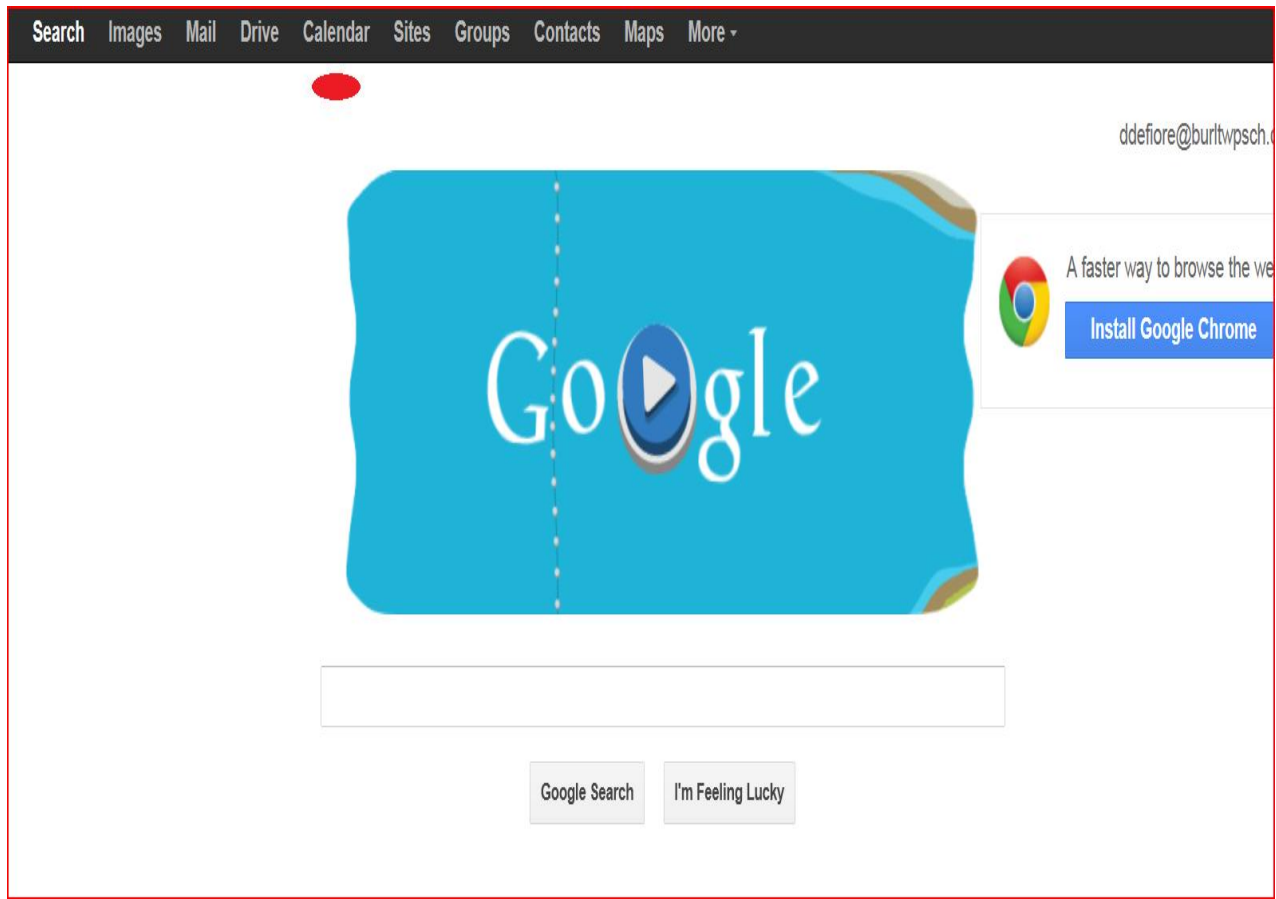## Google Calendar

To access Google Calendar, please login to your Burlington Google Apps account.

Once you are back to the homepage, please click on the Calendar icon.

