

Sign in to Google Calendar at <http://email.ucsc.edu> with your CruzID and Blue password. You'll see your calendar weekly view.



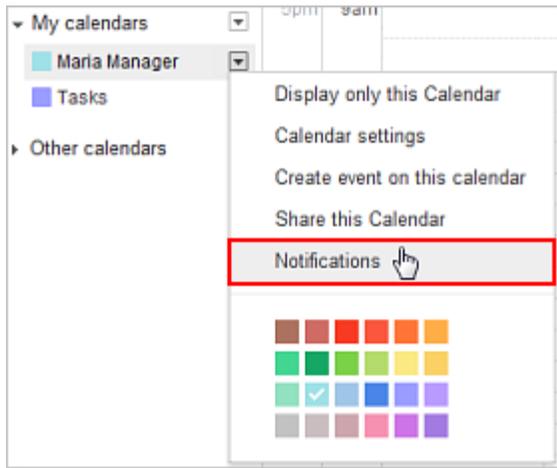
## Calendar: Advanced Features

Set up reminders, sharing, secondary calendars, and more!

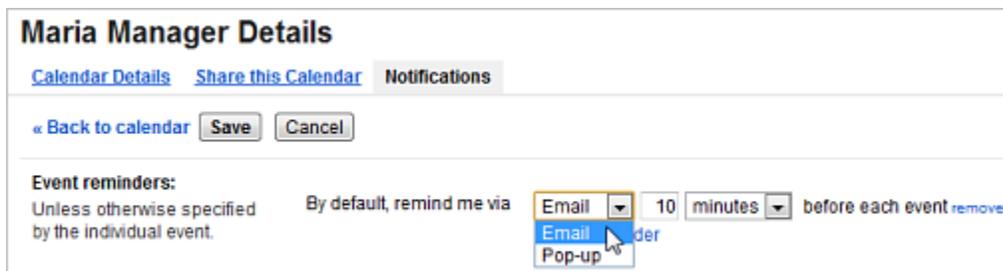
### Set up event reminders

By default, you receive an email and a pop-up reminder 10 minutes before each event on your calendar. To change your default reminder settings, follow these steps:

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



3. In the **Event reminders** section, select either **Email** or **Pop-up** from the drop-down.

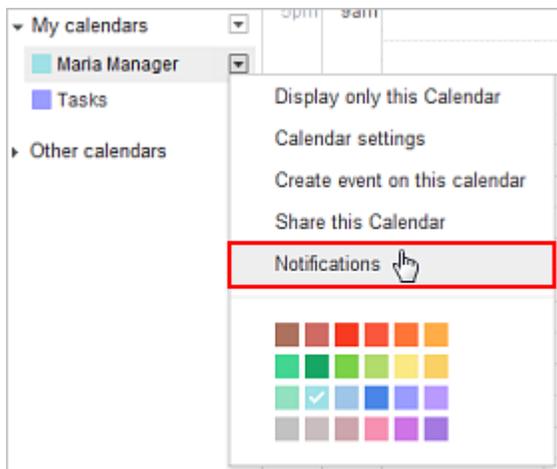


4. Enter the corresponding reminder time (between one minute and four weeks).
5. Optionally, click **Add a reminder** to create a new reminder or **remove** to delete an existing reminder.
6. Click **Save**.

## Set up event notifications

By default, you receive an email message when someone invites you to a new event, changes or cancels an existing event, or responds to an event. To change your default notification settings, follow these steps:

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



3. In the **Choose how you would like to be notified** section, select the **Email** check box for each type of notification you'd like to receive.

