

Calendar

You can choose to keep a calendar private, to share it with the entire world, or to share it with only members of your domain. If you share it with members of your domain then the calendar can only be accessed with those who have an account on uncc.edu.

Sharing calendar with UNC Charlotte and Public

- In Calendar click Settings, then Calendar tab
- Find your calendar and click Shared: Edit settings
- To allow anyone in the world to see calendar, select checkbox next to Make this calendar public
- To share within UNC Charlotte, click Share this calendar with everyone in the organization UNC Charlotte
- Then select from drop down what can be seen (all event details or free/busy)

Give an individual access to a calendar

For a more selective shared calendar, it may be necessary to grant individuals a level of access so they can add, view, or edit the calendar events. To add someone to your calendar (to give calendar access to a particular person):

- In the calendar list on the left, click the down-arrow button next to the appropriate calendar, then select Share this calendar. (Alternatively, click the Settings link at the bottom of the calendar list, select a calendar and click the Share this calendar link.)
- Type the person's full email address in the Share with specific people box
- Select a level of access for that person (see below for option details)
- Click Add
- Once you click Add, the person you selected to share the calendar with will receive an email invitation to view your calendar

The following are the different types of access levels you can grant to individuals, users at school, and the public.

Completely private calendar: Do not share with everyone/everyone in my domain

You can set your calendar to be completely private so that none of your calendar information, not even free/busy information, will be available to anyone except those people you specifically added to share your calendar.

Limited calendar view: free/busy information

Sometimes you want people to be able to check your schedule and see only the times you're busy. In the 'free/busy' view, someone will only see blocks of time marked as 'busy' for times when you have entries in your calendar. They will not be able to see the name of the event or any of the event details.

Full calendar view: show all event details

With this setting, other users can see your calendar and events and invite you to events, but cannot see events on your calendar that have been marked as private.

Full calendar access: Make changes to events - for sharing with individuals only

You can add specific people to a calendar who have access to see and change all events, including private ones.

Full calendar ownership: Make changes to events AND manage sharing

With this setting, an individual would essentially become an owner of the calendar as they would be able to add, remove, and edit events as well as add, remove, and edit the sharing settings of the calendar.

View other calendars

- In Calendar click in Add a coworker's calendar and type in their email address
- Click on the arrow next to their calendar to choose a color, hide
- You will only see events as the owner of the calendar has selected (busy vs. event details)
- Click arrow next to Other calendars, choose browse interesting calendars for a list of holidays, athletics, etc.

Calendar Labs

Labs in Google Calendar allows you to try out experimental new features in Google Calendar, very similar to Labs in Apps mail. Labs is a place to try the newest - but not necessarily the most stable - features of Google Calendar.

Just as in Labs in your school Apps mail account, in Calendar Labs you'll see a list of options to try - each of those options is called an 'experiment.' You can pick and choose which experiments to try, and you don't have to turn them all on (although you are certainly welcome to!). Throughout the chapters on Apps mail we will introduce several useful Labs that can help with managing your inbox and messages.

To enable Labs, sign into Google Calendar, click on gear icon located in the top right corner, then click on Labs to access the Labs settings page.

Add appointments, events, meetings

Google Calendar makes it easy to schedule meetings, appointments, classes, or events with specific start and end times. A 'calendar entry' is considered to be anything that you would add to your calendar - be it a 2 day conference, a 1 hour meeting, or a 3 hour dinner. You can schedule all of these things on Google Calendar, and even have entries overlap with each other.

- Click on the day that you'd like to create a new event using the mini calendar (you can skip this step if you are already seeing the day in the main screen).
- Click on the time you want your entry to start - if the event spans over or under an hour, click and drag
- Type the title and event time for your new event in the box
- To add more details click on Edit event
- Can also click on Create in left side bar
- All Day events will automatically be marked as 'free' in the Show me as section. This will not block out the day on your calendar to prevent future scheduling. If you would like to block off the time during the day for your event, select Busy from the drop down next to Show me as

Event Descriptions

Event descriptions allow you to include URLs and more text to the event, perhaps adding an agenda, meeting notes, FYIs, etc.

To add or modify an event description:

- Click on the calendar entry you would like to edit
- Click Edit event details
- Click on the "Description" box and start typing
- Click Save when finished
- You can include a location, which will add a link to a Google Map

- To add or modify an address or location click on the calendar entry you would like to edit, click Edit event details, click on the "Where" box and type a location (you can do a full street address, or just a city), click Save when finished

To add an attachment or a drive file:

- Click on the calendar entry you would like to edit
- Click Add attachment
- You may add files from your Drive or upload and link new files to your Drive account

Repeating events

In some cases, you may have an appointment or meeting that occurs every week on the same day, at the same time. With Google Calendar you can create a single event and then specify how often it repeats so you will not have to enter in the same information over and over. You can choose which unit of time you would like the calendar entry to repeat - specify how many days, weeks, or even months.

- Create an event and go to the event details page
- Check the check box - Repeat
- Select from the drop-down the type of interval you will use for repetition:
 - Daily - occurs each day, or every X days (every 2, 3, 4, days etc.)
 - Weekly - occurs on one or several days each week, or every X weeks (every week, every 2 weeks, every 3 weeks, etc.)
 - Monthly - occurs on the same day every X months (each month, every 2 months, every 3 months, etc.)
 - Yearly - occurs on the same day every X years (each year, every 2 years, etc.)

