

Center for Faculty Development and Support

Calendar Overview



CENTER FOR FACULTY
DEVELOPMENT AND SUPPORT

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Overview

This documentation is written for San Jose State University (SJSU) campus calendar users. The goal is to provide you with information on how to use your SJSU Google calendar to schedule meetings, events or invite others to attend your events. You can also use calendar to organize your work. Other topics covered are: how to share your calendar, customize the settings behind the calendar to meet your needs and how or where to find help.

SJSU has adopted Google's Gmail service as the official campus email solution and Google calendar is one of the services embedded in Google apps. You can access your SJSU email and calendar from any web browser by logging in with your SJSUOne account. If you are not sure whether you have an SJSUOne account, visit [SJSU directory](http://directory.sjsu.edu) at <http://directory.sjsu.edu> to verify your email address. If you are not listed in the directory, contact [Human Resources](http://www.sjsu.edu/hr/) at <http://www.sjsu.edu/hr/>. If you are listed, but your address is not, you may be a new hire and the account will be created for you shortly.

Learning Objectives

After completing this training you should be able to:

1. Log in with your SJSUOne account to access your calendar.
2. Create an event or organize your work with a reminder
3. Invite guests
4. Share your calendar
5. Add and delete calendars
6. Understand and be able to customize settings behind the calendar
7. Know where and how to find help

Access Google Calendar

- Enter <http://calendar.sjsu.edu> in the URL box of any browser to launch your SJSU calendar account. The SSO (Single Sign-on) login page will appear.
- Enter your SJSU ID and password to log into your SJSU calendar account.
- If you are new to SJSU, click "*Activate your SJSUOne account*" in the lower left corner and follow instructions to activate your account.
- If you do not remember your password, click "*Manage your SJSUOne account*" to reset or retrieve your password. Password expires every 180 days.

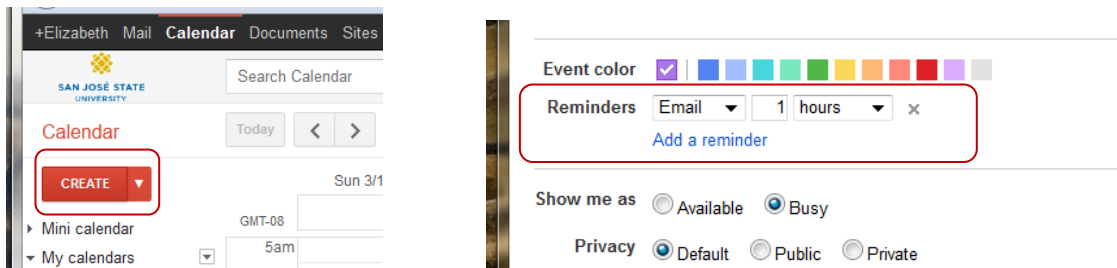


EXERCISE #1: Log in to individual calendar account and explore where and how to reset or retrieve your password.

Create an Event

There are several ways to create a new event.

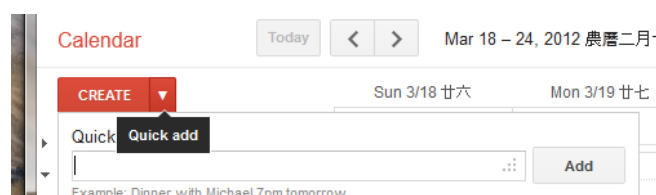
1. Click the **Create** button in the upper left corner under SJSU logo to open your **Edit event details** window.
2. Or, click on the day and time where you want to create a new event and enter your event title next to the **What** box. Click **Edit event** to enter more information as follows if appropriate.
 - a. Enter/verify your event title in **Untitled event** box at the top.
 - b. Enter the **Start** and **End date** and **time** in the appropriate boxes. If this is an all-day event, check the box next to **All day**. Notice that when you check the All day box, the time fields disappear. If this is a repeating event, check the box next to **Repeat**. When you check the Repeat box, the **Repeat window** will appear. Make your appropriate selections of this repeated event. Click the **Done** button to confirm your selection.



