

# Google Apps | Getting Started

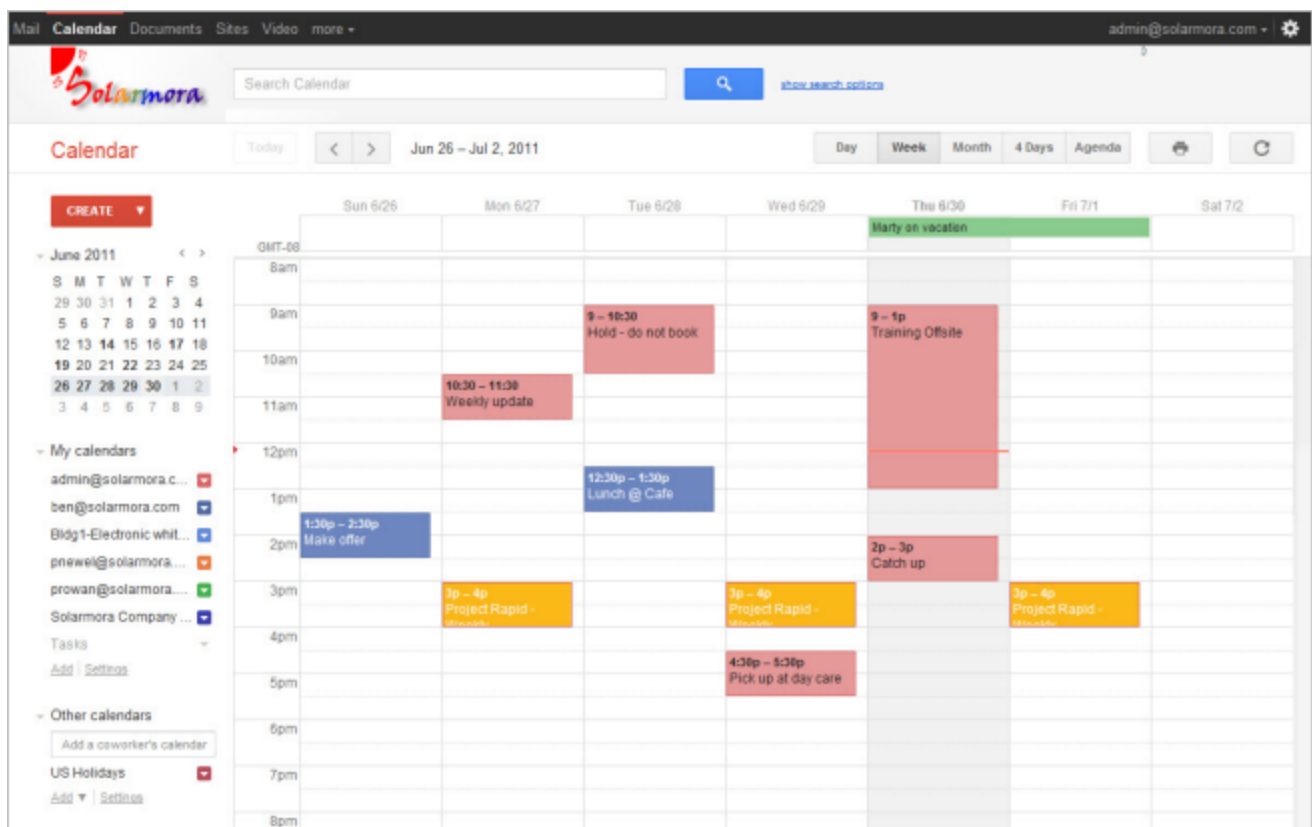
Does your Calendar look different than what's shown here? To fix this, [switch to the new look!](#)



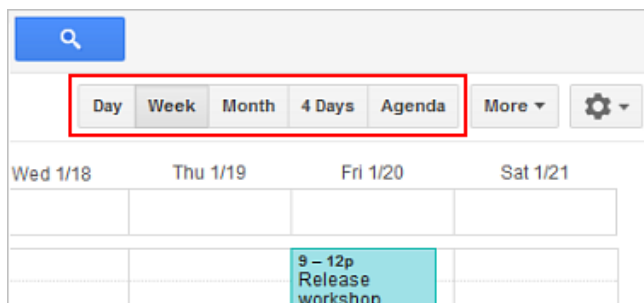
**Calendar:** Scheduling, invitations, attachments, and printing