Calendar Details [Share this Calendar](#) **Notifications**

← [Back to calendar](#)

**Event reminders:**  
Unless otherwise specified by the individual event.

By default, remind me via  10  before each event [remove](#)  
 10  before each event [remove](#)  
[Add a reminder](#)

**Choose how you would like to be notified:**

	Email	SMS
<b>New events:</b> Receive a notification when someone sends you an invitation to an event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Changed events:</b> Receive a notification when someone sends an update about a changed event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Canceled events:</b> Receive a notification when someone sends an update about a cancelled event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Event responses:</b> Receive a notification when guests respond to an event for which you can see the guest list.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Daily agenda:</b> Receive an email with your agenda every day at 5am in your current time zone.	<input checked="" type="checkbox"/>	

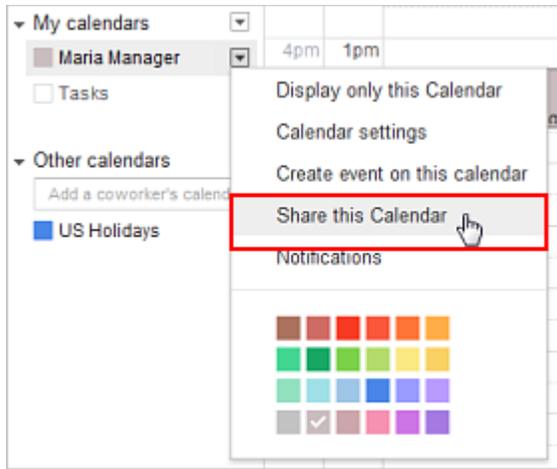
4. Click **Save**.

**Note:** If you select the **Daily agenda** option, the emailed agenda won't reflect any event changes made after 5am in your local time zone.

## Share your calendar

By default, your "free/busy" calendar information is shared with everyone in your domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and then select **Share this calendar**.

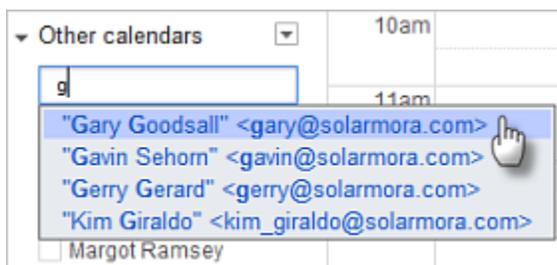


3. Select the sharing options you want to use for your calendar.
4. Click **Save**.

## View another person's calendar

You are able to view and subscribe to another person's calendar in the UCSC domain unless that person has set their calendar to private.

1. Open Google Calendar.
2. In the **Other calendars** list on the left, type a person's name (will auto-fill if the person is in your email contacts list) or full UCSC email address in the **Add a coworker's calendar** field. In the list that appears, click the person whose calendar you want to add.



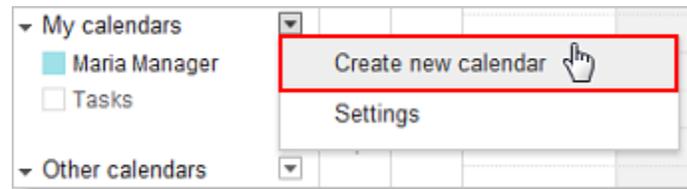
3. If the person has decided to make their calendar private, you'll see a page on which you can send a request to the person. Edit the default message if you like, and then click **Send Invite**.

**Tip:** To hide or show the person's events on your calendar, click the calendar in your list.

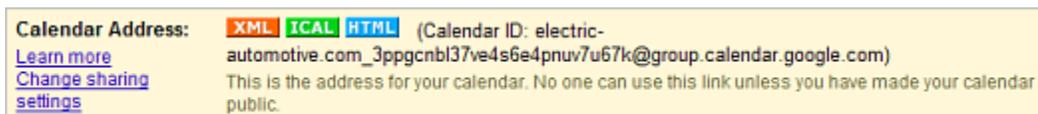
## Create a secondary calendar

There are many reasons you might want to create and share secondary calendars. For example, you can set up a calendar for your work group or team to share. Each calendar you create appears in your list under **My Calendars**.