- c. Enter event location in the box next to **Where**.
 - d. Enter your event information in the box next to **Description**.
3. Click the **Add attachment** link if you want to add any attachment.
 4. In the **Reminders** area, decide whether you want to add either an **Email** or a **Pop-up** reminder at your desirable time. Click the **X** if you want to delete a reminder.
 5. Click the **Save** button at the top when done.

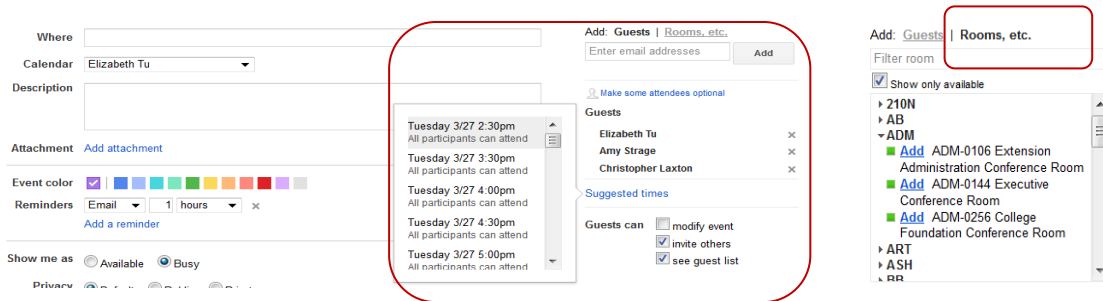
Quick Add

The quick add feature is a quick way to add an event to your calendar without going into the Edit event details window. Go to the upper left corner and click the down arrow next to the **Create** button, a box will display. Follow the example to enter event title, time and date and click the **Add** button. Notice how quickly your event is added to your calendar.



Invite Guests, Suggest Times, and Add Room

If you wish to add guests to your event, enter the email addresses of your guests in the **Enter email addresses** box of **Add: Guest** and press **Enter** key or click the **Add** button.



Your guest will appear on the **Guests** list below. Click the “x” mark if you want to remove a guest.

Determine the appropriate privileges such as, **modify event**, **invite others**, or **see guest list** you want to give to your guests by checking or unchecking the appropriate box(es).

Click the **Suggested times** link and a popup will open with a list of the available times of your guests.

Find a time to schedule your meeting. See more discussion in Sharing Your Calendar section.

You can also click the **Rooms, etc.** link next to **Add: Guests** to add a conference room. Scroll through the list of rooms to add the room for your meeting. See more discussion in Add Calendar section.

Click **Save** button at the top when you finish your event entry.

EXERCISE #2: Create an event and add two neighbors as your guests. Do a quick add of an event as an additional exercise.

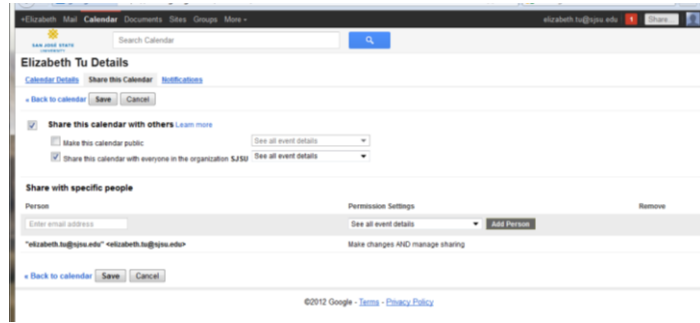
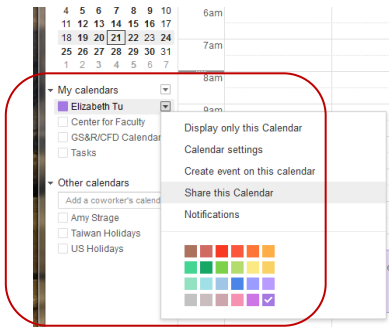
Share Your Calendar

There are several sharing options for your calendar. You can share your calendar with the public at large, with all calendar users at SJSU, or with specific people. These options are discussed below.

Share calendar with others

Follow steps below to decide whether you want to share your calendar with public at large, or, with all calendar users at SJSU.

