:



This brings up a list of all your accounts:



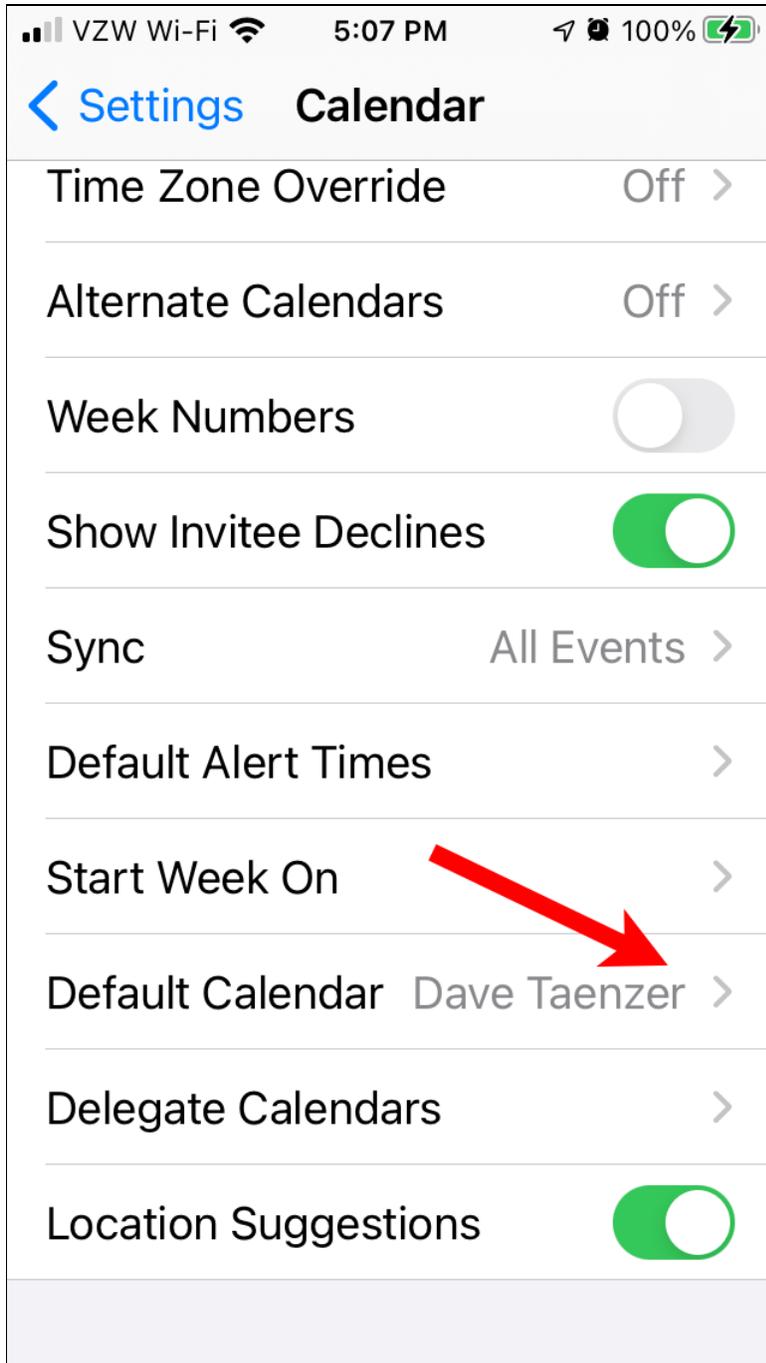
This this case, I have several accounts but we are interested in the Gmail account, so we click on that:



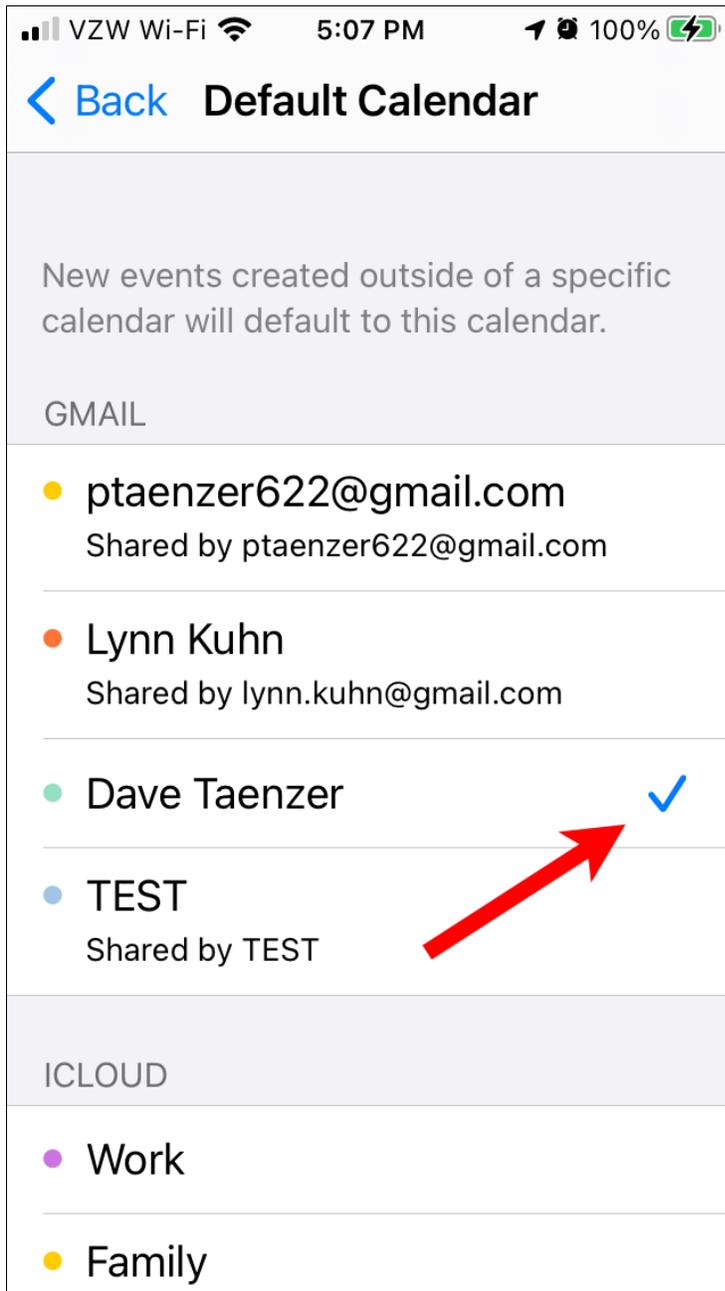
Make sure the switch next to Calendars is green. If not, click on it to make it green.

You then click the "< Accounts" in blue at the top to go back.

This Calendar setting has lots of options. Scroll down until you see the “Default Calendar” line and click on that one:



That lets you set the calendar that new events will be created in, so make sure your Gmail calendar is checked. If not, click next to your standard Gmail calendar to make it checked. By default, an iCloud calendar is normally checked but you change this:



In this case, I have several calendars in Gmail, so I choose my personal calendar, called “Dave Taenzer”.

A similar approach is used on the iPad or Android phone. Make sure your Gmail account is visible in your calendar app and that it is selected as the default calendar for new events.

If you want to use a different app on your device, simply go to the settings for that app and change the account settings to use your Google Calendar.

If you want to only use your Google calendar, make sure the calendar switch is off for your other accounts, e.g. iCloud.

Conclusion

Google Calendar is a very easy to use and useful application that lets you have a shared calendar across all your devices. It also makes it very easy to create events that repeat and also lets you store locations like Zoom web links that make it a great tool for saving Zoom events.