1. Click the small down arrow next to **My calendars** and select **Create new calendar**.



2. Enter a name for your calendar in the **Calendar Name** field.
3. If desired, enter the description, location, and time zone in the appropriate fields.
4. If you want to share your new calendar with the public or with everyone within your organization, click the **Share this calendar with others** box, and then click either the public or organization box.
5. If you want to share the calendar with a specific person, enter his or her email address in the **Person** field and select the appropriate permission from the **Permission Settings** drop-down. Repeat for each additional person you want to add.
6. Click **Create Calendar**.
7. Secondary calendars can be used to share with others in your group or with the UCSC campus. People at UCSC can subscribe to your secondary calendar (if you decide to share it) and easily view important campus events. More information: <http://its.ucsc.edu/google/calendar-faqs.html>
8. Send the calendar's email address to people you want to subscribe to it. The calendar's email address is found in **Calendar settings > Calendar Details** in the **Calendar Address** section.



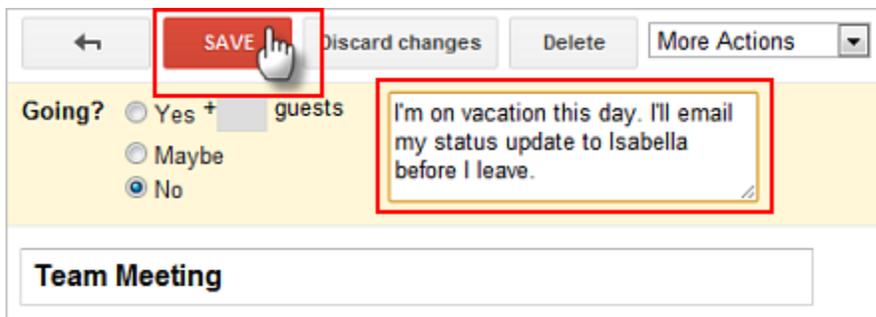
9. Google secondary calendars can also be used in the campus Web Content Management System (WCMS). More information: <http://webprogram.ucsc.edu/wcms-help/>

## Add a note to the invitation response

If you want to add a note to your response to an event, go to the event details page. You can do this by:

1. Clicking the actual event name (such as **Team Meeting**)
2. Double-clicking anywhere on the event
3. Clicking anywhere on the event, and then clicking **More details** in the pop-up

On the event details page, you can add your note to the **Going?** section near the top of the screen, and click **Save**. Because not all people choose to get notifications about event responses, you may also want to email the meeting owner with any important messages.

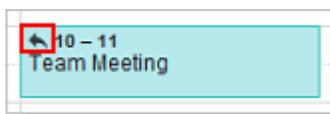


## See meeting status at a glance (invitation, accepted, declined)

You can quickly view your meeting status without going into the event details page.

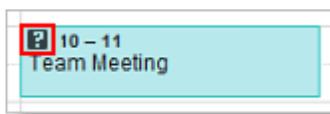
### Event invitations

Event invitations to which you haven't yet responded have a reply arrow before the meeting time.



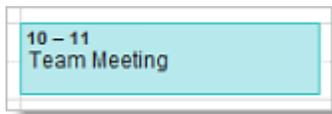
### Events with a "Maybe" response

Event invitations to which you've responded "Maybe" have a question mark before the meeting time.



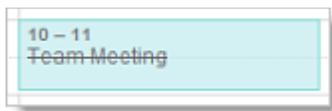
## Accepted events

Accepted events don't have a question mark.



## Declined event

Declined events are dimmed, and the event title has a strike through it.



## Other Calendar icons explained

When you hover your mouse over Calendar events, you might notice other icons at the top of the event. Below is a list of the icons you will see and a description of what each icon represents.

-  One or more reminders set for the event
-  One or more individuals invited to the event
-  Private event
-  Recurring or repeating event
-  A single event moved from a recurring or repeating event

## Specify the event time zone

If you travel a lot, it can be a headache to schedule meetings in different time zones. With Google Calendar, you can easily specify the time zone for a given event.

Events will appear on your calendar according to your current time zone, and when you change to your destination time zone, they'll be in the right place.

