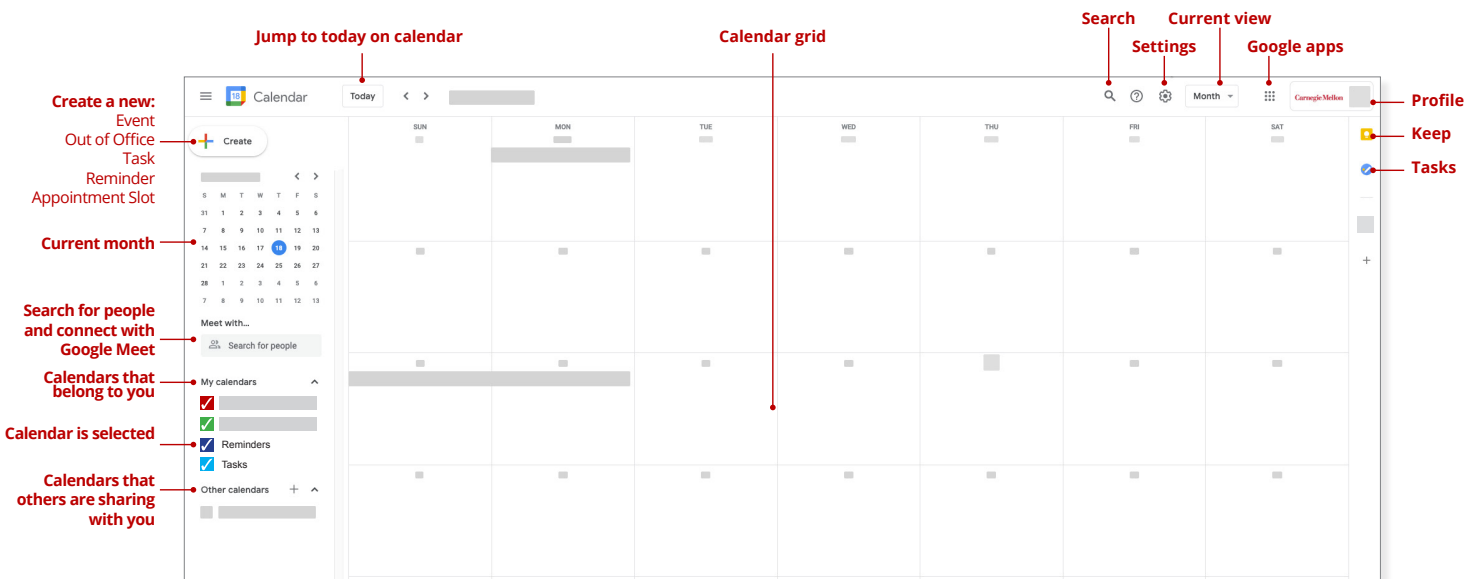**Carnegie Mellon University**
Computing Services

Get Started with
Google Calendar

Welcome to Google Calendar

To help you get up to speed quickly, we've combined everything you need to get started with Calendar.

Labels (top): Search · Current view · Settings · Google apps · Calendar grid · Jump to today on calendar

Labels (left): Create a new: Event, Out of Office, Task, Reminder, Appointment Slot · Current month · Search for people and connect with Google Meet · Calendars that belong to you · Calendar is selected · Calendars that others are sharing with you

Labels (right): Profile · Keep · Tasks

Log In to Your Calendar

1. Visit calendar.google.com/a/andrew.cmu.edu from your preferred browser.
2. If prompted, log in with your Andrew userID and password. Your new Google calendar will load.

Customize Your Look

1. **To change a calendar view,** click the **down arrow** (top right) and choose one of the following formats:
   - By the day, week, month, or year
   - Your schedule
   - Hide or show weekends
   - Hide or show declined events
2. **To color a calendar:**
   a. Locate the calendar you would like to color-code under **My Calendars** (left).
   b. Select the **More icon** that appears.
   c. Click the **color** you would like to use and **click Add +** to apply a custom shade.
3. **To reduce brightness of past events:**
   a. Click **Settings**.
   b. Click **View options** (left).
   c. Select **Reduce brightness of past events**.

Set Desktop Notifications

If you choose to use Google in a browser:

Step 1: Enable in Google

1. Click **Settings**.
2. Click **Notification settings** (left).
3. Click **Notifications** and choose **Desktop notifications** or **Alerts**.
4. Choose when to show **Snoozed notifications**.
5. Click to enable a **notification** sound.

Step 2: Enable on Mac

1. Click **System Preferences**.
2. Click **Notifications**.
3. Click on your **preferred browser** that you will use with Google Calendar (left).
4. **Enable** the following:
   - Allow Notifications
   - Show notifications on lock screen
   - Show in Notification Center
   - Badge app icon
   - Play sound for notification

   NOTE: If more than one instance of your browser is listed here, you will need to apply these settings for both.

Enable Sticky Notifications Mac (optional)

Unfortunately, the Google notifications don't seem to linger. If you'd like notifications that don't go away until you take action on them, consider adding Google to Apple Calendar.

1. Open **Apple Calendar**.
2. Click **Calendar** > **Accounts**.
3. Click **Google**.
4. Click **Open browser**.
5. Enter your **Andrew email address**.
6. If prompted, log in with your **Andrew userID** and **password.**
7. Open **DUO** on your mobile device and **approve** the prompt.
8. Click **System Preferences**.
9. Click **Notifications**.
10. Click **Calendar** and customize the notifications as desired.

