U.S. General Services Administration

Quick Reference Guide for Google Apps - GCal

Welcome to your Quick Reference Guide for Google Apps!

This guide will assist you with the transition to Google Apps and offer quick reference points to questions that may arise after Google Calendar training. This guide also includes the following links to popular areas within the User Experience Site:

- Frequently Asked Questions
- A Google Comparison Document (Life After Notes) in the Knowledge Center

Calendar Training

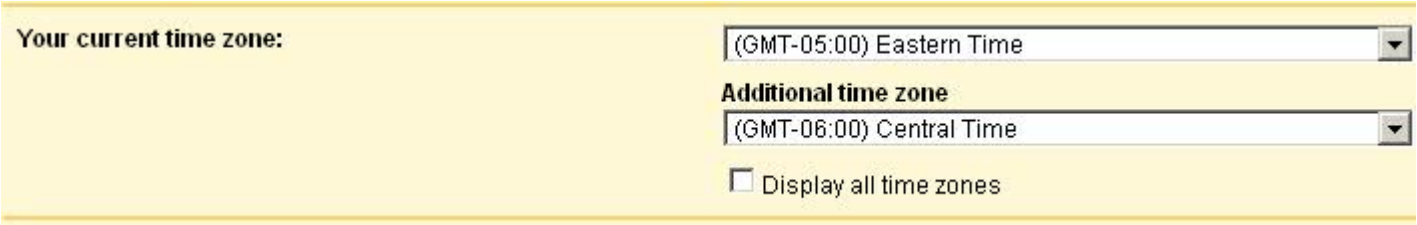
General (Settings -> Calendar Settings -> General)

Setting Time Zone(s)

GCal initially follows your Windows computer time, however, it can be manually changed within the Calendar Settings control panel.

Multiple Time Zones on your calendar:

GCal enables you to view multiple Time Zones within your Calendar views. This allows for easier scheduling for members located in various time zones.



Timezone(s) shows on left side of calendar:

Set what day the week starts on :

Users have the ability to start their calendar week on Saturday, Sunday, or Monday

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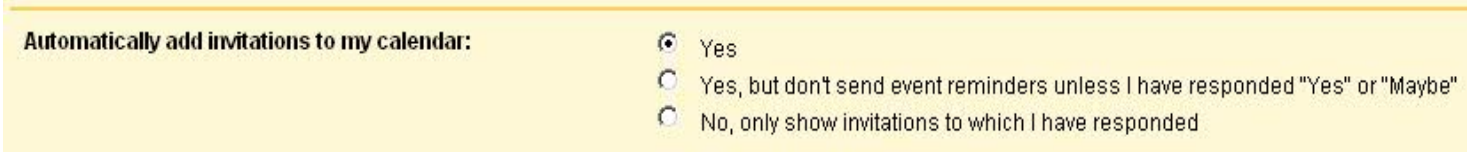
Adding invitations to calendar:

Users have the ability to put calendar invites into their calendar, regardless of whether they've accepted the invite or not.



Calendars(Settings -> Calendar Settings -> Calendars)

Sharing your calendar:

Calendars can be shared both inside and outside of the GSA.gov domain.

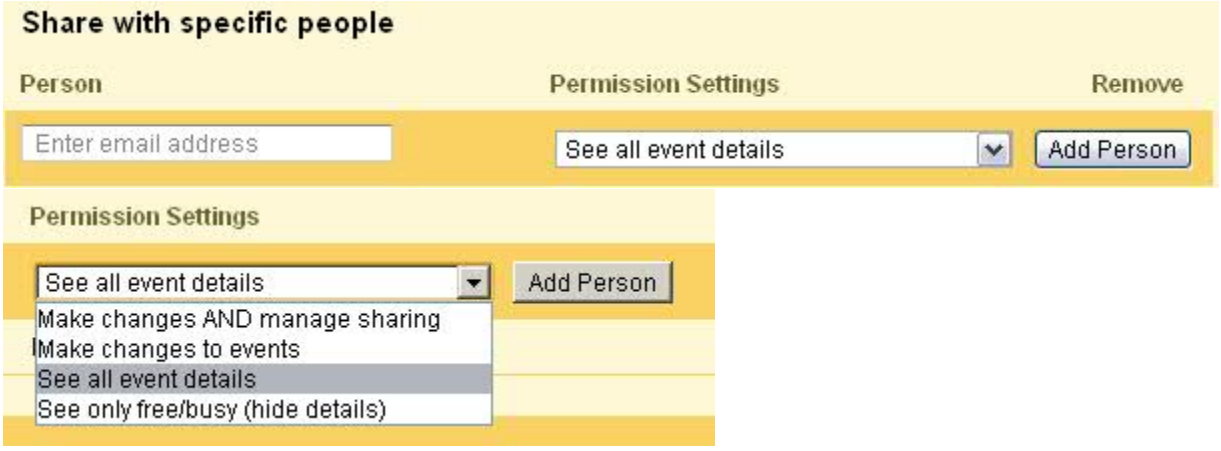
- Make changes AND manage sharing (READ/WRITE ACCESS with ability to SHARE calendar with others)
- Make changes to events (READ/WRITE ACCESS)
- See all event details (READ ONLY ACCESS)