1. Just click the **Time zone** link to the right of the date and time fields on the event details page.

The screenshot shows a form for creating an event. At the top, there are three buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. Below this is a text field containing 'Client dinner in Paris'. Underneath the text field are four input fields: '11/9/2011', '2:00pm', 'to 3:00pm', and '11/9/2011'. To the right of the second date field is a blue link labeled 'Time zone' with a mouse cursor pointing to it. At the bottom left, there are two checkboxes: 'All day' and 'Repeat...'. The 'Time zone' link is highlighted with a red box.

2. Next, specify the event time zone in the pop-up. If you want, you can even set up events that start in one time zone and end in another, ideal for those of you with managers who fly often.

The screenshot shows a pop-up dialog titled 'Event Time Zone' with a close button (X) in the top right corner. Inside the dialog, there is a checkbox labeled 'Use separate start and end time zones' which is currently unchecked and highlighted with a red box. Below the checkbox are two dropdown menus. The first dropdown menu is set to 'France' and the second is set to '(GMT+01:00) Paris'. At the bottom of the dialog are two buttons: 'Done' and 'Cancel'. A mouse cursor is pointing to the 'Done' button.

3. Click **Done**.

## Show an additional time zone

If you work with colleagues or clients in multiple time zones, scheduling meetings can sometimes be confusing. To make your job easier, on your calendar, you can display another time zone in addition to your current time zone.

Here's how:

1. Select **Settings** from the **Settings** gear  drop-down in the upper right corner of your screen.
2. On the **General** tab, click **Show an additional time zone**.

## Calendar Settings

**General** [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

Language:

Country:   
(choose a different country to see other time zones)

Your current time zone:  Label:

Display all time zones

[Show an additional time zone](#)

3. Choose a time zone from the **Additional time zone** drop-down. (To see time zones outside your country, check the **Display all time zones**.)

## Calendar Settings

**General** [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

Language:

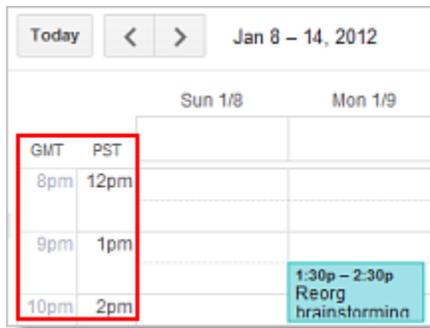
Country:   
(choose a different country to see other time zones)

Your current time zone:  Label:

**Additional time zone**  
 Label:

Display all time zones

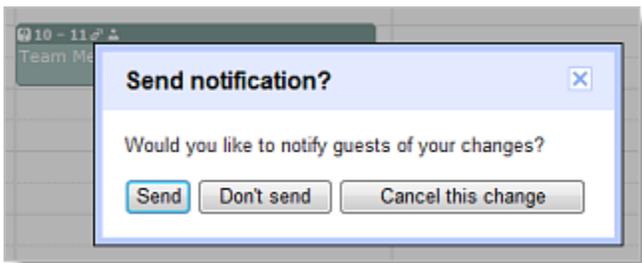
4. Type a name in the **Label** field.
5. Click **Save**. Your calendar will now display both time zones, as in the example below.



Note: **See the *Specify the event time zone* section above for an easy way to schedule events in another time zone.**

## Drag and drop event to change time or day

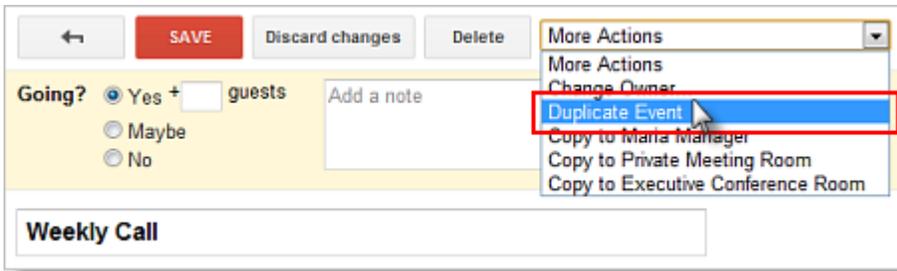
If you need to change just the event time and/or day (and leave all other event details the same), you can simply left-click on the event and drag it to a new time slot. If your event includes guests, follow the prompt to update them about the changes.



