

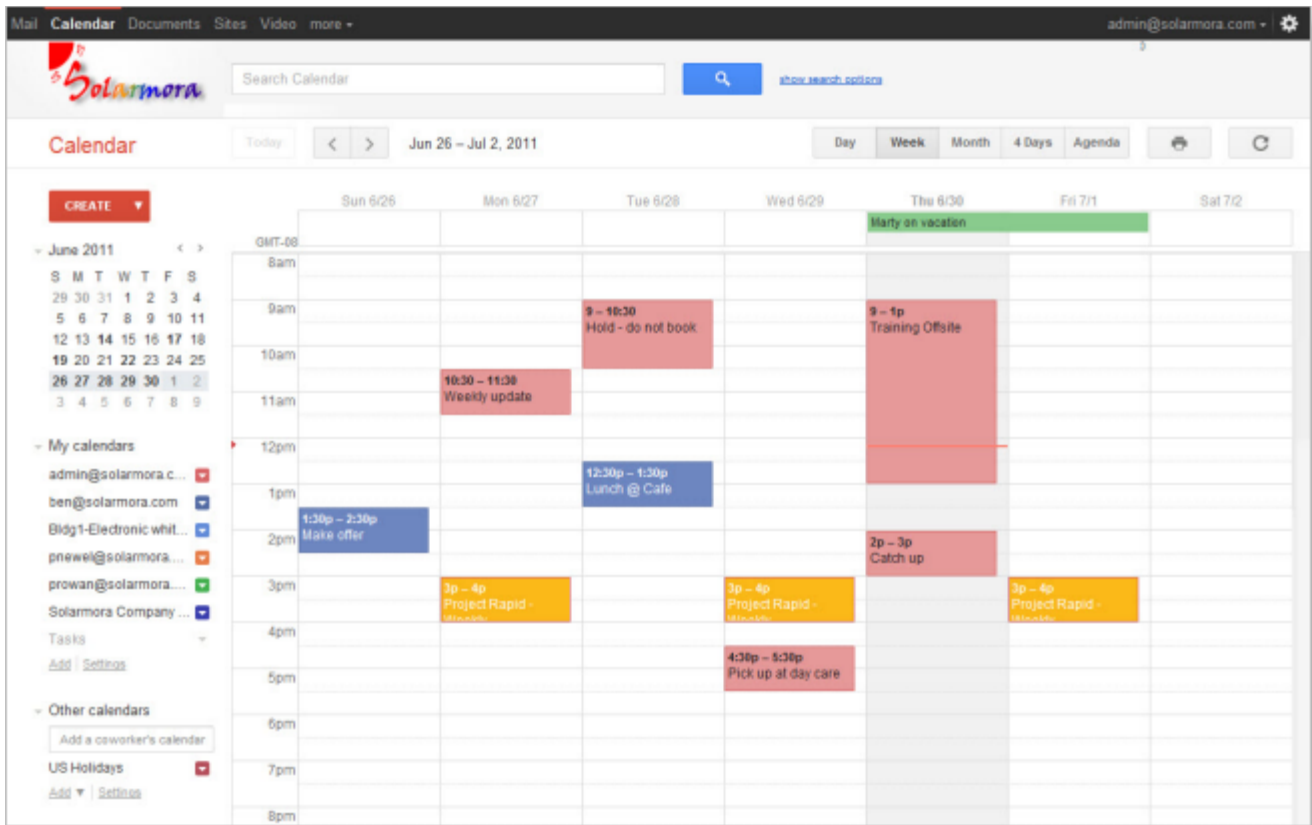
Google Apps | Getting Started

Does your Calendar look different than what's shown here? To fix this, [switch to the new look!](#)

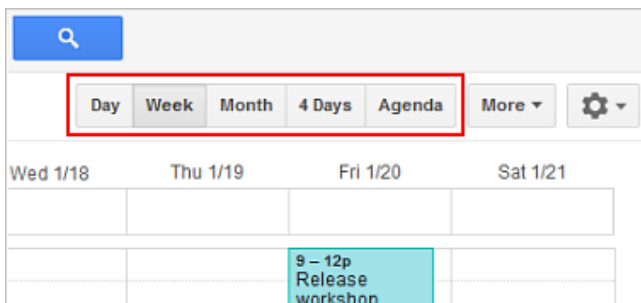
31 Calendar: Scheduling, invitations, attachments, and printing

Your calendar view

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:



To change your calendar view, click the tabs in the upper-right corner of the view.

