



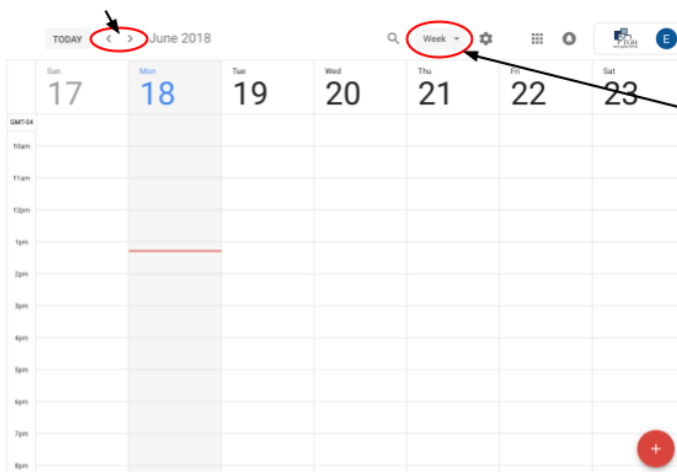
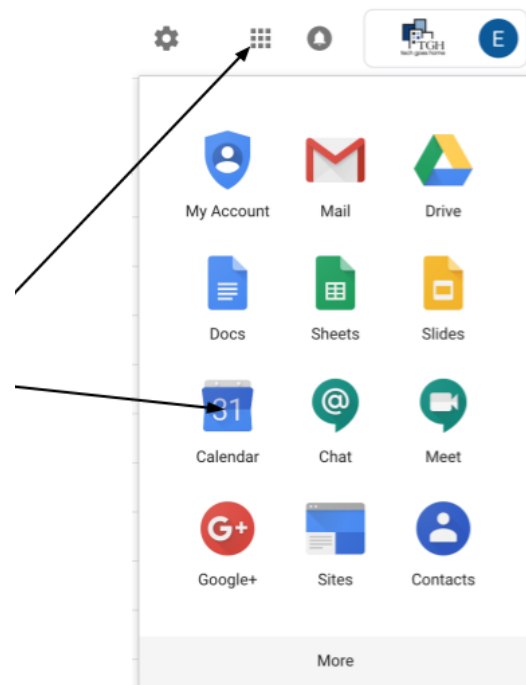
[Google Calendar](#) is a free tool that helps you organize your schedule, keep track of appointments, and set reminders. Plus, you can share events and calendars with others.



## 1. Log into your Gmail

You can access your google calendar by either going to <https://google.com/calendar> and logging in there, or by logging onto your gmail account and clicking these boxes in the top right and then on the blue calendar icon.

Your calendar will look like this. Click these arrows to go forwards or backwards a week.

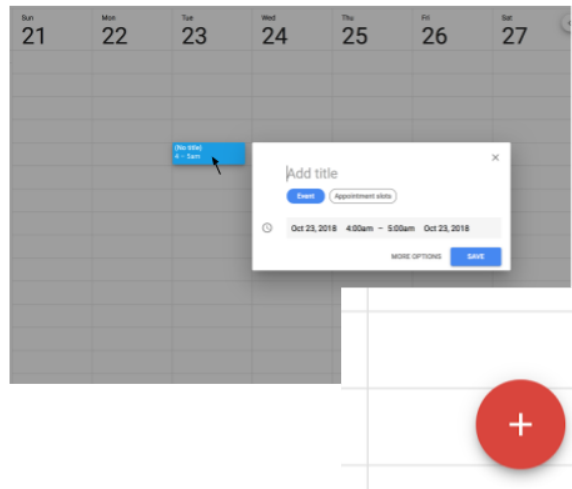


Click where it says “Week” and from the drop down menu, choose how much time you can view at once.

## 2. Create an Event

To create an event, either click on the calendar on the time and date you want to make the event or click the red circle with a plus sign at the bottom right corner of the screen.

Type the name of the event in the pop-up window.

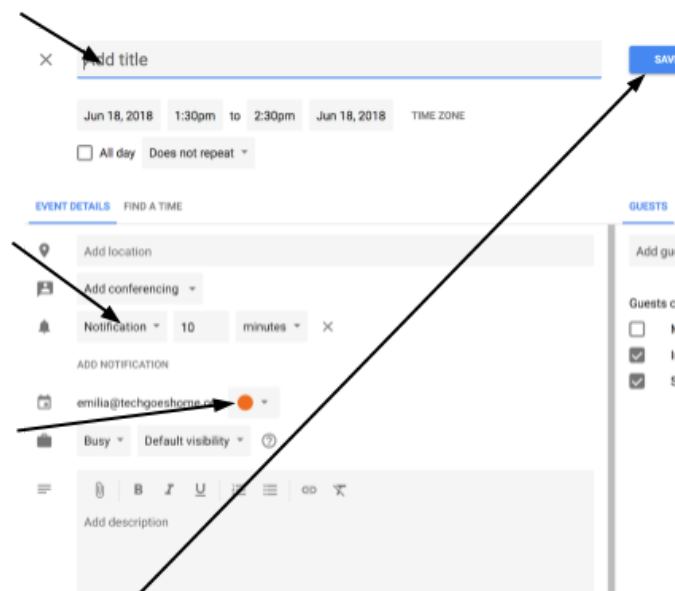


Clicking “More options” or the red circle will bring you to this screen where you can edit details of your event.