## 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.

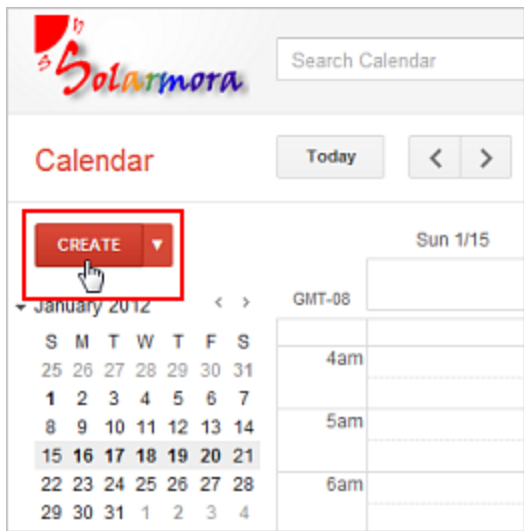


## Schedule a meeting

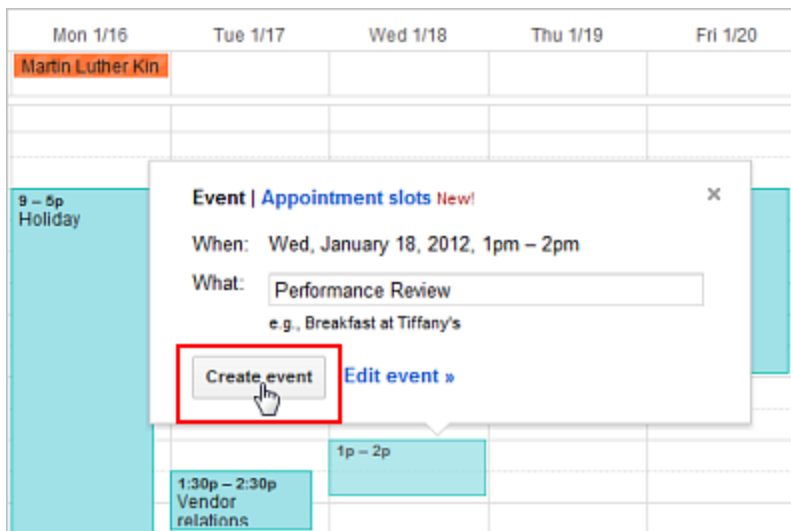
You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

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:

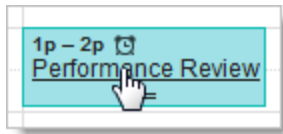


Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

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 selected and 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 delete icon (x). To the right of the guest list is a link "Email guests". At the bottom, under "Guests can", there are three checkboxes: "modify event" (unchecked), "invite others" (checked), and "see guest list" (checked).

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 x

Maria Manager x

Mary Appleby x

**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

	GMT	PST	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				
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 x

Maria Manager x

Mary Appleby x

**Guests can** ☐ modify event  
☒ invite others  
☒ see guest list

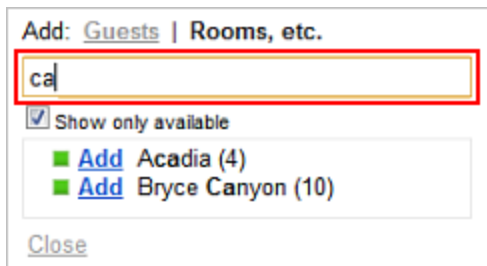
If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

## Book a room or other resource for your meeting

1. Go to the event details page of your meeting.
2. In the **Add:** section, click **Rooms, etc.**
3. Do either of the following:

**Option 1:** Start typing any part of the room or other resource's name in the box. A list of matching resources appears in the list.



For example, in the following screenshot, when you start typing *ca*, two rooms populate: *Acadia* and *Bryce Canyon*.