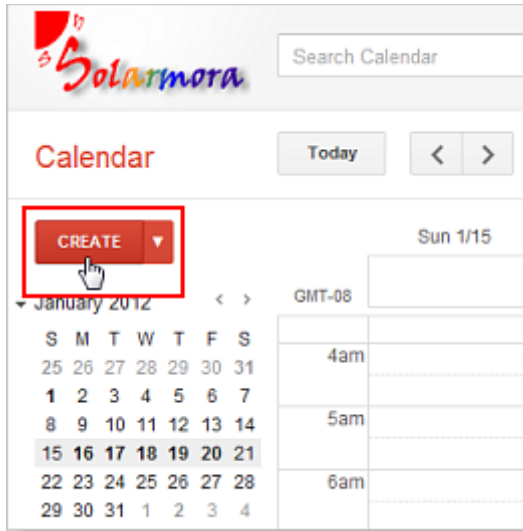


Schedule a meeting

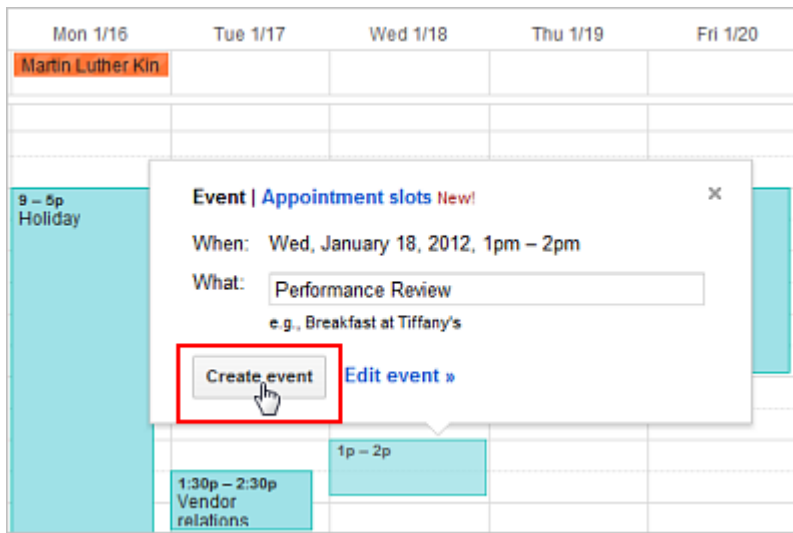
You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

1. Open Google Calendar.
2. Do either of the following:

Option 1: In the upper-left of your calendar, click **Create** to open the event details page.



Option 2: Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:

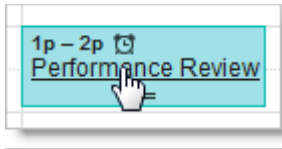


Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

3. Enter details, such as recurrence, guests, an agenda, and a reminder.
4. Click **Save**.

Edit event details later

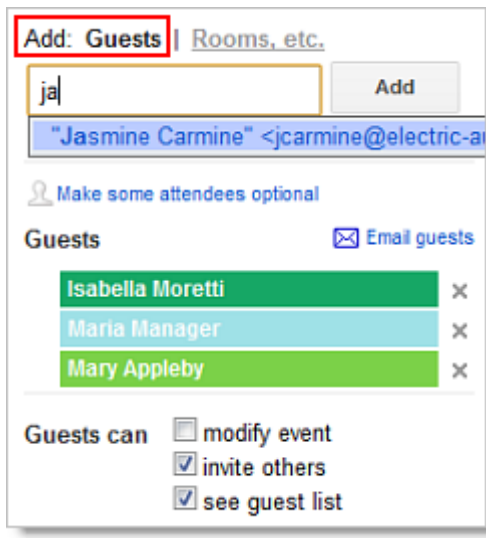
If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



Note: Once you've finished entering meeting details, click **Save** at the top of the event details page.