1. Go to **My Calendars** on the left pane. Click the down arrow next to your email address and a drop down menu will appear. Select **Share this Calendar** and a separate window will open.
2. Check the box next to **Share this calendar with others** and decide whether you want to **Make this calendar public** by checking this box or not. Click **Learn more** link to learn more about sharing. For privacy from the Internet at large, do not check the box to share your calendar with public.

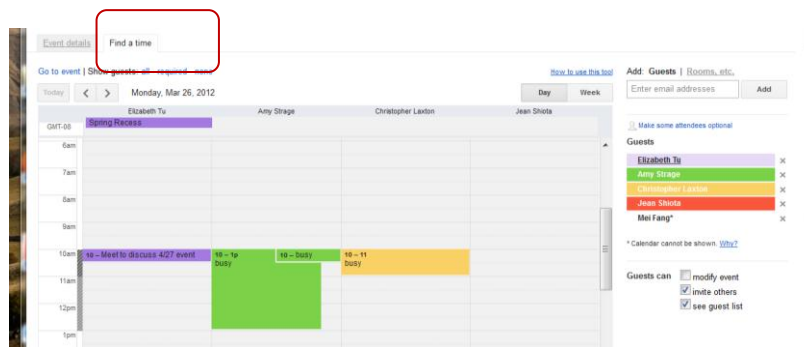


- To share your calendar with the users at SJSU, check the box next to **Share this calendar with everyone in the organization SJSU**. Again, for privacy, you may want to select **See only free/busy (hide details)** but not **See all event details** so that SJSU users will be able to view your availability information and schedule meetings with you.
- Click **Save** button at the bottom when done.

Share Your Calendar with Others and Schedule Group Meeting

One advantage of checking the box next to **Share this calendar with everyone in the organization SJSU** is to allow SJSU users to see the availability of your people calendar. If all SJSU users share their calendars and regularly update the events on their calendars, this calendar can be used as a very powerful and efficient tool to schedule group meetings. To view the calendar of your group members:

- Click **Find a time** tab next to the **Event details** tab in the **Create Event Detail** window.
- Enter your guest's email address in the **Add: Guests** box and your guest's calendar will open next to your calendar. Enter next guest's email address and his/her calendar will open. Repeat this process to open the calendar of all your guests. If your guest's calendar does not open, the guest does not share his/her calendar with you or SJSU users. If it opens with no entry, the guest does not use Google calendar.

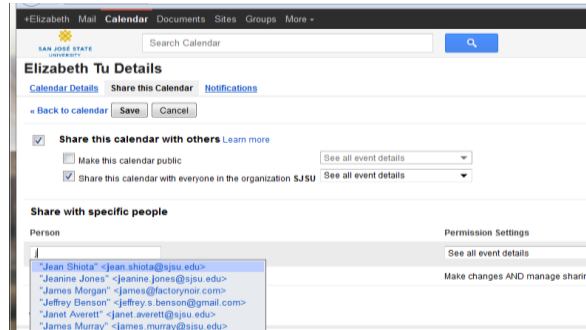


- Once you see the calendar of your group members, find the best available time to schedule your group meeting.

Share calendar with specific people

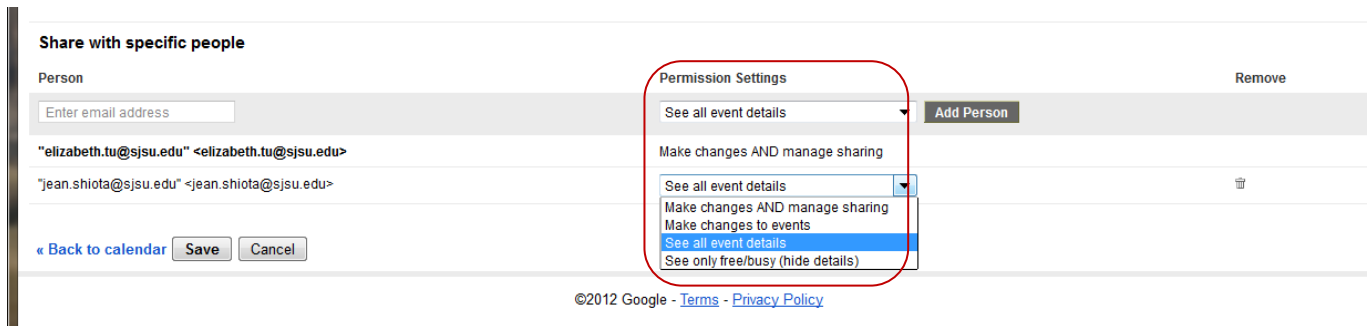
- Go to **My Calendars** and click the down arrow next to your calendar. Select **Share this Calendar** from a drop down menu and a sharing details window will open.