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

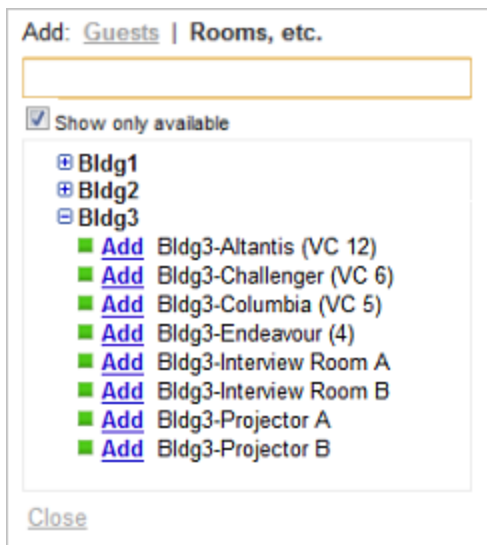
ca

☒ Show only available

-  [Add](#) Acadia (4)
-  [Add](#) Bryce Canyon (10)









[Close](#)

**Option 2:** Browse the list to find the room or other resource you want to book.



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

☒ Show only available

- ⊕ Bldg1
- ⊕ Bldg2
- ⊖ Bldg3
  -  [Add](#) Bldg3-Altantis (VC 12)
  -  [Add](#) Bldg3-Challenger (VC 6)
  -  [Add](#) Bldg3-Columbia (VC 5)
  -  [Add](#) Bldg3-Endeavour (4)
  -  [Add](#) Bldg3-Interview Room A
  -  [Add](#) Bldg3-Interview Room B
  -  [Add](#) Bldg3-Projector A
  -  [Add](#) Bldg3-Projector B

[Close](#)

4. Check if the resource is available during the time of your meeting.

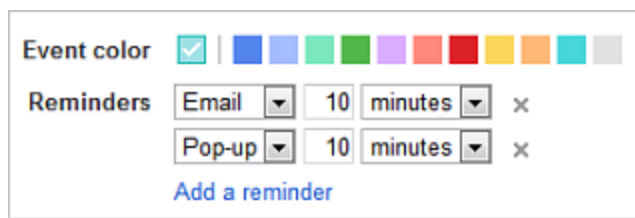
 - Available

 - Not available

5. To book an available resource, click **Add** (to the left of the resource name). If there aren't any available resources, try changing the time or day of your event. To easily find a time that works for all guests and resources, click the **Find a time** tab.
6. After you've entered all event details, remember to click the **Save** button.

## 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.

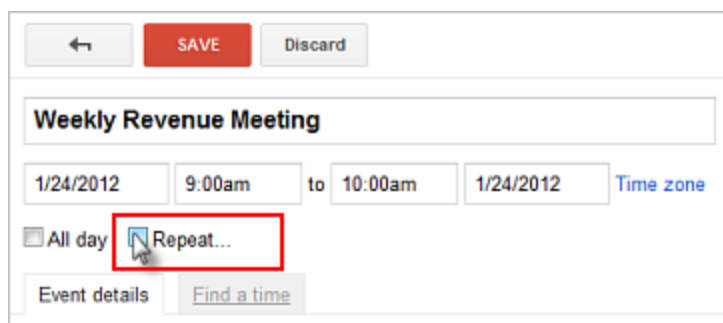


The screenshot shows the 'Reminders' section of a meeting interface. It features a row of colored squares for 'Event color'. Below this, there are two rows of reminder settings. The first row is for 'Email' reminders, set to '10 minutes' before the event, with a close button 'x'. The second row is for 'Pop-up' reminders, also set to '10 minutes' before the event, with a close button 'x'. 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.