You can have the event repeat indefinitely, choose to end the events after a set number of occurrences or select an End date and type or choose a date when you would like this calendar entry series to end. Fill in the rest of the event details. Click Save.

Copy an event

If you have access to different calendars, there may be a time when you would like to add an event on someone else's calendar onto your own.

- To copy an event to one of your calendars:
- Click on the event you would like to copy (if it's from a friend or colleague's calendar, you will need to have it 'turned on' so you can see it in your calendar view)
- Click copy to my calendar
- This will open up the 'Event details' page with all the same information from the calendar entry
- You can select which calendar this entry will be associated with by selecting the calendar name from the drop-down next to 'Calendar'
- You can also make any changes to the event as you would any other event you created
- Click Save

Calendar notifications

Google Calendar offers different options for receiving event reminders. You can choose to receive your event reminders via emails or pop-ups within the web browser window of Google Calendar itself. In Google Calendar, there is an 'Event Reminder' section in the 'event details' page for any calendar entry. Within that section, you can add several 'notifications.' In other words, you can use several 'notifications' for a single

event.

- In the calendar list on the left, click the down-arrow button next to the appropriate calendar, then select Notifications
- In the event click Add a notification and choose the reminder method from the drop-down menu and enter the corresponding reminder time (between one minute and four weeks). If you'd like to add additional default reminders, simply click Add notification

Invite others to your event

Invitations in Google Calendar let you circulate information about a particular event and guests added by invitation to your calendar entries will also have the latest information about your event – whenever you make a change, they will also be notified of that change in their calendar, email, or their selected mode of notification.

- Click on the event (or create a new event) and select edit event details
- In the Add: Guests section enter the email addresses of the guests, separated by commas
- Beneath the box for entering guests, you can select the permission level for your guests and the calendar entry. Click Save
- Your guests will automatically receive an email invitation to your event. If you click Email guests, you can craft a custom message to your guests. Please note: if guests have turned off notifications for new events they will not receive an email invitation
- When adding invitees to an event, you also have the ability to communicate the importance of a meeting for each attendee by making the guest optional

Check for best meeting time

When you are scheduling a calendar entry for multiple people, it can be useful to check the schedules of each party to make sure you choose a time that works for everybody. If you are adding guests who also have Google Apps accounts with your school, you can check their availability to find a time that works, or use a Google Calendar tool to find the next available time everyone invited is free.

- Click Edit event details if you are not already viewing that page
- Click Find a time below the date and time boxes
- Add the guest to your event
- Events will show up when each individual is busy. The Shaded area is the event. You can use this visual timeline to find an empty block when everyone can meet

Respond to invitation

- Click on the event
- Select the appropriate link (Yes, Maybe, No) in the 'Going?' section
- You can also add a note then click Save

If you're invited by someone to an event with Google Calendar, you may receive an email with the text of the invitation. Please note: You don't always receive an email if the organizer chooses not to send the email or if you have turned off email notifications for new events.

If you're a Gmail user, you can RSVP to the event directly through the email invitation by clicking on one of the links (Yes, No or Maybe).

Calendar gadget

If you would like to see a snapshot of your calendar while in Mail

- In Mail click Settings then open Labs
- Click to enable Google Calendar gadget, click Save changes
- You will then see a small calendar and a scroll down list of upcoming events
- From there you can add events

Tasks

Use Task in Mail

- Open Gmail
- In the top left corner, click the down arrow next to Mail
- Click Tasks. The Tasks window will open in the bottom right corner
- Click Add task
- Enter your task
- To include notes and set due dates, click the arrow to edit a task's details
- Create a subtask by using Tab to indent the line. Move it back by using Shift + Tab.
- To add a task about a Gmail message, open the email's More menu > Add to Tasks.
- To move a task within the list, move your cursor to the left edge of the item, then click and drag to move.

Print your tasks

- Open Gmail
- In the top left corner, click the down arrow next to Gmail
- Click Tasks. The Tasks window will open in the bottom right corner
- Click Actions > Print task list

Use Task in Calendar

- On the left side under "My calendars," click Tasks. Your tasks will open on the right.
- Click Add task
- Enter your item
- To include notes and set due dates, click the arrow to edit a task's details
- Tasks with due dates will show on your calendar like all-day events

Organize your tasks

- Sort by due date
- Open Google Calendar
- On the left side under "My calendars," click Tasks. Your tasks will open on the right
- Click Actions > Sort by due date
- To edit a task's due date, click the arrow and edit its details

Multiple lists

- Open Google Calendar
- On the left side under "My calendars," click Tasks. Your tasks will open on the right
- Click Switch List > New list
- Enter the name of your new list, then click OK
- Rename, delete, and navigate among your lists using Switch List

Print your tasks

- Open Google Calendar
- On the left side under "My calendars," click Tasks. Your tasks will open on the right
- Click Actions > Print task list

Access Tasks on your mobile phone at mail.google.com/tasks/a/uncc.edu.

Chat

Chat allows you to quickly converse with someone when a full email isn't required.

Invite someone to chat

- Click magnifying glass next to your name in left sidebar
- Search for person with whom you'd like to chat
- Invite them
- Once they accept your invitation (will appear in quote bubble in bottom of left sidebar) you can then chat
- Along the left side of any Gmail page, select the name of the person you'd like to chat with, and click the Chat (Hangout) link to open a chat window
- Enter your message in the text field, and press Enter. Wait for your contact to respond
- You can also video chat or email