2. Enter the email address of the person you want to share the calendar with and his/her email



address will appear.

3. You may share your calendar with more than one person and assign different permission settings for each person. Click the down arrow on the **Permission Settings** box of each individual and set the permission.



4. If you want to remove a person from the list, click the trash icon at the far right under **Remove** column. This person will be removed from the list. Click the **Save** button.

EXERCISE #3: First, share your calendar with your neighbor, assign a permission setting of “See only free/busy (hide details)”.

Add Calendars

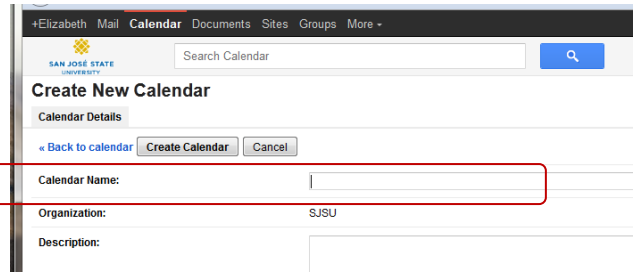
You can create multiple calendars and view them all at once. For example, you can create one calendar for your work meetings, another for a specific project, and a third for your group vacation schedule. Further, you can add your co-worker’s calendar and view their availabilities if they share their calendars with you.

There are two areas in which you can add calendars: the calendars added under My Calendars are those you can view and modify; while those under Other Calendars are the ones you can subscribe and view only. Follow steps below to add calendars.

Under My calendars

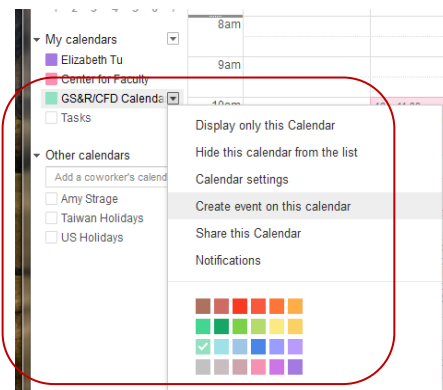
1. Click the down arrow next to **My calendars** and select **Create new calendar**. A new window will open.

2. Enter a name for your new calendar in the **Calendar Name** field. If appropriate, enter other pertinent information in the Description, Location or Time Zone fields. Determine whether you want to share this calendar with others or any specific person. If yes, follow steps in the




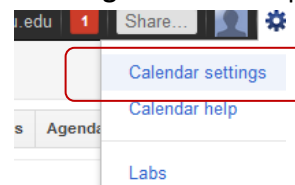
previous section to share your calendar.

3. Click **Create Calendar** button at the bottom and the new calendar will appear under **My calendars**.
4. Click the down arrow of this new calendar and a drop down menu will display. Select **Create event on this calendar** to start adding events on this new calendar. Assign a different color for the events on this new calendar so that the events will be visible and different from other calendars. If you select **Hide this calendar from the list**, this new calendar will disappear from the list. Click it again to make it visible or invisible.



5. To remove a calendar from My Calendars, select **Calendar settings** from the drop down list of

the gear icon  at the upper right corner.

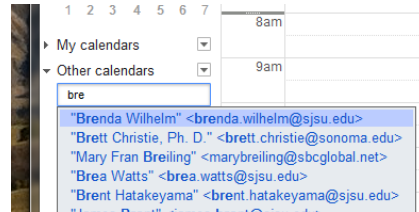


6. In the next **Calendar Settings** window, go to the far right of the calendar row you want to remove and click **Delete** link. This selected calendar will be removed.