Work in Google Calendar

Create a Calendar Event

1. Click **Create**.
2. Enter a **title** for the meeting.
3. Your calendar should display as the default. To select an alternate, click **your calendar name** and then select your calendar of choice from the drop-down.
4. Click the **Date and Time** field and indicate if the meeting is **all day** or to specify a **time zone**.
5. Click the **Does not repeat** drop down to specify when the meeting repeats (if applicable).
6. Add any **guests** you would like to invite to the meeting.
7. Click **Find a time** to view a list of suggested times or click **More options** and then the **Find a time** tab to view open times side-by-side on guest's calendars.
8. Click the **Video conferencing** drop-down and select **Zoom** or Google Meet (if applicable).
9. Add the following additional items as needed:
   a. **Rooms** - the conference room where the meeting will be held (if applicable).
   b. **Location -** the physical address of the meeting location (if applicable).
   c. **Add description** - include details about the meeting.
   d. **Add attachment** - attach any related materials.
   e. **Busy** - indicate how the event should appear on a calendar: busy or free.
   f. **Default visibility** - change this option to list the meeting as **Public** or Private.
   g. **Notification** - use this section to customize event reminders.
10. Click **More options** for additional features such as customizing guest permissions.
11. Click **Save** to send your meeting invitation.

Respond to an Event

Event (calendar) invitations appear in your calendar as well as your inbox. You can respond to an invite from either location.

1. Open either the **invitation** from your email or the **event** from your calendar.
2. Click **Yes**, **No**, or **Maybe** to indicate your planned attendance.
   • **Accepted** events appear on our calendar in a solid color.
   • **Tentative** events (Maybe) appear with a solid white background.
   • **Declined** events (No) appear with a striped background. You can right-click on these events to permanently delete them, but leaving them as declined still shows that time as free on your calendar.
   • **Canceled** events will simply be removed from your calendar.

Forward an Event
There is no forward option Google, but you can add others to a meeting you're attending or hosting.

1. Open the meeting invite.
2. Click Edit event.
3. Enter the person you want to invite into the Add guests field.
4. Click Save.

Propose a New Meeting Time
Can't attend a meeting? Propose a new time or add a note to the event that other guests can see.

1. Click the **event** to select it.
2. Click the **up arrow** (bottom right) and choose one of the following options:
   a. **Propose a new time -** Choose a day and time (left), enter a message (optional), and click **Send proposal**.
   b. **Add note** - enter your **message** and click **Send**.

Set Event Notifications
To customize event notifications:
1. Click **Settings**.
2. Under **General**, click **Event settings**.
3. Click the **Notifications** drop-down and select one of the following options:
   a. Off
   b. Desktop notifications
   c. Alerts
4. To set sounds for **incoming notifications**, click **Play notification sounds**.
5. To **manage notifications**:
   a. Click a calendar (left) and click **Event Notifications**.
   b. Under **Other Notifications**, click the drop-down next to each option and select **None** or **Email**.

Search
One of the things you may have noticed is that Google has a more robust search tool than Outlook. Not only can you search by Send, Recipient and Subject, but you can also search for events that match multiple criteria.

Simple Searching
1. Click the **magnifying glass**.
2. Enter any criteria into the **search field**.
3. Google Calendar will search for that entry in the calendar event:
   • Subject
   • Body
   • Recipients
   • The name of any attachments

For a video on how to perform more advanced searches, visit Gmail Search. It is focused on Gmail but the Calendar search feature works the same way.

View Suggested Times **-** To have Google suggest times when you can meet with others create a **new calendar event**, then **invite others** to the event. Click **Suggested Times** to view Google Calendar's recommended meeting time.

Add an Event with Google - To create a calendar event from the search field, open Google in your browser and enter meeting details like you would search terms. For example: Meet with Jane tomorrow at 3pm for one hour

Set Working Hours **-** This feature lets people know when you're available to meet. Click **Settings > Language and Region** and click **Enable Working Hours**. Then specify your normal hours of business.

Create Appointment Slots - Select a week or day view, the click Create and choose **Appointment Slots**. Set the appointment slot details and send to your guests.

View Calendars Side-by-Side - To view multiple calendars side-by-side, click **Settings** > **General > View Options** and select **View calendars side-by-side in day view**. Return to your calendar view and select calendars (left) to view side-by-side.

View Someone Else's Calendar **-** To view someone else's calendar, click the Meet with field (left) and enter the name of the person you would like to meet with. Select the person from the drop-down that appears. Their free/business information will display.

Set Your Browser to Always Open Google Mail and Calendar

You may not be used to working in your email and calendar from a browser. We recommend you set your browser to always open your email and calendar until you get used to the change.

Chrome:
1. Click the **menu (upper right)**, then click **Settings** > **Default browser**.
2. Under **On startup**, click **Open a specific page or a set of pages**.
3. Click **Add a new page** and enter **email.cmu.edu**.
4. Click **Add**.
5. Click **Add a new page** and enter **calendar.google.com** to open your calendar in a new window.
6. Click **Add**.

For additional options, visit the Help section for your preferred browser.

Want to learn more? Visit Switching to Gmail from Microsoft Outlook.