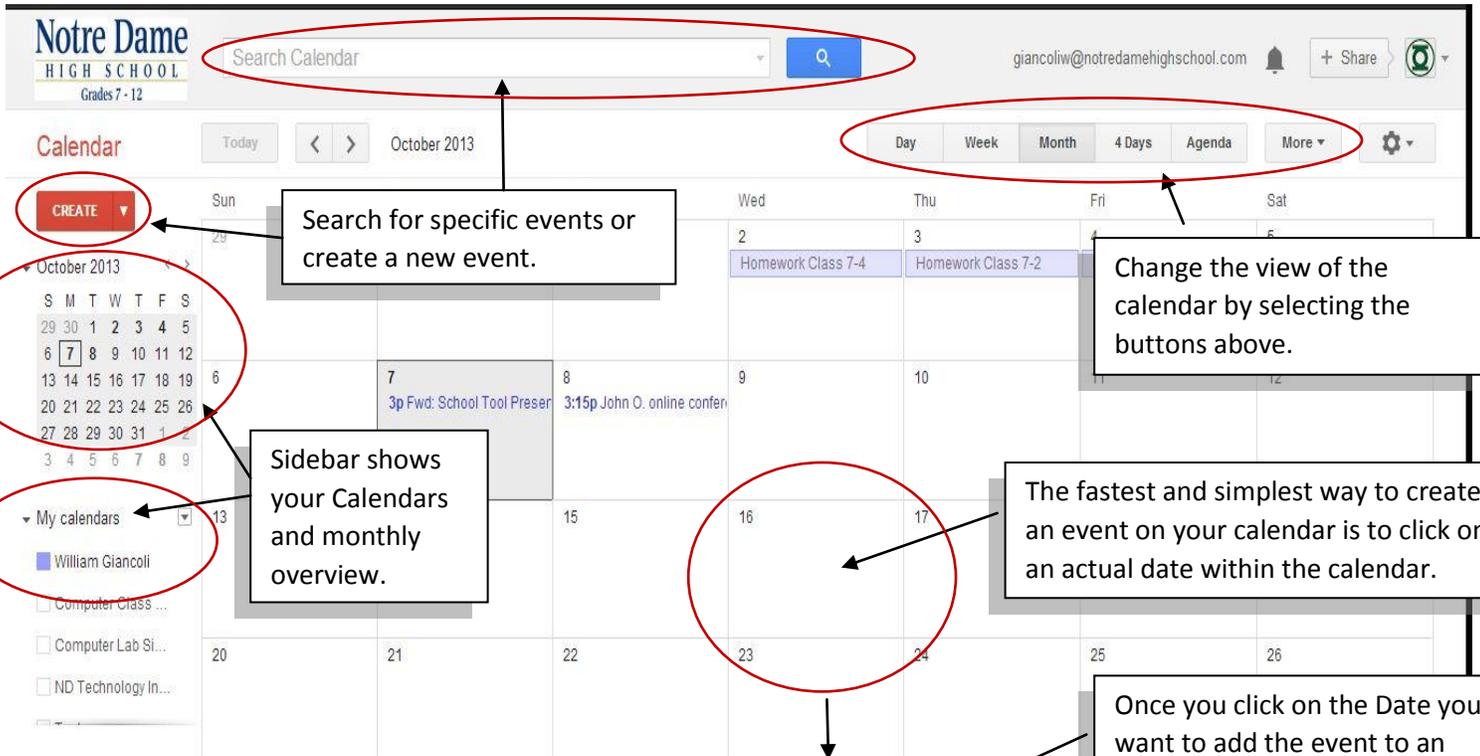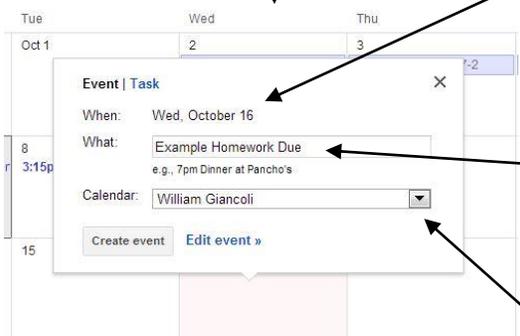# Quick Guide to Google Calendar and Creating an Event

Search for specific events or create a new event.

Change the view of the calendar by selecting the buttons above.

Sidebar shows your Calendars and monthly overview.

The fastest and simplest way to create an event on your calendar is to click on an actual date within the calendar.

Once you click on the Date you want to add the event to an event window will appear. It will have the date marked.

Fill in the Text box next to "What:"

If you have multiple Calendars you can select which calendar the event belongs to.

When finished click Create event.

Once you click on Create Event the event will appear in your calendar.

If you wish to give more detailed information about an event, or change it all together. Click on the event in the calendar.

When the event bubble pops up, select Edit Event.
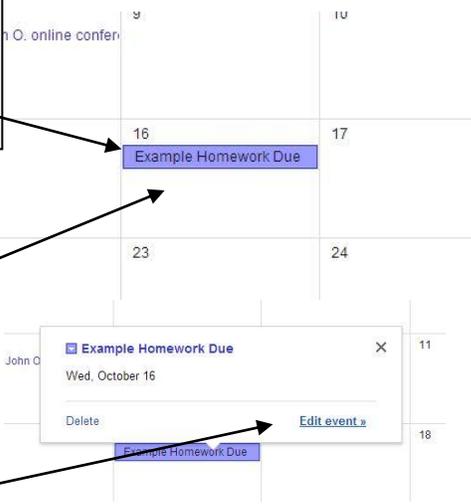
Quick Guide to Google Calendar and Creating an Event Cont'd

Once you select Edit Event it will take you to this event details view.

Example Homework Due

Title of the Event

10/16/2013 to 10/16/2013

☑ All day ☐ Repeat...

Event details | Find a time

You can determine a range of dates for this event to appear, and even select specific times.

If the event is reoccurring, you can check Repeat and select the reoccurring times (Once a month, week, or 2nd Monday of every month)

Where

Video call — Add video call

Enter email addresses

Select the calendar you wish the event to appear in.

Calendar — William Giancoli

Guests can

☐ modify event

Description

Add a Description to the event or Add an attachment (like an article or further information.)

Attachment — Add attachment

Event color — ☑

Reminders — Pop-up ▾ 15 minutes ▾ ✕

Add a reminder

You can add a reminder via email or text pop-up to the event. Great for test or quiz reminders.

Show me as ● Available ○ Busy

Privacy ● Default ○ Public ○ Private

Determine whether your event is private, meaning no one but you can see the details, or public, means all can see the details.

When finished editing the details click Save at the top of the page.