## Duplicate events

If you need to create an event with similar details to an existing event, you can save time by duplicating the existing event and changing only the relevant details.

To duplicate an event, go to the event details page for the event that you want to duplicate, and then, in the **More Actions** drop-down list, select **Duplicate Event**. The event details page for the new event will appear.



## Transfer ownership of an event

If someone else takes over responsibility for an event you created (such as a recurring meeting), you can transfer the ownership of the event. This means that the new person “owns” the event and can make changes to it.

To transfer ownership:

1. Open the event you want to transfer from the calendar of the original owner.
2. Select **Change Owner** from the **More Actions** drop-down menu (next to the **Delete** button).
3. Type the email address of the new owner in the **New Owner** field.
4. If desired, customize the email message.
5. Click **Change Owner**.

The new owner will receive a notification email, and he or she should click the included link to accept ownership of the event.

**Note:** Even though the new owner now controls the event, the original owner’s name will still appear in the **Created by** field.

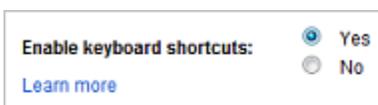
## Calendar Tips & Tricks

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### Save time with Calendar keyboard shortcuts

You can save time managing your calendar by using keyboard shortcuts.

To enable keyboard shortcuts, select **Settings** from the **Settings** gear drop-down in the upper right corner of your screen.

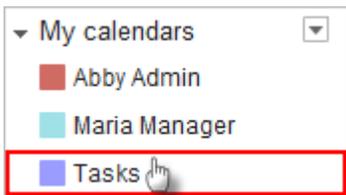


Once you've enabled keyboard shortcuts, you'll be able to perform common tasks without moving your hands from the keyboard. For example, type "c" to create an event, "e" to see event details, "t" to go to today's date, "p" to go to the previous period, "n" to go to the next period, "s" to go to your Calendar account settings, and much more.

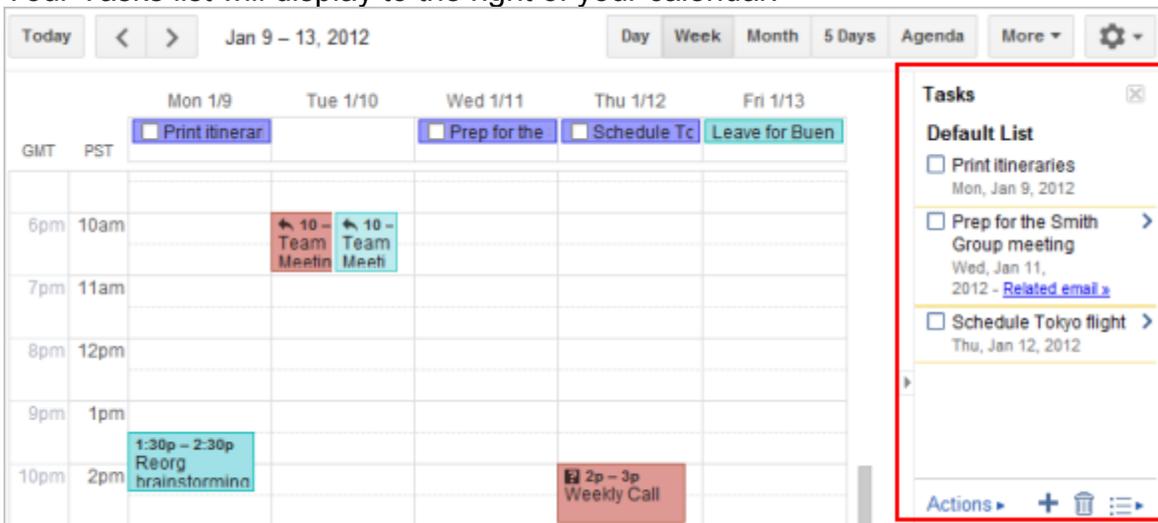
While working in Google Calendar, type "Shift+?" at any time to display a complete list of keyboard shortcuts (keyboard shortcuts must first be enabled).