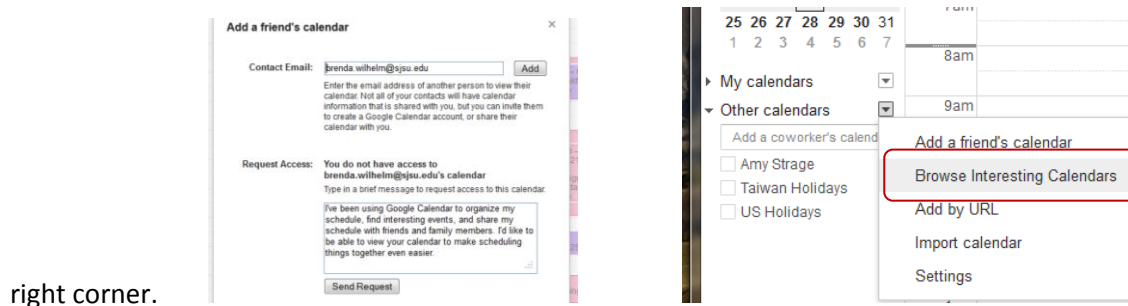
SHOW IN LIST	NOTIFICATIONS	SHARING	
<input checked="" type="checkbox"/>	Notifications	Shared; Edit settings	Delete
<input checked="" type="checkbox"/>	Notifications	Shared; Edit settings	Unsubscribe Delete
<input type="checkbox"/>	Notifications	Shared; Edit settings	Unsubscribe Delete
<input type="checkbox"/>	Notifications	Shared; Edit settings	Unsubscribe Delete
<input checked="" type="checkbox"/>	Notifications	Shared; Edit settings	Unsubscribe Delete
<input type="checkbox"/>	Notifications	Share this calendar	Unsubscribe

Under Other calendars

1. Make sure **Other Calendars** is in expand mode by clicking the arrow on the left so that it is facing downward. Enter your coworker's email address in the box right below **Other calendars**. If your coworker has shared her/his calendar with you, her/his email address will show up on the list and her/his calendar will appear on your calendar in a different color. Follow steps 4 and 5 above to assign different color, hide/unhide or remove from the list.



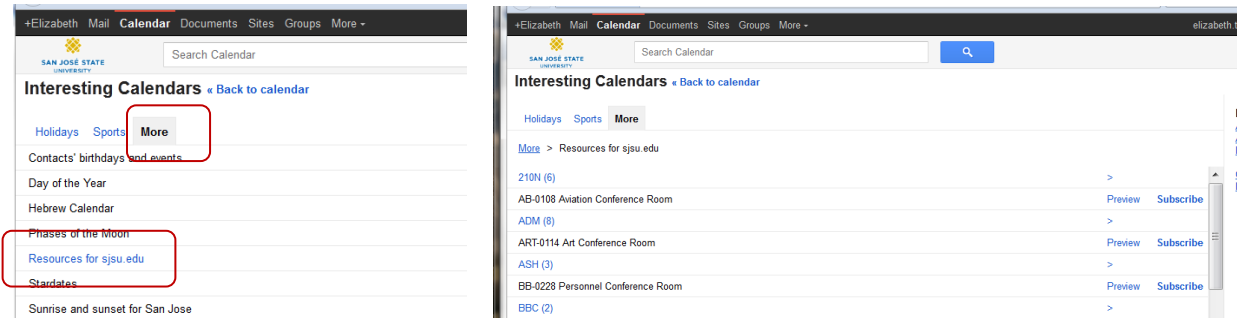
2. If your coworker has not shared his/her calendar with others, you will see an **Add a friend's calendar** window open next. You can request access to your friend's or coworker's calendar via email. Modify the default request message to meet your needs and click **Send Request** button to request access. If you do not want access, close this window by clicking the **X** at the upper



