



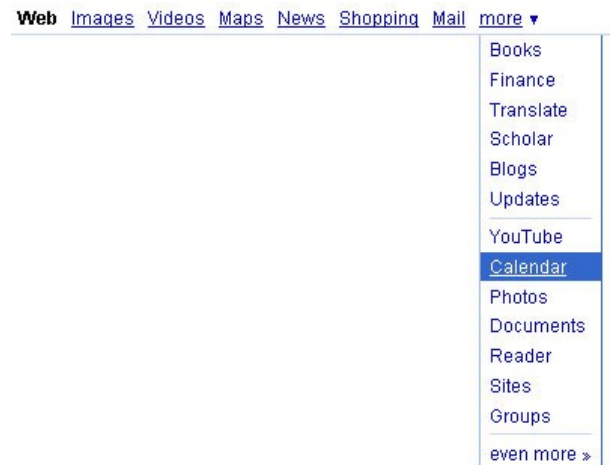
5036 City View Drive
Syracuse, NY 13215
www.mackintok.com

P:315.420.4562

Using your Google Calendar

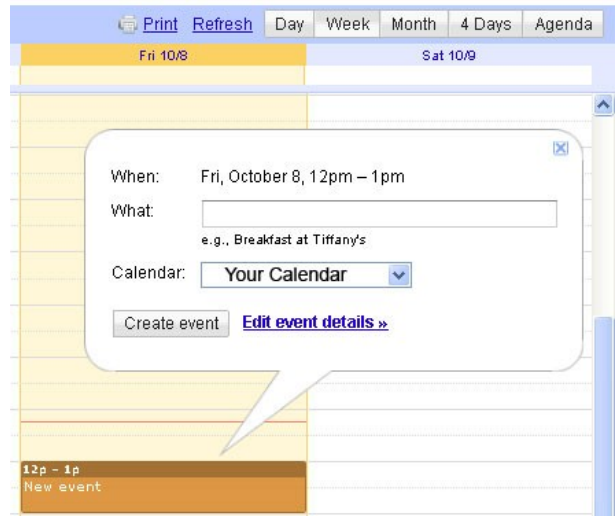
Accessing your Google Calendar

- 1 After logging onto your Google Account you can access your calendar from the Google web site by selecting Calendar from the Google menu.



Adding an Event to your Calendar

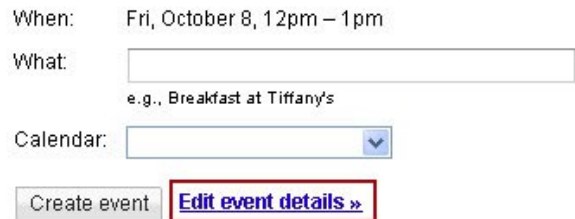
- 1 Click on the day you want to add the event to and a pop up will be displayed.



The screenshot shows a calendar interface with a pop-up form for adding an event. The calendar is set to 'Day' view, showing 'Fri 10/8' and 'Sat 10/9'. The pop-up form contains the following fields and options:

- When: Fri, October 8, 12pm – 1pm
- What: (e.g., Breakfast at Tiffany's)
- Calendar:
- Buttons: and [Edit event details »](#)

- 2 Then click on the Edit event details option to display the detailed event interface.



The screenshot shows the detailed event interface. The fields and options are:

- When: Fri, October 8, 12pm – 1pm
- What: (e.g., Breakfast at Tiffany's)
- Calendar:
- Buttons: and [Edit event details »](#) (highlighted with a red box)

- 3 From the detailed event interface the event title, date, title, which calendar the event is assigned to, the location, and event description. From this interface you can make this event a repeat event. You can send email and pop-up reminders to you or anyone that is synced to your calendar if you made it public.



MacKintok
Information Architects & Designers

5036 City View Drive
Syracuse, NY 13215
www.mackintok.com

P:315.420.4562

[Mail](#) [Calendar](#) [Documents](#) [Web](#) [Reader](#) [more](#) ▾

Google calendar

Search my calendars

[Show search options](#)

[« Back to calendar](#)

New design! We've redesigned this page to make it simpler and clearer, and to improve consistency with other Google Apps.

New features! The 'Find a time' tab helps you find a time that works for you and your guests.

[+ See how the new features work](#) [Dismiss this message](#)

Click to add a title

10/8/2010 12:00pm to 1:00pm 10/8/2010 All day Repeat..

Event details

[Find a time](#)

Where

Calendar

Your Calendar ▾

Created by

yourName@yourAccount.com

Description

Reminders

No reminders set
[Add a reminder](#)

Show me as

Available
 Busy

Privacy

Default
 Public
 Private

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

Add guests

Enter email addresses

Guests can

- modify event
 invite others
 see guest list

[« Back to calendar](#)



5036 City View Drive
Syracuse, NY 13215
www.mackintok.com

P:315.420.4562

- 4 After clicking on Save the event will be displayed on the monthly calendar.