## Use Tasks in Calendar

Create to-do lists and keep yourself on track by using Tasks in Calendar. To get started, just click **Tasks** under the **My Calendars** section.

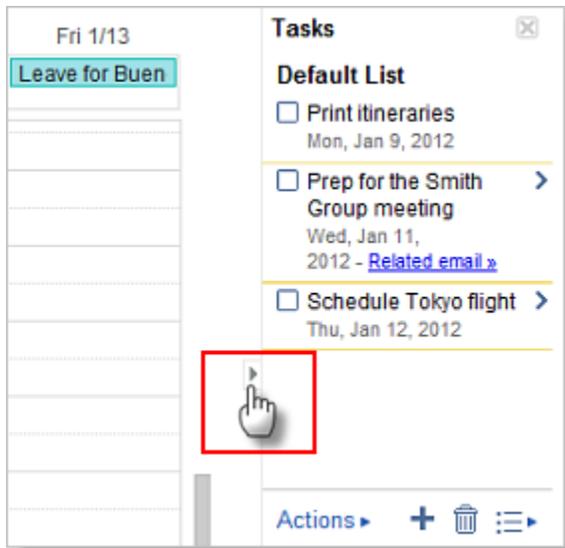


Your Tasks list will display to the right of your calendar.



To close your Tasks list, click **Tasks** under the **My Calendars** section again.

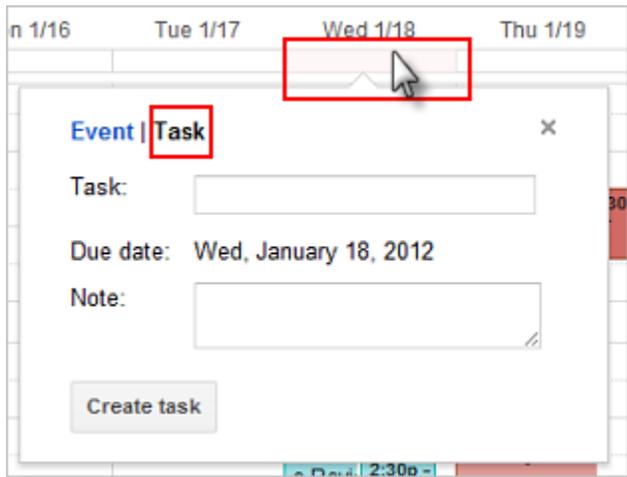
Alternatively, to *minimize* your Tasks list, click the small arrow between the Calendar vertical scroll bar and your Tasks list. (You can click it again when you want to expand/maximize your Tasks list.)



You can create a new task in Calendar the same way you can in Email: just click the + sign at the bottom of the Tasks section. However, the task won't display on the Tasks calendar itself unless you modify it and add a date.

To add a task directly to the Tasks calendar and list:

1. Determine the day on which the task should begin, and click in the area directly below the date.
2. Click **Task** on the pop-up window.



3. Give the task a name and include any notes you wish to add.
4. Click **Create task**. The task will now appear both on the Tasks calendar and in the Tasks list.

## Add interesting calendars from Google Calendar

Google has a number of useful and interesting calendars--such as international holidays and week numbers--that you can add to your **Other calendars** section for easy viewing.

To add these (and other) calendars to your own account:

1. Click the small down arrow to the right of **Other calendars**, and choose **Browse Interesting Calendars** from the drop-down.
2. Choose which type of calendar you want to add, and click the corresponding tab: **Holidays**, **Sports**, or **More\***.
3. Click **Subscribe** to add specific calendars to your **Other calendars** list.

**\*Note:** UCSC Resource calendars can be found on the **More** tab – **UCSC Resources**

## Add calendars for favorite resources (conference rooms)

If there are certain conference rooms you frequently use, you can add their calendars to your list of **Other calendars** for fast and convenient viewing.