Add a title here and click these boxes to edit the date, time and how many times the event repeats.

Choose how and how far in advance you’d like to be reminded about the event.

This changes the color of the event in your actual calendar.



Don't forget to click “Save” after you finish!

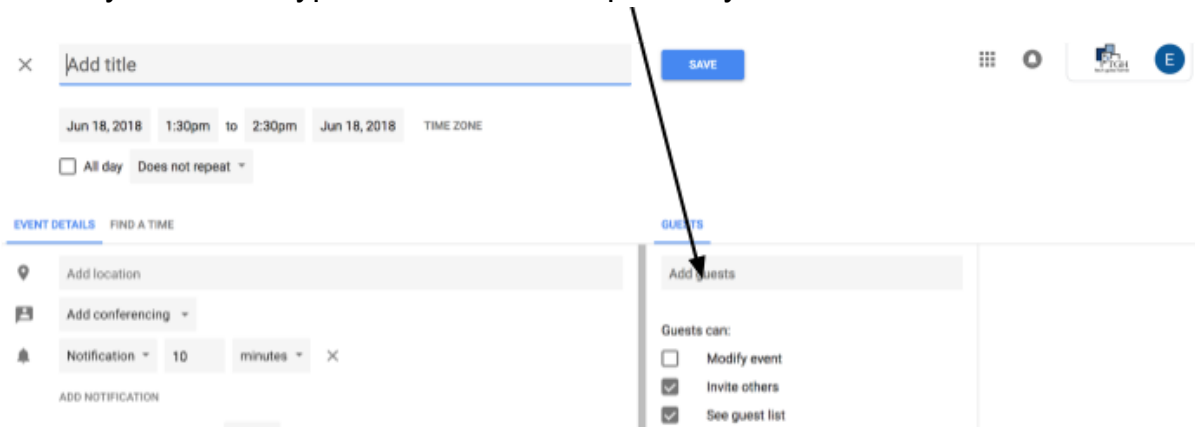
Sun	Mon	Tue	Wed
1	2	3	4
	Meeting 3 - 4pm		

Your event will appear like this in your calendar!

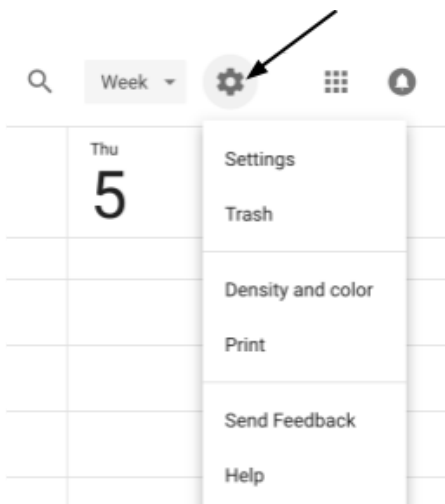
To go back to edit your event just click on it on your calendar!

### 3. Sharing your event and calendar

To share your event, type the email of the person you'd like to share it with here

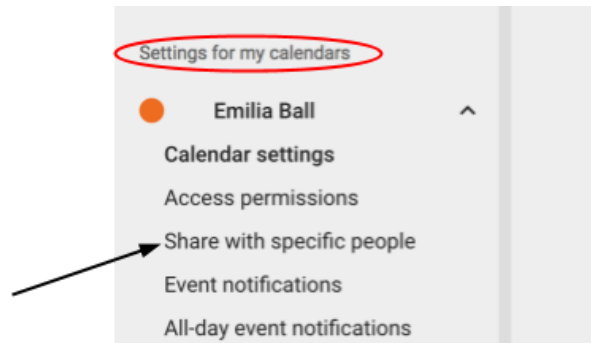


To share your entire calendar, click this button and from the drop down menu click "settings". This will show you a page where you can change the language, time zone, default meeting length, and more.



On the lower left side in Settings, you will see “Settings for my calendars”.

Click the calendar you want to share and then from the drop-down menu, click “Share with specific people”.



Type the email addresses of people you'd like to share your calendar with here.



If you have more questions about sharing your calendar, click here.

**Congratulations, you're now using Google Calendar!**

