SDSU Google Calendar Guide

This document covers basic functionality of the SDSU Google Calendar. For more in depth calendar information, please visit Google’s help site here: http://support.google.com/calendar/?hl=en

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How to Access the SDSU Google Calendar

1) Go to gmail.com
2) You may or may not see the following image. If you do, click **Sign in** near the top right of the page. If you do not, proceed to the next step.
3) Enter your Email, Password, and then click Sign in
4) From the Google Apps Launcher near the top right of the page, select *Calendar*
5) The following screen appears.
Changing your View

By default your calendar will view one week at a time. You can change it to display by **Day**, **Week**, **Month**, **2 Weeks**, or **Agenda** with the view buttons.

Viewing your Agenda

You can view a list of your tasks by clicking the **Agenda** button. This will display the date, time and name for each of your tasks on your calendar.
Creating an Event

1) Click the **Create** button.
2) Enter your criteria (e.g. name, time, description, permissions…)

3) Click **SAVE**
4) Your event will now show up in your calendar.
**Editing an Event**

1) To edit an event, click on the event and click *Edit event >*

2) The following screen appears.

3) You can now change the criteria (e.g. name, time, description, permissions…)

4) You can click **SAVE** to save your changes or **Discard changes** if you would like to cancel them.

5) Your change should now reflect in your calendar. Your events will also appear on your *Agenda*
Deleting an Event

1) To delete an event, click on the event and click **Delete**

2) You will receive a confirmation at the top of your screen that the event was deleted. Click **Undo** if you would like to re-add it.
Viewing your Calendars

1) Your calendars are shown on the left hand side under *My calendars*
2) Calendars that have been shared with you are shown on the left hand side under *Other calendars*
**Sharing a Calendar**

1) Click the gear icon in the top right of the calendar page.
2) Select *Settings*
3) The following screen appears.
4) Select the **Calendars** tab.
5) The following screen appears.
6) Click **Shared: Edit settings** next to the calendar you would like to share.

7) The following screen appears.

8) To share the calendar with everyone in San Diego State University or make it public, select **Share this calendar with others** and then select **Make this calendar public** and/or select **Share this calendar with everyone in the organization San Diego State University**. Adjust the **Permission Settings** by following Step 6 below. For more information about public calendars, please consult the SDSU Google Calendar Functionality Quick Reference Section on page 16.

9) To share your calendar with a specific person you can enter their email address in the **Person** field under the **Share with specific people** section.

10) Set the appropriate **Permission Settings** using the drop down menu. You can choose from:
   a) **Make changes AND manage sharing**: Person can view and edit your events and share your calendar with others.
   b) **Make changes to events**: Person can view and edit your events.
   c) **See all event details**: Person can view your events and it’s details.
   d) **See only free/busy (hide details)**: Person can only view if you’re free or busy.

11) Click **Add Person**

12) Click **Save**
Finding a Resource Calendar’s Owner

1) Go to http://azteclink.sdsu.edu/
2) Click AztecLink Account Manager
3) The following screen appears.
4) Click Manage Your Account
5) Select your Account Type: (Select Individual or Department —)
6) Enter your Red ID for Individual or Account Name for Department/Group
7) Enter your Password
8) Click Login >
9) Click Calendar Resource Sponsors
10) You are presented with a list of all calendaring resources. You can use this list to find the owner of the resource and contact them for further assistance.
# SDSU Google Calendar Functionality Quick Reference