To add these (and other) calendars to your own account:

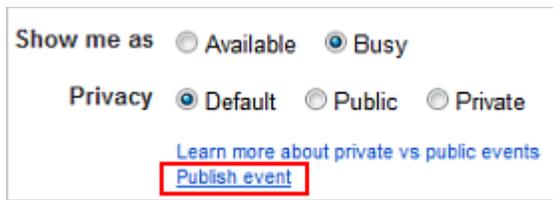
1. Click the small down arrow to the right of **Other calendars**, and choose **Browse Interesting Calendars** from the drop-down.
2. Click the **More** tab, and then click **Resources for UCSC**.
3. To the right of the resource name, click the arrow (>).
4. Click **Subscribe** to add specific calendars to your **Other calendars** list.

## Include “Add to my calendar” link in emails

If you want to notify a large group of people about an event but don't want to clutter their calendars with unwanted invitations, you can insert a special link into informational emails. If recipients are interested in the event, they can then click the link to add the event to their own calendars. You should use this method only if tracking attendance isn't important.

To include an *Add to my calendar* link in emails:

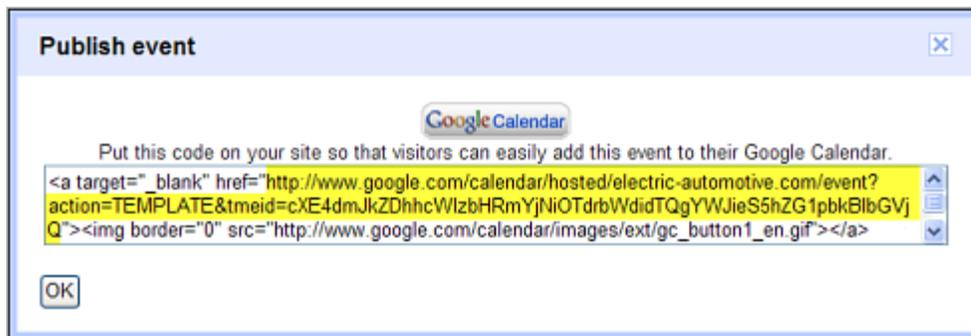
1. In your Google Calendar account, create the calendar event as you normally would and save it.
2. Open the event details page, and below the **Privacy** options, click **Publish event**.



3. You have two options for inserting the link into your informational email: Option 1 allows you to insert a customizable text link, and Option 2 allows you to insert a Google Calendar button.

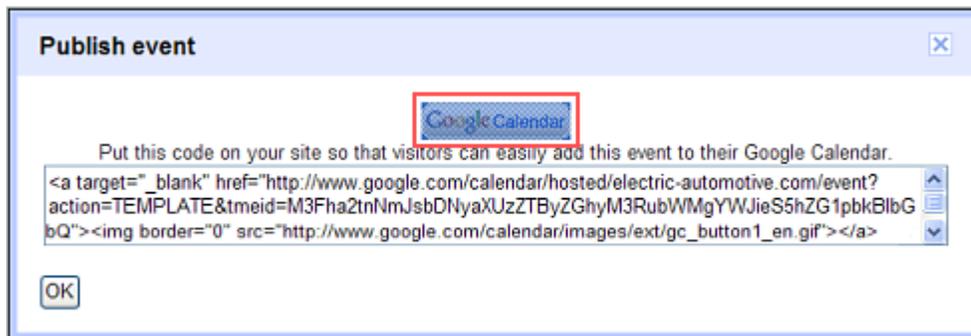
### Option 1. Copy the URL to make a text link

Copy the unique URL that appears between the two quotation marks following the href attribute. (Make sure not to copy the quotation marks themselves.) In the following example, you would want to copy the highlighted text.