Google Calendar

Different Views

- Day, Week, Month, 4 Days, Agenda

Click the red Create button.

Take some time to explore creating an event.

- You can set the date and time

- You can set an event to repeat.

- You can give a location.

- Select the calendar for the event. If time, we will go over how to make more than one calendar.

- Add attachments.

- Color code the calendar

You can also create an event by clicking on the date on the calendar and follow similar step from above.

Event | Task

When: Wed, September 5
What: [   ]
          e.g., 7pm Dinner at Pancho's
Calendar: [Shawn Fitzpatrick   ▼]

[Create event]   Edit event »
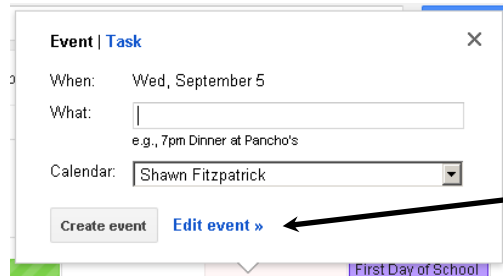
Click Edit event to view the event on the previous screen.

First Day of School

Calendar Settings and Sharing Your Calendar

All of your calendars are listed on the left side of the page.

Click on the arrow next to a calendar

Click Calendar Settings

- You can give your calendar a name and description.

- You can also find the URL or HTML code for you calendar. You would need this to embed it in your websites. This can be explained in the Google Sites Workshop.
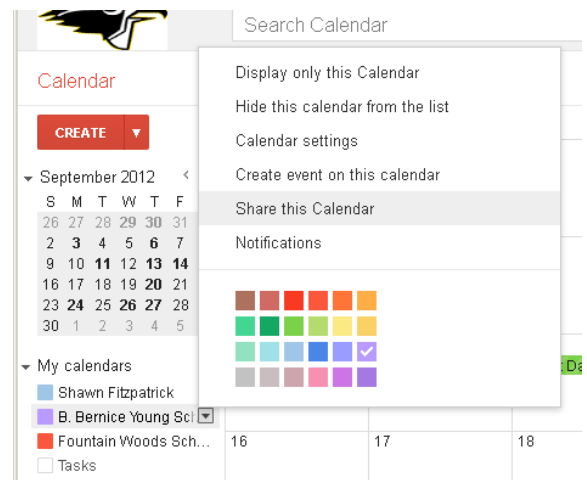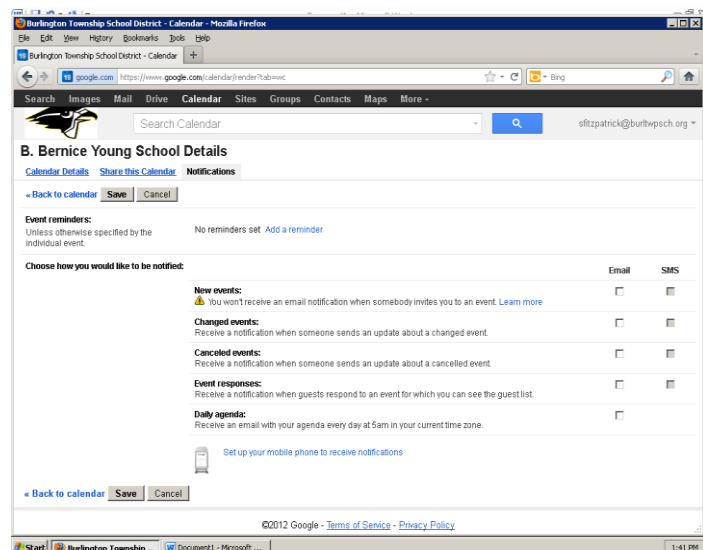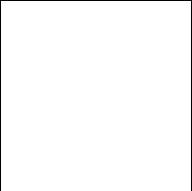
Click on Share this Calendar

◄ • You can opt to make the calendar public. You would want to make it public if you are using it for classroom events.

- You can also choose to share the calendar if you want to collaborate with someone.

Click on Notifications-

You can choose different ways to be notified of events

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