- See only free/busy (hide details) - ***Only option available when sharing outside of GSA.gov domain.***

To share calendar, select the Calendars tab inside the Calendar Settings area.

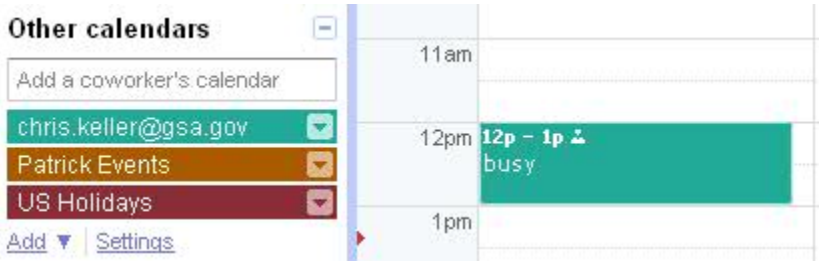
- You have the ability to share the calendar to the public - ***only option is "See only free/busy (hide details) "***
- You can also make the calendar public to all users on the GSA.gov domain.

- You can also share your calendar with only specific users and set permissions.

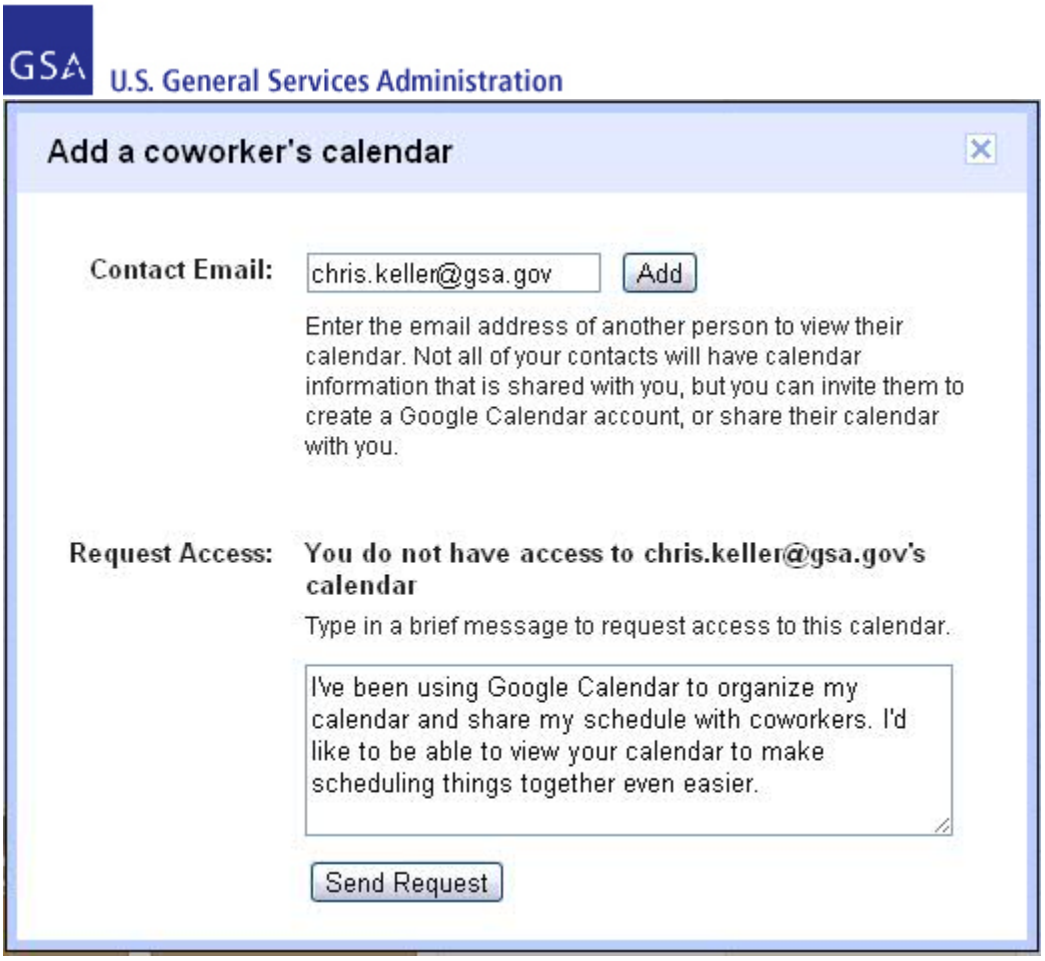


****REMINDER: Users outside of the GSA.gov domain will only be able to see your events blocked out as "busy."***

(Screenshot from personal GMail Calendar)



- Users can request access to a co-workers calendar if it is not currently shared.



- The co-worker will receive an email requesting to accept the permission request

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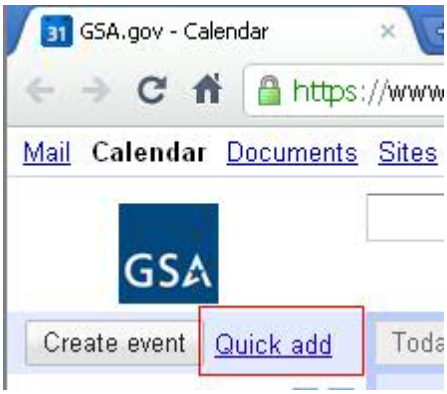
Notifications (Settings -> Calendar Settings -> Notifications)