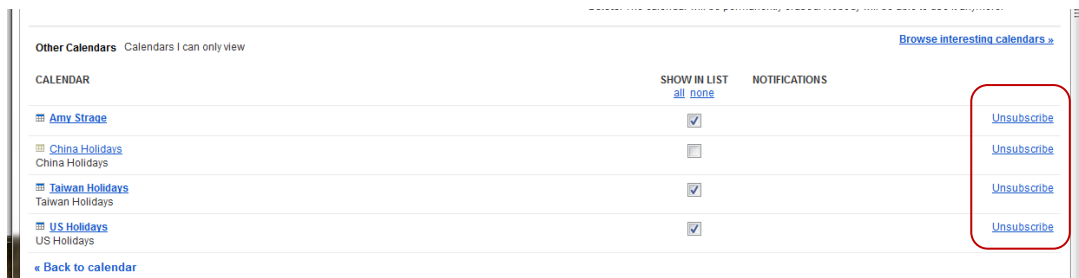
right corner.

3. To add US Holidays, click the down arrow next to **Other calendars** and select **Browse Interesting Calendar**.
4. Scroll down the list of Interesting Calendars and click **Subscribe** to the **US Holidays** calendar row. Click **Back to calendar** link on the top to go back to your calendar. All US holidays are now displayed on your calendar.
5. Click **More** tab of the **Interesting Calendars** window then click **Resources for sjsu.edu**. A list of SJSU conference rooms is available for you to preview and subscribe. Scroll down to find the conference room in your building. Click **Preview** to see the availability of this conference room.

If this calendar has been maintained or updated regularly, you can subscribe to it by clicking **Subscribe**. This conference room's calendar will appear on your list of **Under Other Calendars**.



- Follow steps 4 and 5 from the previous section to assign different color, hide/unhide from the list.
- To remove other calendars, select **Calendar Settings** from the gear icon. Click the **Calendars** tab and scroll down to the **Other Calendars** area. Click **Unsubscribe** link to the far right of the calendar you no longer want access and that selected calendar will be removed from the list.



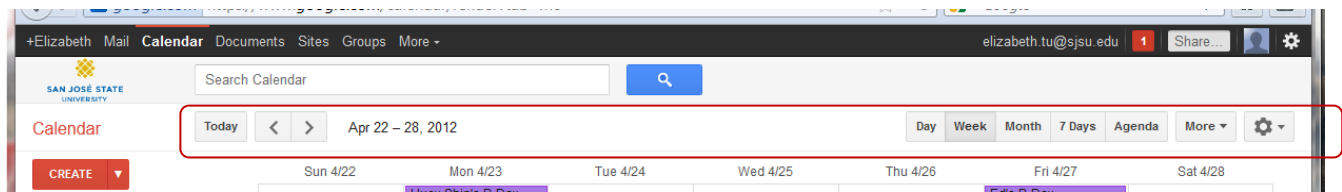
EXERCISE #4: Add a private calendar for yourself and add your neighbor's calendar.


Customize Calendar Settings

You have been introduced several settings such as, how to share calendar with public, everyone at SJSU, or specific people; how to add, hide/unhide, remove or unsubscribe calendars; and permission settings. This section focuses on different ways to view your calendar and receive notifications.

View your Calendar

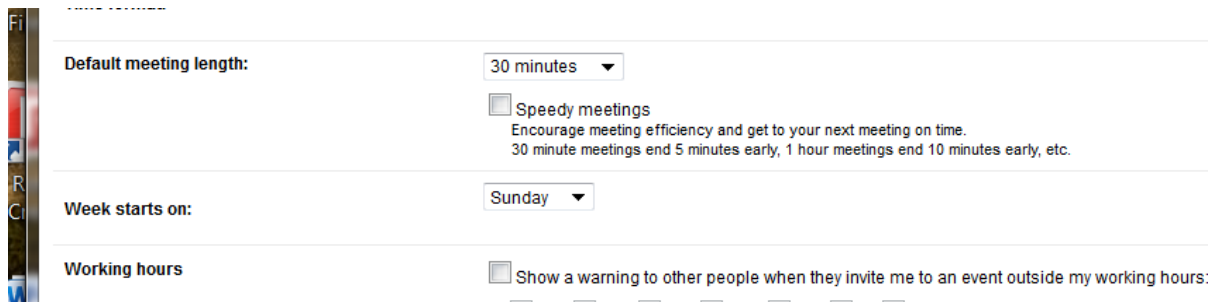
There are different ways to view your calendar by day, by week, or by month. Go to the top of your calendar and you will see a **Today** button. Click the backward arrow you can move to the previous week; the forward arrow to the next week. You default view is **Week** view which is highlighted. You can change this default week view to **Day**, **Month**, **7 Days**, or **Agenda** view by clicking the appropriate button. Clicking the **More** button allows you to print or refresh your calendar entry; **Settings** button offers different density displays of your calendar.



