Google Calendar
Quick Reference Guide
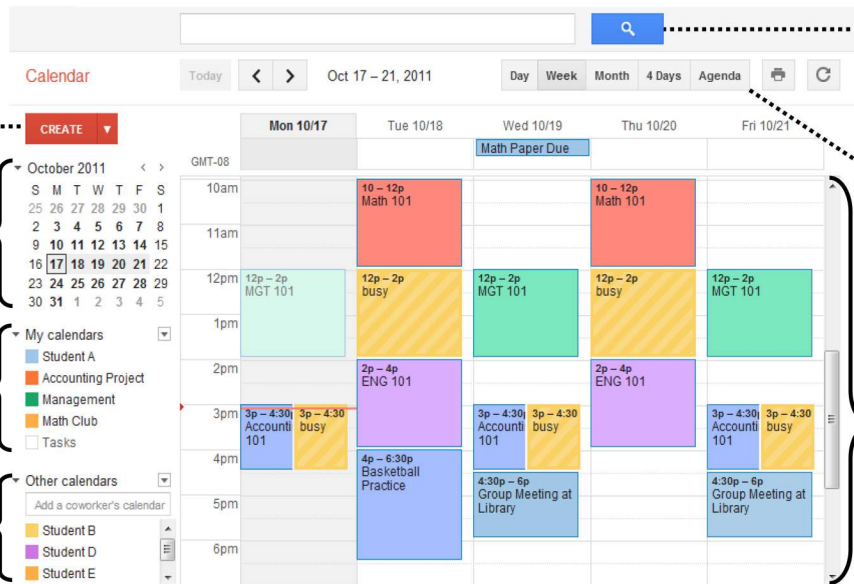
Your Calendar View

Create: Click to create a new event or click on the arrow to use Quick Add (see below).

Mini Calendar: Use it to quickly navigate through your calendar.

My Calendars: List of calendars you have created or have been granted full access to you by owners.

Other Calendars: Your subscribed calendar created by others.

Search Calendar: Enter your search text (whole words only) and click on the search button to find your events.

Calendar View: View your calendar by day, week, month, a four-day view, or as an agenda list.

Events: All events created by you or shared with you will be displayed in this window. In day or week view, all-day events are listed at the top. Past events are lightly dimmed.

Create an Event

1. Click on the **Create** button from your calendar's homepage to get started.
2. Enter the event's title and time. For recurring events, click on **Repeat..** and choose your desired repeat setting.
3. Enter the event's location and description. Select the calendar you wish to create the event in under *Calendar*.
4. Select a different display color for the event or keep the default. You can modify the default reminders or click **Add a reminder** to add additional reminders.
5. Under *Show me as*, select how you want to appear (busy or free) for those with only free/busy access to your calendar. Under *Privacy*, select from these options:
   - **Default**: Select this option if you want the event's privacy setting to mirror the calendar's privacy setting. For example, if your calendar is private, all of the events scheduled are private by default.
   - **Public**: This option will make the event's details available to those with free/busy only privileges to your calendar.
   - **Private:** For public or shared calendars, select this option to make sure only you and those with 'Make changes to events' privileges and higher can see the event and its details.
6. Enter the e-mail addresses of all guests or a Google Group address to add an entire group and click **Add**. You will see all the added guest in the guests list. Choose what your guests can do within the event by selecting from the following:
   - **Modify event**: They can make changes to the event details.
   - **Invite others**: They can invite additional guests to the event.
   - **See guest list**: They can view the invitees in the guest list.
7. Click **Save** to add the event to your calendar.

Create an Event Using Quick Add

Quick Add lets you quickly create an event using a few words or sentences. To add an event using Quick Add, do the following:
1. Click on the **down arrow** next to the Create button.
2. Enter a regular-language phrase with the following information (only what and when are required):
   - **What**: The event title [**Dinner with Dan** or **Group Meeting**].
   - **When**: A date or time expression [**5pm-6 on Friday** or **on 9am on Monday 9/26**].
   - **Where**: The location of the event

3. Click **Add** to create the event.