<table>
<thead>
<tr>
<th>Calendar Function</th>
<th>Google Calendar Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adding a Friend’s Calendar</strong></td>
<td>To add your resource or location calendar, first click the boxed down arrow (\uparrow) to the right of Other calendars, then click Add a friend’s calendar. Enter the person’s Contact Email: The person will be sent an email to accept or reject you. Once you have been accepted their calendar will appear under Other calendars.</td>
</tr>
<tr>
<td><strong>Adding a Resource or Location Calendar</strong></td>
<td>To add your resource or location calendar, first click the boxed down arrow (\uparrow) to the right of Other calendars, then click Browse Interesting Calendars. Select the More tab. Click Resources for mail.sdsu.edu. Find your calendar and click Subscribe. If there are multiple calendars associated with one department or location, they may be grouped under the department or location name. Click on the name and you will be presented with the other calendars.</td>
</tr>
<tr>
<td><strong>Adding a Secondary Personal Calendar</strong></td>
<td>By default you will have one personal calendar. You can add another personal calendar for projects, sharing, etc. To add a personal calendar, click the gear and select Settings. From the Calendars tab, you can click Create new calendar. Enter the Calendar Name:, select desired preferences, sharing options, and click Create Calendar. Your new calendar will appear under the My calendars section.</td>
</tr>
<tr>
<td><strong>Attaching a Document to an Event Invite</strong></td>
<td>You can add attachments when creating new events for you attendees. While creating the event, click Add attachment next to Attachment. If you want to add an attachment to a current event, click on the event, click Edit event&gt;&gt;, and click Add attachment. The attachment can only be Google Docs based items and must already be shared with the attendees in Google Docs. Search for the file you would like to attach and click Select.</td>
</tr>
<tr>
<td><strong>Compacting your Calendar’s View</strong></td>
<td>You can change the size of the calendar interface to better fit your preferences. To do this, click the Settings gear and select your Display Density: You can choose Comfortable (large), Cozy (medium), or Compact (small) densities.</td>
</tr>
<tr>
<td><strong>Creating an All Day (Banner) Event</strong></td>
<td>To create an all day event, click the Create button. Check All day and enter your event criteria. By default, your event will show you as Available. If you set your self to Busy for an all day event, other will not be able to schedule events with you. When you are finished editing the event, click Save. Your all day event will now appear on the top of your calendar below the date.</td>
</tr>
<tr>
<td><strong>Creating a Recurring Event</strong></td>
<td>While creating an event you can check Repeat… to have it recur. You can change how often it Repeats:, how many weeks it repeats (Repeat every:), what days it will Repeat on:, what date it Starts on:, and when it Ends:</td>
</tr>
</tbody>
</table>
### Duplicating an Event

To duplicate an event, click on the event and click *Edit event*>>. Click the *More Actions* drop down menu and select *Duplicate Event*. Enter your new date, time, and other information if needed.

### Importing/Exporting Calendars

The ETS Help Desk does not support Importing and Exporting Calendars. For further information please consult Google’s help here: [http://support.google.com/calendar/bin/topic.py?hl=en&topic=1672003&parent=1665163&ctx=topic](http://support.google.com/calendar/bin/topic.py?hl=en&topic=1672003&parent=1665163&ctx=topic)

### Making your Calendar Public

Making your calendar public allows for anyone to view if you’re free or busy, but not the details for your appointment. Your calendar will also become public in Google searches. For further information please consult Google’s help here: [http://support.google.com/calendar/bin/answer.py?hl=en&answer=37083](http://support.google.com/calendar/bin/answer.py?hl=en&answer=37083)

### Optional Attendees

You can allow for specific attendees to be optional for your events. Click on your event and click *Edit event*>>. Add a guest if you do not have one already. Under *Guests*, click the person icon 🧑‍.FIELD to make attendees optional.

### Syncing with Outlook

Google Calendar can be synced with Outlook. The ETS Help Desk does not support synching with Outlook.

If you would like further information on synching all your calendars including those that are shared with you, please consult the Google Apps for Business page here: [http://www.google.com/apps/intl/en/business/outlook_sync.html](http://www.google.com/apps/intl/en/business/outlook_sync.html) *Note: This option syncs all Google related items for you with Outlook including contacts, calendars, mail, tasks, and notes.*

### Syncing with Mobile Device(s)

Google Calendar can be synced with different mobile devices. For further information please consult Google’s help here: [http://google.com/sync](http://google.com/sync)

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**Contact Info**

If you are having problems please call the ETS Help Desk at (619) 594-5261 or email us at etshelpdesk@mail.sdsu.edu

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