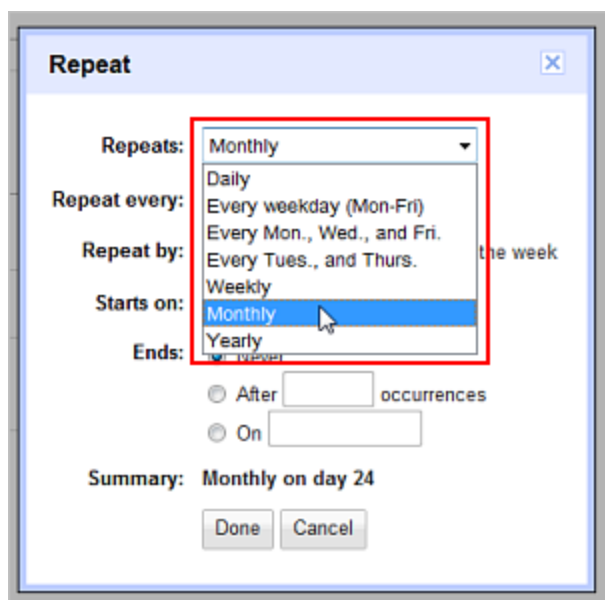
## Set up a recurring meeting

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



The screenshot shows the 'Weekly Revenue Meeting' event details page. At the top, there are buttons for 'SAVE' (in red) and 'Discard'. Below the title, the event is scheduled for '1/24/2012' from '9:00am' to '10:00am' on '1/24/2012', with a 'Time zone' dropdown. There are checkboxes for 'All day' and 'Repeat...'. The 'Repeat...' checkbox is highlighted with a red rectangle. At the bottom, there 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' pop-up dialog box. It has a title bar with a close button. The main content area has several fields: 'Repeats:' with a dropdown menu showing 'Monthly' selected and highlighted with a red rectangle; 'Repeat every:' with a dropdown menu showing 'Every weekday (Mon-Fri)'; 'Repeat by:' with a dropdown menu showing 'Every Mon., Wed., and Fri.'; 'Starts on:' with a dropdown menu showing 'Monthly'; and 'Ends:' with a dropdown menu showing 'Yearly'. Below these fields are two radio buttons: 'After' followed by a text input field and the word 'occurrences', and 'On' followed by a text input field. At the bottom, there is a 'Summary:' field showing 'Monthly on day 24' and two buttons: 'Done' and 'Cancel'.

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.)

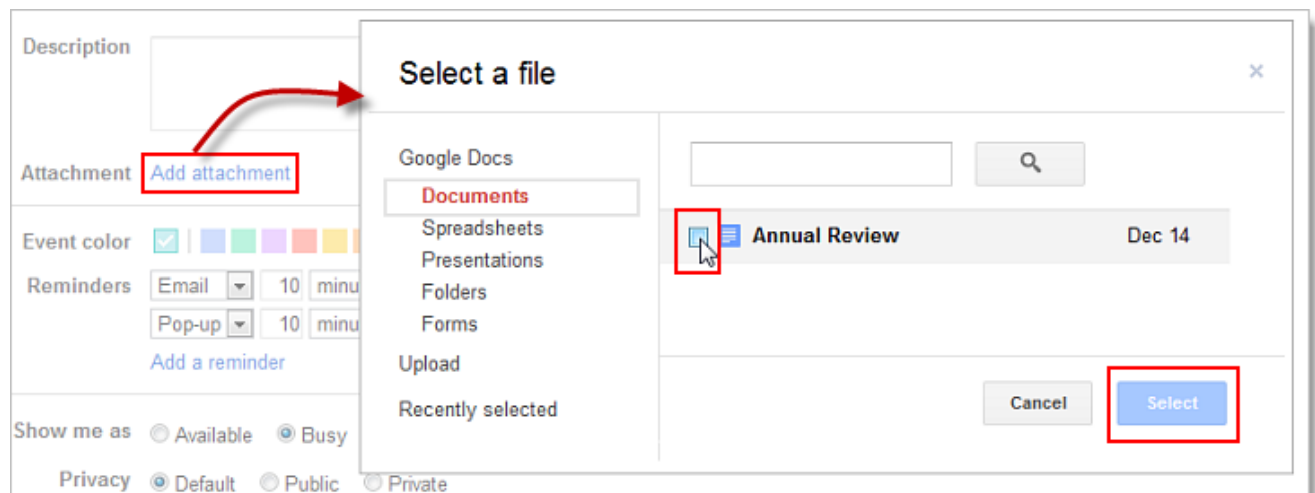
### If Calendar Labs are enabled for your domain

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](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.

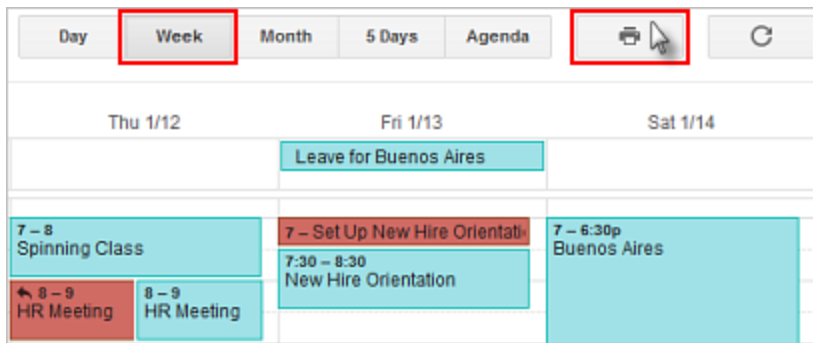
**Note:** Alternatively, you can add an attachment using either of these methods:

- 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**.