More custom settings are available by clicking the gear icon  and selecting **Calendar Settings** at the upper right corner next to your email address. A Calendar Settings window will open.

Here are a few examples of how you can customize your calendar settings under the **General** tab. For example, your default meeting length is **60 minutes**. You have the options to change it to **15, 30, 90, or 120 minutes** by clicking the down arrow next to Default meeting length.

Your default week view starts on **Sunday**. You can have it changed to start your week on **Monday** or **Saturday**. Scroll to the **Week starts on** area, click the down arrow next to the **Sunday** box and make your selection.



Scroll further down to the **Show weekends** area, you can select the **Yes** or **No** radio button to show weekends or not.

Another way to change your calendar default view is to go to the **Default view**, click the down arrow to change it to **Day, Week, Month, Custom View or Agenda** format. Or, go to **Custom view** to change your calendar to other **X Days or X Weeks** format.

Remember to click the **Save** button whenever you make any changes to the **General** tab in this calendar settings window.

Notification Settings

Under the **Calendars** tab, click the **Notifications** link to open the Notification Details window. Your calendar default event reminders can either be an **Email** or a **Pop-up** notice. You can customize it by clicking the down arrow of **X minutes, hours, days, or weeks**.

SHOW IN LIST	NOTIFICATIONS	SHARING
all none		
<input checked="" type="checkbox"/>	Notifications	Shared: Edit settings Delete
<input checked="" type="checkbox"/>	Notifications	Shared: Edit settings Unsubscribe Delete
<input type="checkbox"/>	Notifications	Shared: Edit settings Unsubscribe Delete
<input type="checkbox"/>	Notifications	Shared: Edit settings Unsubscribe Delete
<input type="checkbox"/>	Notifications	Shared: Edit settings Unsubscribe Delete

Make sure the check box is checked for the **New Events, Changed events, or Cancelled events** under **Email** column. This will allow you to receive notification when you are invited to new, changed or cancelled events.

Event reminders:
 Unless otherwise specified by the individual event. By default, remind me via **Email** **hours** before each event [remove](#)
[Add a reminder](#)

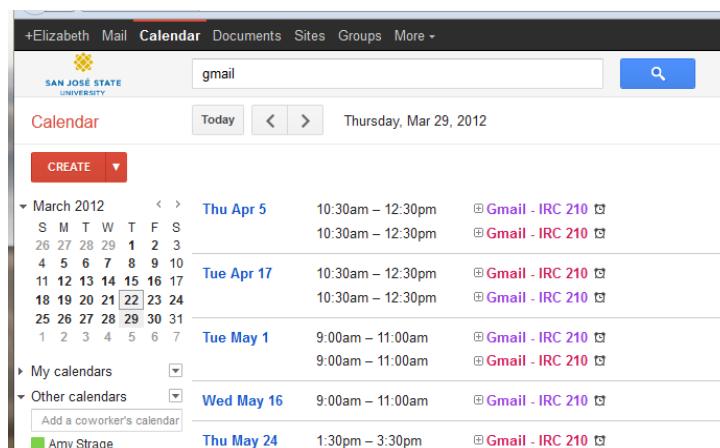
Choose how you would like to be notified:

	Email
New events: Receive a notification when someone sends you an invitation to an event.	<input checked="" type="checkbox"/>
Changed events: Receive a notification when someone sends an update about a changed event.	<input checked="" type="checkbox"/>
Cancelled events: Receive a notification when someone sends an update about a cancelled event.	<input checked="" type="checkbox"/>

EXERCISE #5: Set up your calendar to start on Monday with a 5-day format and a 30-minute pop-up reminder notification.


