

Google Apps Calendar Demo
March 12, 2013

1. **Google Apps Calendar is your Wheaton “business” scheduling application that takes the place of Meeting Maker. Like Gmail... it is everywhere! All you need is a web browser to reach it.**
 - a. Key word “business”! When you go --- it goes!
 - b. If you need a calendar to schedule a service, student schedule, etc. for your department- Please call Technology Support so we can arrange for a SHARED calendar to be created that will stay around even after you’ve gone.
 - c. The difference between Google calendar and Google Apps calendar is that Google Apps calendar is your business calendar and part of the Wheaton Domain. You can tell them apart by the address... @gmail.com is your personal account and @wheatoncollege.edu is your Wheaton account.
 - d. It’s Google! It will improve and change and we have no control over those changes.
2. **How to reach your Calendar**
 - a. Log into Gmail
 - b. Chose Calendar from the black Google menu bar above
 - c. A Google wizard will appear the first time you log in and you will need to do the following:
 - i. Set time zone and some other general preference settings
3. **First things first- Calendar Settings- remember to hit SAVE when making any changes in here (Take a tour: <http://learn.googleapps.com/tour-google-calendar>)**
 - a. General tab
 - i. Set up some basic settings here
 - b. Calendars
 - i. This is where you see all your calendars and those shared out to you
 - ii. Create new calendars
 - iii. Set sharing settings
 - iv. Set how you want to be reminded (5AM daily agenda reminder, Texts, pop ups)
 - c. Mobile set up
 - i. For text reminders of appointments- Carrier charges may apply
 - d. Labs
 - i. Google Calendar Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.
4. **Back to Calendar- What you see -- remember they all look different- it will depend on how you have set up your own calendar**
 - a. Screen layout- take the tour at: <http://learn.googleapps.com/tour-google-calendar>
 - b. How to view your calendars- tip... give it a color!!!!
5. **Create an event**
 - a. Create
 - b. Invite
 - i. Is the person free
 1. Use Suggested Time
 - ii. Remember to send an email so the other person knows about it and it just doesn’t show up in their calendar
 - c. No Banners but you can create an All Day event
 - d. Another way to create an event - Using Quick Add- spell it out

6. **Accept an invitation**
 - a. What the email looks like- explain
 - b. How to respond- yes, no, or maybe
7. **Cancel an event**
8. **Appointment slots:**
 - a. Create a block of Appointment Slots
 - b. Send the link to the folks you want to Share the Appointment Slots with
 - c. They can choose the slot they want to sign up for! It appears in your calendar and in theirs!
9. **Where to go for HELP~**
 - a. Tech Support
 - b. learn.googleapps.com
 - c. This presentation will be posted on the web if you'd like to review it

For all you HISTORY buffs

Tech Support will be available during the week of March 18th through March 29th from 8:30AM to 4:00PM to assist you in moving your Meeting Maker history

During this time Tech Support will be the only area that will be able to reach the Meeting Maker Sever so this is the only place on campus where this work can be completed

You will need to be present to log in with your credentials and work with a Tech to move your history

PLEASE NOTE: After March 30th the Meeting Maker Server will no longer be available