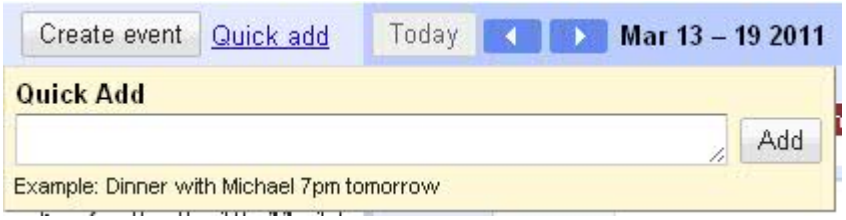
Notifications on events can be set in 3 different ways: Email, Pop-up, or SMS Text Message ***(if configured)***
Notifications can be configured per calendar.

Adding Calendar Events:

Quick Add:

Select the "Quick add" button which will display a popup to insert events in sentence format.





Click on specific time slot:

Click on a block within the calendar view and a popup bubble will appear for you to enter your event

Click on Edit event details:

To enter detailed information, select the "Edit event details >>" link. All Day Events, Repeating Events, Reminders, attachments, and sharing can all be done within this window.

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Click to add a title

3/14/2011 4:30am to 5:30am 3/14/2011 Time zone

All day Repeat...

Event details Find a time

Where

Calendar chris.keller@gsa.gov

Description

Attachment Add attachment

Reminders Pop-up 10 minutes

Email 10 minutes

Add a reminder

Add: Guests | Rooms, etc.