Invite guests

1. Go to the event details page of your meeting.
2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in your corporate directory.

A screenshot of the 'Add: Guests' section in a meeting interface. The 'Add: Guests' tab is highlighted with a red box. Below it is a search input field containing 'ja' and an 'Add' button. A dropdown menu shows a search result: '"Jasmine Carmine" <jcarmine@electric-a'. Below the search field is a link 'Make some attendees optional'. Under the 'Guests' heading, there is a list of three guests: 'Isabella Moretti', 'Maria Manager', and 'Mary Appleby', each with a close button (x). At the bottom, there is a section 'Guests can' with three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked). There is also an 'Email guests' link.

3. Select the guest to add him or her to your **Guests** list.
4. Continue adding your guests' email addresses one by one.

Important:

- If your administrator has set up Google Groups (mailing lists) for your domain, you can add a group address to the Guests list. Or, you can [create your own contact group](#) in your personal contacts and add that to the Guests list.
 - If you copy and paste a guest list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).
5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.

Add: **Guests** | [Rooms, etc.](#)

"Jasmine Carmine" <jcarmine@electric-a

[Make some attendees optional](#)

Guests

Isabella Moretti ×

Maria Manager ×

Mary Appleby ×

Guests can

- modify event
- invite others
- see guest list

6. If desired, fill in the rest of the fields on the page.
7. Click **Save**.

Google Calendar asks you whether you want to send invitations to the guests. Your guests can respond to the meeting invitation and leave comments.

Tip: If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

Performance Review

1/18/2012 1:00pm to 2:00pm 1/18/2012 [Time zone](#)

All day Repeat...

[Event details](#) **[Find a time](#)**

[Go to event](#) | [Show guests: all - required - none](#) [How to use this tool](#)

Today < > Wednesday, Jan 18, 2012

	Isabella Moretti	Maria Manager	Mary Appleby
7pm - 11am	10:30 - 11:30 Project Planning		11 - 12p Work on Pitch
8pm - 12pm	11:30 - 12:30p Team Lunch	11:30 - 12:30p Team Lunch	
9pm - 1pm	[Blue dashed box]		
10pm - 2pm			
11pm - 3pm	2:30p - 3:30p Conference Organization	2:30p - 4p Hiring Committee	

Add: Guests | [Rooms, etc.](#)

"Jasmine Carmine" <jcarmine@electric-a

[Make some attendees optional](#)

Guests

Isabella Moretti ×

Maria Manager ×

Mary Appleby ×

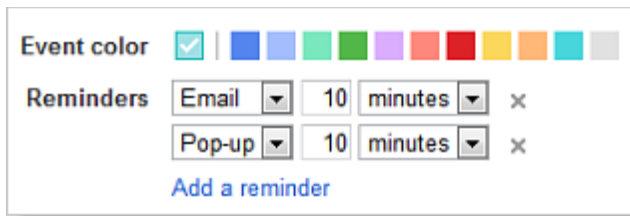
Guests can

- modify event
- invite others
- see guest list

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

Set a reminder for your meeting

1. Open your meeting.
2. Under **Reminders**, choose the type of reminder you want (pop-up or email message) and when you want to receive it.

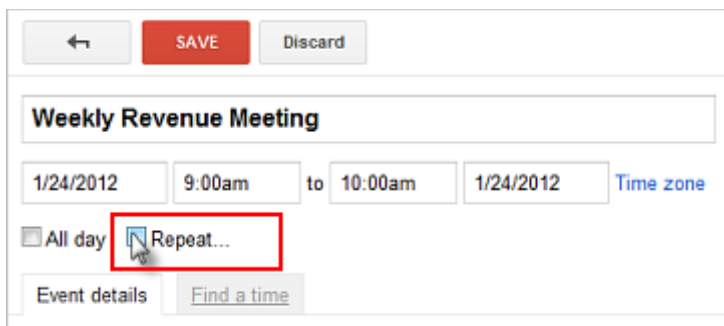


The screenshot shows the 'Reminders' section of a meeting interface. It features an 'Event color' section with a checked checkbox and a row of color swatches. Below this, there are two rows of reminder settings. The first row is for 'Email' reminders, set to '10 minutes' with a close button. The second row is for 'Pop-up' reminders, also set to '10 minutes' with a close button. At the bottom of the section is a blue link that says 'Add a reminder'.

