# Google Calendars

You already have a personal calendar in Google. There are also various other District and school calendars, and each site will be setting up additional calendars for such things as committee meetings, or signing up for library use or checking out Chromebook carts.

First, we will show you how to view your personal calendar, add an event, and invite people to an event.

1. Login to your Google account. Go to the Apps Launcher and select Calendar.

2. On the left side of the window, you will see a list of calendar options. If you click on the small triangle to the left of **My Calendars**, you will see all the names of your calendars.
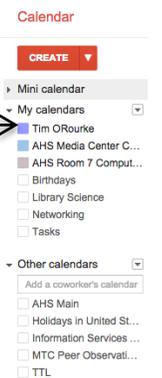
    There is a small square to the left of each calendar name. If you click "on" that square, a color will appear in the square, and the events in that calendar will become visible to the right.

    If you click "on" two or three or more calendars, all the events from those calendars will appear to the right.

    If you click "on" the square a second time, the color will go away and the events in the calendar will no longer be visible.
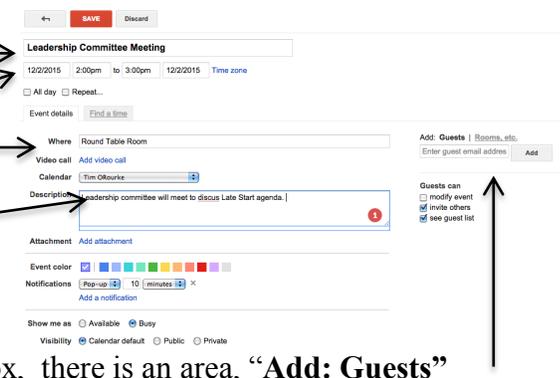
3. To add an event to your calendar, click once on the red **Create** button in the top, left corner of the window.

4. Type in the title of your event.
   Type in the date and the begin and end time of your event.

    Type in where the event will be held.

    Type in a description of what will happen or any directions participants need to know.

    You may send an "invitation" to others to invite them to this event or to notify them of the event. On the right side of this box, there is an area, "**Add: Guests**"

5. Click once in the rectangle under **Add: Guests** and begin to type in the name of a person in the District. When their full name and email appear, move down and select it.
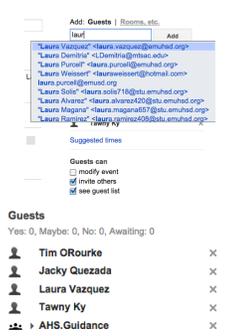
    You may select as many people or groups as you want. Each time you select a person or group, their name appears below.

    You will also see three options below your list, you may click "on" or "off"…
    Modify event: People you have invited may change any part of the event: time, location, etc.
    Invite others: People you have invited may invite others to the event.
    See Guest List: People you have invited may see who else has been invited.

6. When you are done, click the red **Save** button in the top, left corner of the window. The event will be added to your calendar and an invitation to the event will be sent to all of the people you selected in the **Add: Guests** area.

7. If someone has added you as a guest to an event they have created, you will receive an email in your District Gmail account.
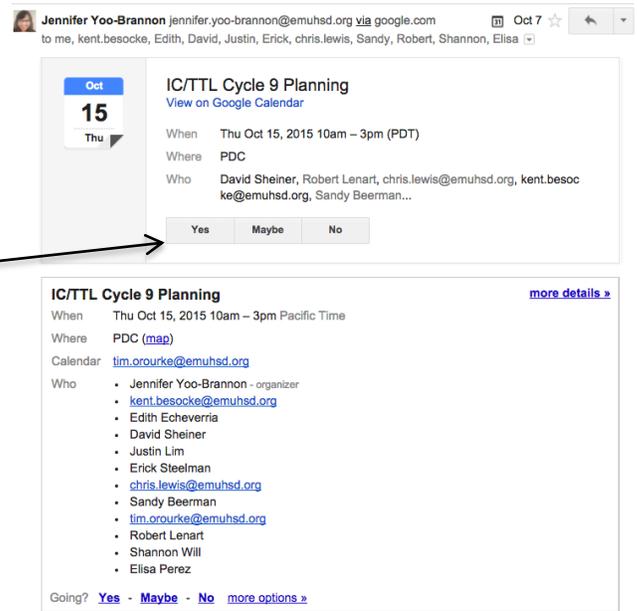
   When you open the Gmail, you will see a window similar to this one to the right.

   You may respond by clicking **Yes, Maybe** or **No.**

   If you click **Yes**, the event will automatically be added to your Google calendar.

   Whichever option you choose, the original sender will receive that response.

8. There may be other District calendars you might want to view. To view other District calendars, return to your main calendar page and click on the small triangle to the right of **Other calendars.**
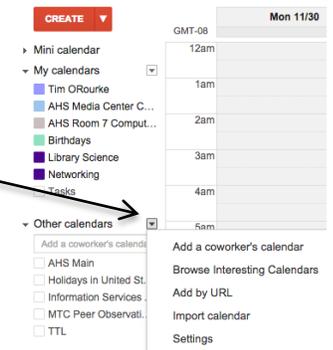
   Choose **Browse Interesting Calendars**

   A new list will appear. At the top of the list, click once on **More.**

   Another list will appear. Click once on **Resources for emuhsd.org**

   You will now see several District calendars. If you move to the right of any single calendar, you will see two options: **Preview** & **Subscribe.**

   If you click on **Preview,** you will see that calendar. You will have to repeat these steps every time you want to view this specific calendar.

   If you click on **Subscribe,** that calendar will be automatically added to your list on your main calendar page under **Other Calendars.** That calendar will appear there until you click on **Unsubscribe.**