### Option 2. Copy the Google Calendar icon to make an image link

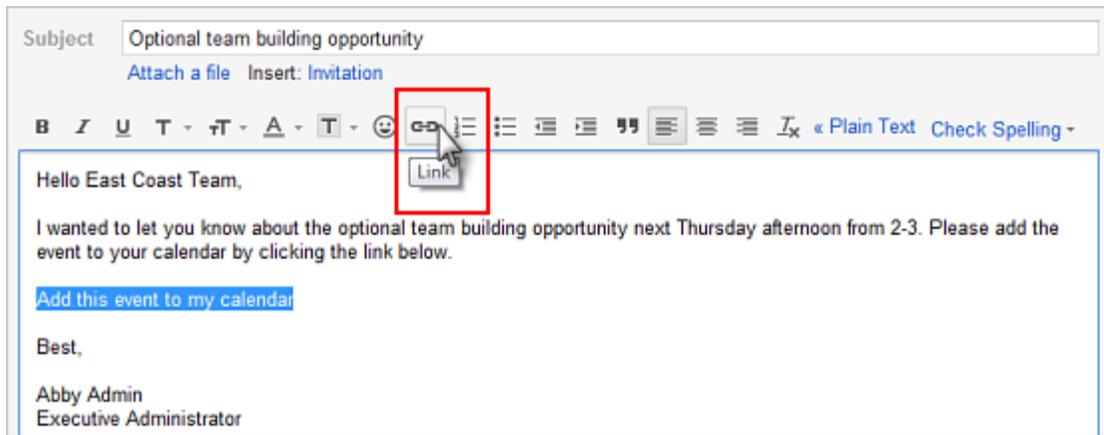
Alternatively, highlight the Google Calendar button by left-clicking your mouse and dragging your mouse across it. Then, type Ctrl+C to copy it.



4. In your Gmail account, begin composing your informational email.

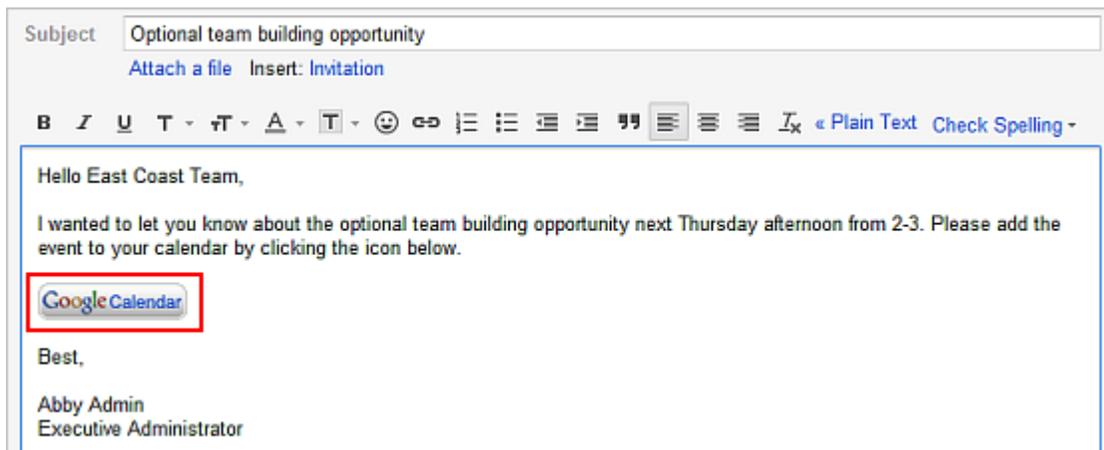
### Option 1. Copy the URL to make a text link

If you've chosen Option 1, type the text you want to use for your link (such as *Add this event to my calendar*). Highlight the text, and click the **Link** symbol, as seen in the image. Then, paste the calendar URL into the box below **To what URL should this link go?** and click **OK**.



## Option 2. Copy the Google Calendar icon to make an image link

If you've chosen Option 2, simply type Ctrl+V to paste the icon into your email.



5. After you've created your text or image link, finish composing your email as usual.

**Important:** If you update your event after sending out the informational email, people who have added the event to their own calendars won't receive your update.