Search Calendar

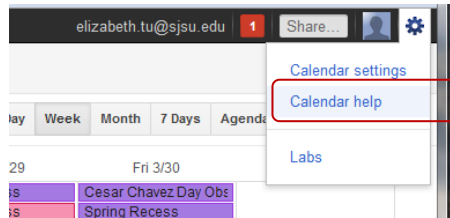
The Calendar search function is similar to using Google Search. Enter a word or multiple words of your calendar search criteria in the blank box at the top then press **Enter** key or click the **magnifying glass** button. Your search results will be displayed in an **Agenda** view.



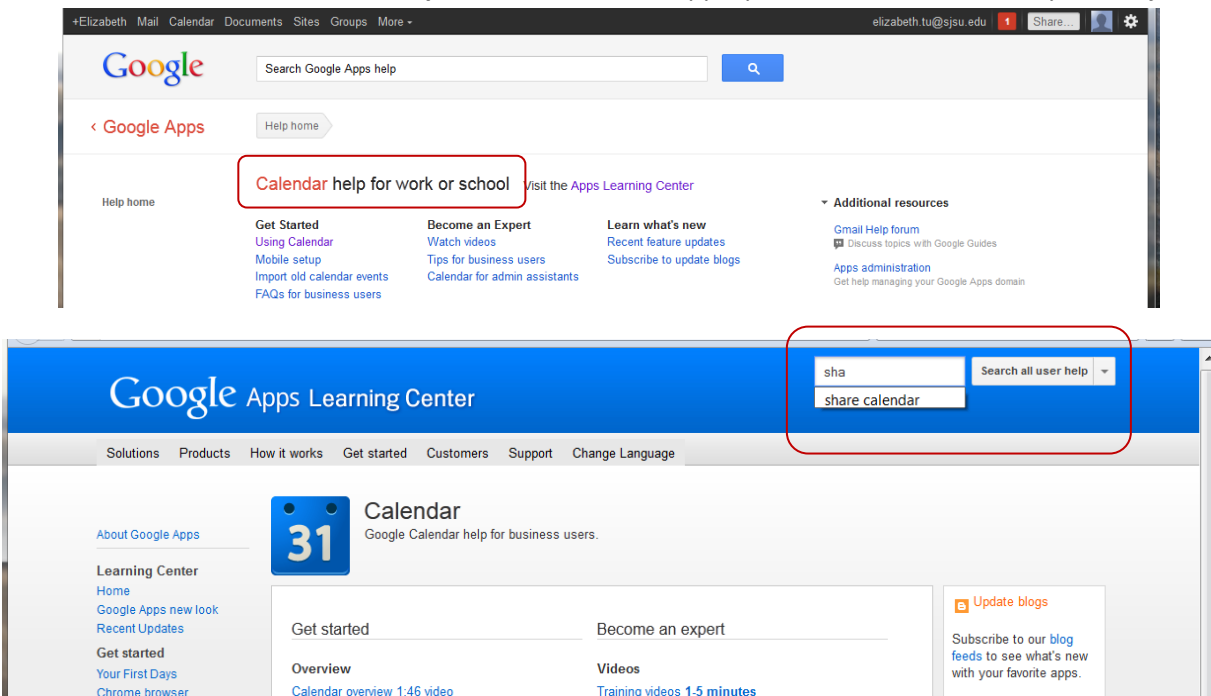
Resources

Access Google Calendar Help

Whenever you have questions on a particular subject, select **Calendar Help** from the gear icon  at the upper right corner. Click **Calendar Help** for work or school on the top of **Google Apps Help** page.



On **Calendar Help** page of the Google Apps Learning Center, enter your help subject text in the blank box next to the **Search all user help** button. Select the appropriate link to learn about your subject.



Additional References

- [Center for Faculty Development](http://www.sjsu.edu/cfd/tutorials)
<http://www.sjsu.edu/cfd/tutorials>
- [SJSU Information Technology Services \(ITS\) training options](http://uts.sjsu.edu/systems/campus-email/staff-faculty-campus-email/training/)
<http://uts.sjsu.edu/systems/campus-email/staff-faculty-campus-email/training/>
- [Google Calendar Help](http://learn.googleapps.com/calendar)
<http://learn.googleapps.com/calendar>