3. To add more reminders, click **Add a reminder**.
4. Remember to click the **Save** button.

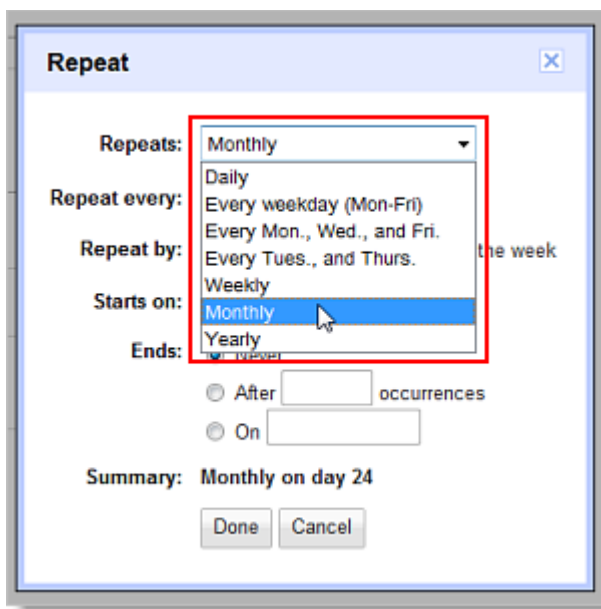
Set up a recurring meeting

1. Go to the event details page.
2. Check the box to the left of **Repeat**.



The screenshot shows the event details page for a meeting titled 'Weekly Revenue Meeting'. At the top, there are buttons for 'SAVE' (in red) and 'Discard'. Below the title, the meeting date and time are shown as '1/24/2012 9:00am to 10:00am 1/24/2012' with a 'Time zone' link. There are two checkboxes: 'All day' (unchecked) and 'Repeat...' (checked). Below these are links for 'Event details' and 'Find a time'.

3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



The screenshot shows the 'Repeat' dialog box. It has a title bar with a close button. The 'Repeats' drop-down menu is open, showing options: 'Monthly' (selected), 'Daily', 'Every weekday (Mon-Fri)', 'Every Mon., Wed., and Fri.', 'Every Tues., and Thurs.', 'Weekly', and 'Yearly'. Below the drop-down, there are radio buttons for 'After [] occurrences' and 'On []'. The 'Summary' section shows 'Monthly on day 24'. At the bottom are 'Done' and 'Cancel' buttons.

4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

Attach a file to a meeting invitation

The best way to do this depends on if your Google Apps administrator has enabled Calendar Labs for your domain. (If Calendar Labs are enabled for your domain, you'll see a **Labs** tab when you select **Settings** from the **gear** menu.)

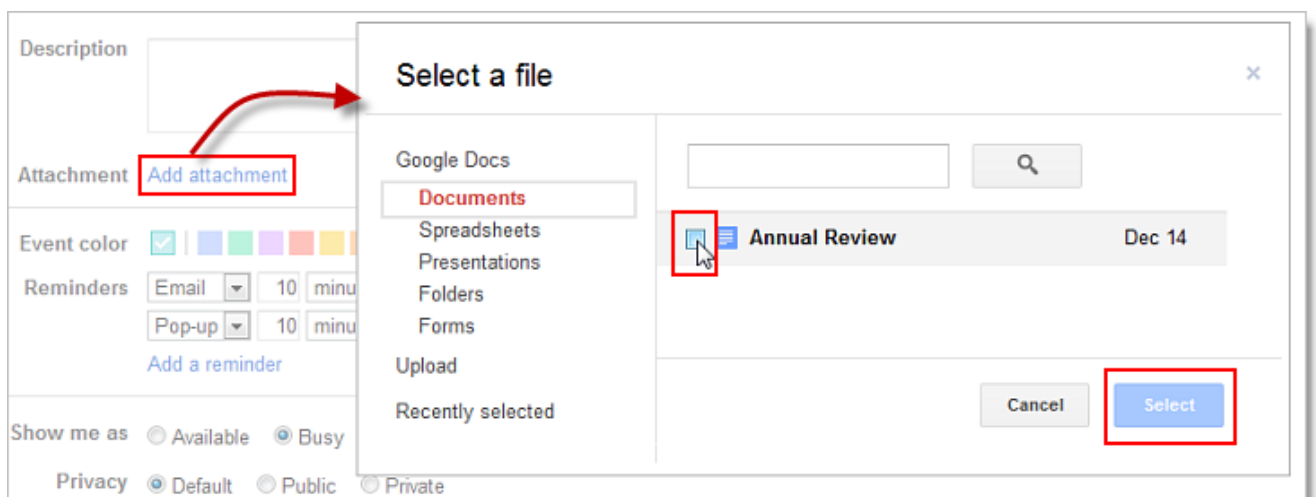
If Calendar Labs are enabled for your domain

