Google Calendar – Add an Event & Invite

Forwarding email allows you to send all the email you receive to another email address you check more frequently.

Getting Started

Sign in to your Google Apps Email account. In the top left corner above the logo is the word **Calendar.** Click on that to open to open Google Calendar. Your mail will still be open in a different window.

Start by clicking on your calendar at the point that corresponds to the date and time you want for your event. A box will pop up for entering the name for your event, as shown on the left.

Give your event a name that it can be proud of, and then click on **Edit event details** at the bottom of the popup window.

This will bring up a window where you will set the details of your event, as shown on the **next page.**

You can set a number of details for your event:

- You can adjust the **Time and Date** by typing in any time you want. The drop down menu has times in half-hour increments, but you override it by typing in your own time.

- You have options to add the **Location, Description,** and add an **Attachment**.

- If you have more than one **Calendar**, you can select which one the event will appear on.

- You can set **reminders** that will pop up in your Calendar screen, send a message to your email inbox, both of those, or neither one.

- The **Privacy** setting allows you to customize the privacy level of just this event, so you could conceivably include a private event on a public calendar and make it so others would not see that event.

    The privacy options are **Default** (the event will have the same privacy level as the calendar it is in), **Public**, and **Private**.

Repeat

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: ☐ S ☐ M ☐ T ☑ W ☐ T ☐ F ☐ S

Starts on: 8/10/2011

Ends: ● Never
○ After [ ] occurrences
○ On [ ]

Summary: Weekly on Wednesday

Done | Cancel

Directly under the date and time, you can select to set this event as an **all day** event or a **repeating** event. Selecting the Repeating box will bring up the popup window shown on the left.

Sharing the Event

Now suppose that you are lonely and want to invite others to your event. Go to the **Add Guests** window shown on the right. When you start typing in the box, you will get suggested matching names from your contacts list. Just click on a name to add them to the invitation list.

Add guests

Enter email addresses

Add

Guests can ☐ modify event
☑ invite others
☑ see guest list

As you add guests, their name will appear in a list, as seen on the left. Notice that you have the power to set what the guests are able to see and do with the event, including resetting the time. You can also make some of the guests optional attendees.

Once you have selected all of your guests, you can see if they are available by checking all of their Google Calendars at once.

Add guests

Add

Make some attendees optional

Guests

Dennis Ryan ✕
Manfred Ehrlich ✕
Margery Wyatt ✕
President David Beyer ✕

Guests can ☐ modify event
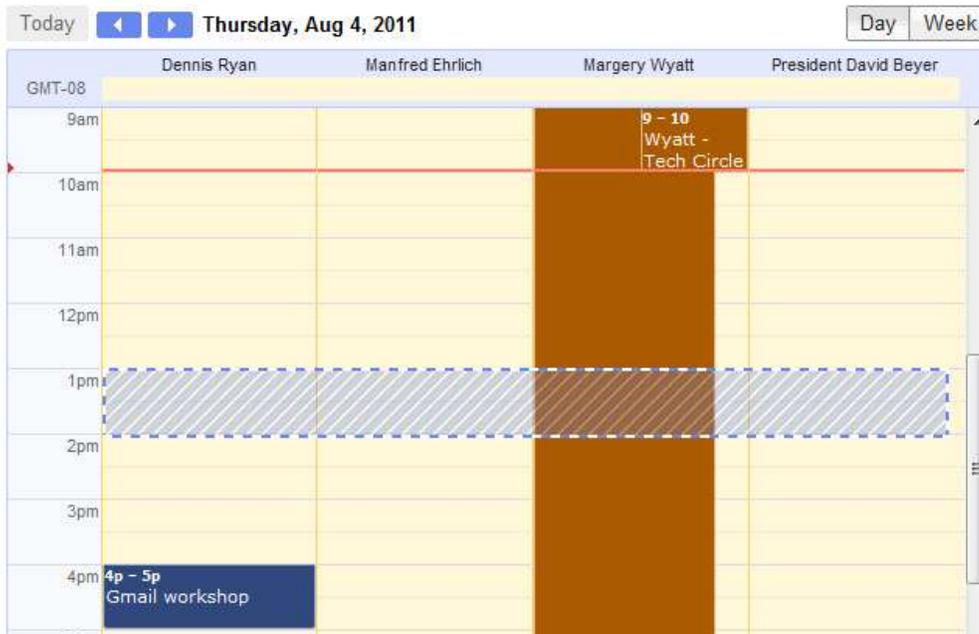☑ invite others
☑ see guest list

To do that, go click on the **Find a time** tab in the upper left of the event details window. This will bring up a new window shown below that shows the time you selected and all of the calendar appointments of the guests.

In the example, there is a conflict with one of the guests' schedule, so the event shows with diagonal shading. This crisis can be solved by just clicking on the forward or back arrows in the left corner just above the calendar to go forward or back a day. Also notice in the upper right is a button where you can switch to a view where you see an entire weeks schedule at one time.

As soon as you have a time selected that is free on all of the guests' calendars, the box will change to solid blue, as shown below.

Once you have the time selected, you can hit the save button at the bottom of the event details window. This will set the event on your calendar and on the calendars of all your guests, as well as sending a notice to their Gmail inbox with the details of the event and the option to accept, decline, or say maybe to the event.