

---

# Reference Sheet G: Google Calendar Setup and Use

## Create a Google Account Using Your Real Email Address or Use Your Gmail Account

1. Use your web browser and navigate to [www.google.com](http://www.google.com).
2. Follow the link to Sign In (in the top-right corner).
3. Sign in with your existing Gmail or Google account, or
  - a. Follow the link to Create an Account Now (in the bottom-right corner).
  - b. Complete the required information—use your “real” primary email account.
  - c. Follow the link to I Accept. Create My Account.
  - d. Select Add This Webpage to the Home Page Tabs, if necessary.

## View Google Calendar

1. Select More (on the menu bar) at [Google.com](http://Google.com).
2. Select Calendar.
3. Use the links to change the calendar view to Day, Week, Month, 4-Days, or Agenda.
4. Using the More drop-down menu, select Print, if desired.

## Add Events to Google Calendar

1. Double-click on any date to open Add Event.
2. Add additional event features and settings:
  - **Untitled Event:** To name your event.
  - **Dates:** For events longer than one day.
  - **All Day (check box):** When deselected, the time-frame option appears.
  - **Repeat (check box):** When selected, options appear.
  - **Event Color (check box):** Used to categorize or highlight events.
  - **Reminders:** For notification settings.
  - **Add Guests:** To send email invitations to others.
3. Click Save.

### **Customize Google Calendar Settings and Features**

1. Click the Settings drop-down menu and select Settings.
2. On Calendar Setting page, select the General Settings link.
3. Update Personal Preference settings. You can personalize:
  - Default View
  - Weather
  - Time
  - Location/Zip Code
  - And so on
4. Click Save.

### **Mobile Setup for SMS Reminders**

1. On Calendar Settings page, click the Mobile Setup link.
2. Enter the required information.
3. Receive text message updates/reminders on your cell phone. Standard rates apply.
4. Process the verification code.
5. Click Save.