First, make sure the **Event attachments** Calendar lab is enabled.

1. Select **Settings** from the **gear** menu, and go to the **Labs** tab.
2. Select **Enable** next to **Event attachments**.
3. Click **Save**.

To add an attachment using this lab:

1. Open your meeting.
2. In the **Attachment** section, click **Add attachment**.
3. Check the box next to one or more Google Docs files, and click **Select**.



Or, for other file types (like PDF), click **Upload** and follow the prompts to upload your file(s).

4. Review your attachments. Here's an event with both an attached Google Doc and a Microsoft Word document that was uploaded to Google Docs:

Where: Acadia (4)

Calendar: Megan Smith

Description: Annual performance review. Here is the written review, along with information from HR.

Attachment:

- Annual Review
- HR_policies.doc

Make sure the guests have permission to access the attached files. [Learn more](#)

[Add another attachment](#)

5. After you've entered all event details, remember to click the **Save** button.

If Calendar Labs are *not* enabled for your domain

For this option, your attachment has to be a Google Doc or otherwise available via a URL. (Google Docs generates URLs for each of your documents.) To attach a Microsoft Office or PDF document, just upload it first to Google Docs, and--optionally--convert it to Google Docs format.

Once you have a URL for your document, here's how to add it to your event:

1. Open your meeting.
2. In the **Description** field, copy and paste the URL that Google Docs generates.

Where: Acadia (4)

Calendar: Megan Smith

Description: Annual performance review. Here is the written review, along with information from HR.

https://docs.google.com/a/solarmora.com/document/d/1IEmeSe9dwSZhSlgqNMSLNJA4_KUsigGgMRkzdQaGJ38/edit?hl=en_US

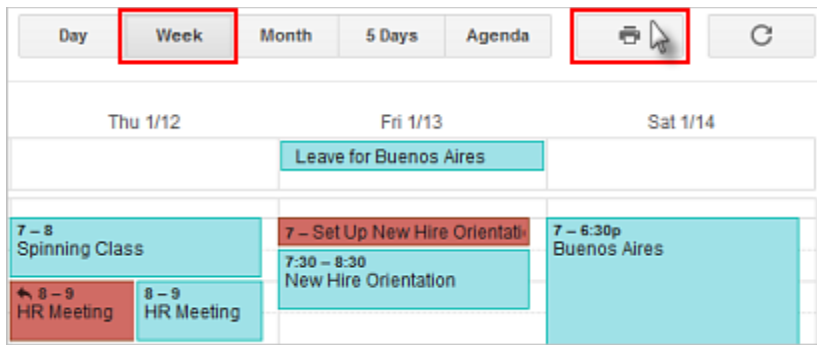
3. After you've entered all event details, remember to click the **Save** button.

Note: Alternatively, you can add an attachment using either of these methods:

- Send the attachment in a separate email message to guests.
- Schedule the event through Gmail. Compose a new message and attach the file. Then click **Invitation** and enter information about the event. However, you can't book a room from Gmail, so you'll have to edit the event in Google Calendar later.

Print your calendar

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.



3. Click the print icon. In the **Calendar Print Preview** window, you can select a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.