



Collaboration Tools: Google Calendar



Eccles Health
Sciences Library



NANOS 2010

Why Google Calendar?

Google calendar is a free tool that helps you stay organized. It's Web based, available anywhere, anytime.

What is Google Calendar?

Google calendar is a means of organizing and keeping track of your appointments, and the appointments and schedules of others.

How does Calendar work?

Using Google Calendar requires an account on Google. To get started you:

1. create an account
2. establish your calendars
3. create events
4. track, sync and share
5. view by day, week, or month

With your account, you simply log in to <http://www.google.com/calendar> . Using Google Calendar, you can create different calendars to help organize the different parts of your life. Each calendar can have a unique color. You can have as many secondary calendars as you'd like. They can display individually, or mixed together. You can choose to keep your calendars private or share each calendar either publicly or with only a specific group of people. In addition, you can transfer the ownership of a calendar, so it can be managed by different people at different times.

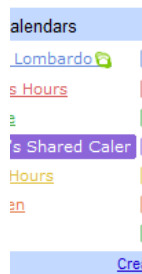
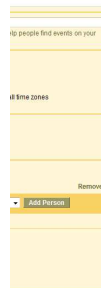
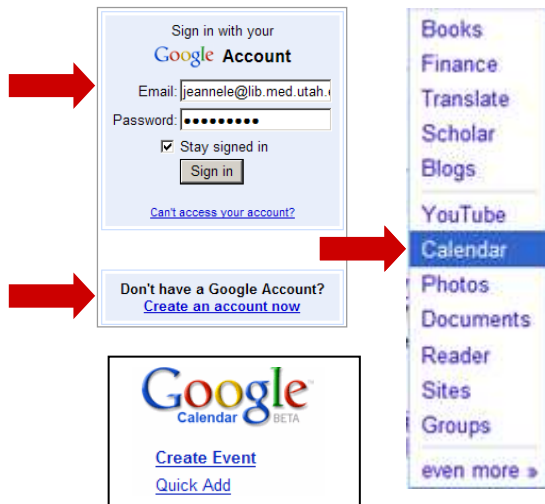
Google Calendar can be used to:

- Search your calendars (Who, What, Where, Date, and more)
- Share your calendar with others (or not)
- Sync with your desktop calendar (Outlook, Apple iCal, Mozilla Sunbird)
- Sync to your mobile phone or use the mobile version when you're on the go
- Receive event notifications by email, pop-ups or SMS text messages
- Send invitations and track RSVPs
- Work offline – access read only version anytime
- Import events from another calendar
- Export events from your calendar

Google Calendar Labs:

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. For example:

- Link Google Docs to your calendar events
- View Calendar by entire year
- See who is free or busy among your shared calendar friends



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