Enter email addresses

Add

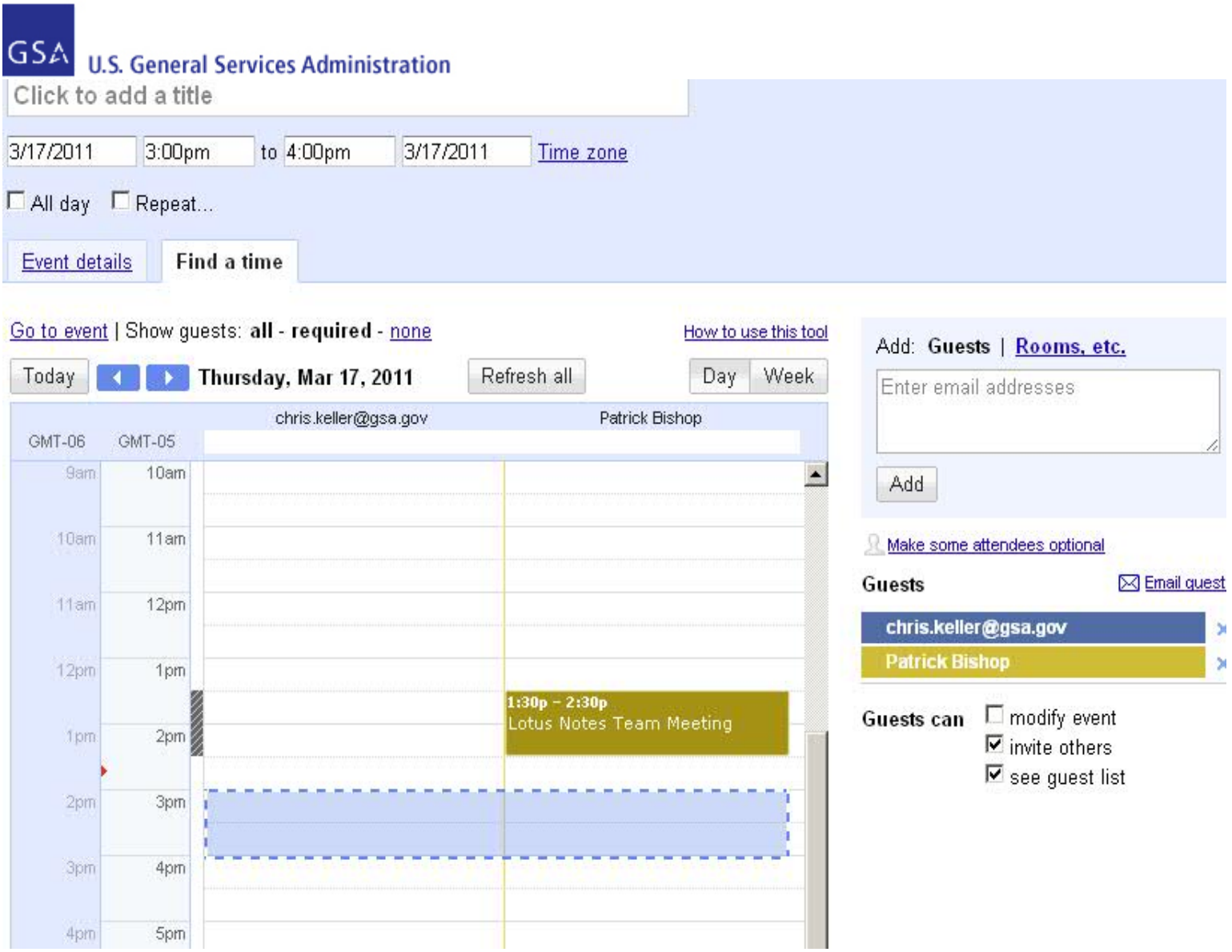
Guests can modify event

invite others

see guest list

After adding a person, you can click on "Find a time" to view their availability:

If sharing permissions are enabled on attendees GSA.gov account, you will have the ability to compare schedules to select a time that may suit all potential attendees.

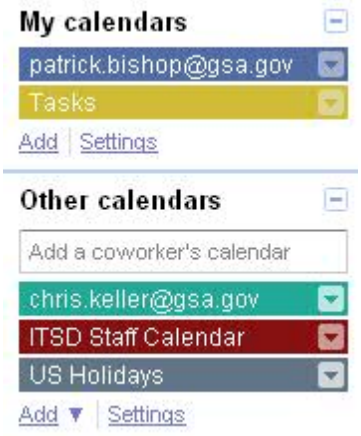


My Calendars vs Other Calendars :

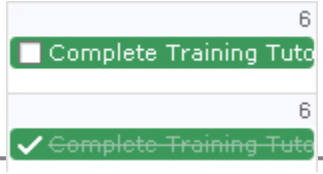
My Calendars are calendars that you have FULL Read/Write/Share access to. Even if you did not create the calendar, as long has you have Share access, it will be listed under My Calendars.

Other Calendars are calendars that you only have Read Only access to. These Calendars are controlled by someone else and you can only view them.

**To hide a calendar from being visible, click on it's name and the colored background will turn white and all events will be removed from calendar view.*



Calendar Tasks :

When Clicking on the Tasks Icon on the calendar, a Tasks panel will appears on the right side of the screen. To add a Task, simply begin typing next to the check box.
To add a detailed description or Task Due Date, click the arrow (>) button. The task will appear on the calendar in the “All Day” events section.

When a task is completed, click the checkbox next to the Task and the title will become ~~slashed out.~~