

**Center for Faculty Development**

# *Calendar Overview*

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## Overview

This documentation is written for San José 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.

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 and DUO accounts.

## Objectives

1. Log in with your SJSUOne and DUO accounts 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.

The image displays two screenshots of the SJSU login process. The left screenshot shows the 'Sign In' page with the SJSU logo at the top. Below the logo, the text 'Sign In' is centered. There are two input fields: 'SJSU ID Number' with a placeholder '#####' and 'Password' with a placeholder 'SJSUOne Password'. A 'Remember me' checkbox is checked. A blue 'Sign In' button is at the bottom. A link 'Need help signing in?' is at the very bottom. The right screenshot shows the 'Duo Security' page with the SJSU logo at the top. Below the logo, the Duo Security logo is centered. There are two green buttons: 'Send Me a Push' and 'Enter a Passcode'. A 'Settings' button is in the top right corner. A 'Sign Out' link is at the bottom right.

- Enter your SJSU ID and password and DUO to log into your SJSU calendar account.
- If you have problems signing in, click “Need help signing in?” at the bottom.

## Calendar weekly view:

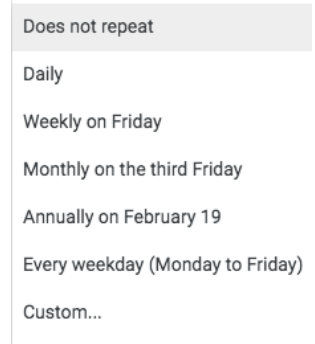
The screenshot shows a Google Calendar interface. At the top, there's a navigation bar with 'Calendar', 'Today', navigation arrows, 'February 2021', search, help, settings, 'Week' view, and a user profile 'SJSU J'. Below this is a 'Create' button and a sidebar with 'February 2021' calendar, 'Meet with...' search, and 'My calendars' list. The main area is a weekly grid from Monday (22) to Friday (26). A red dot is placed on Thursday, Feb 25, at 10:30 AM, with a red line extending to the right.

## Create an Event

The screenshot shows the 'Create an Event' dialog box. On the left is a 'Create' button. The right side has a form with the following fields: 'Add title', event type selection (Event, Out of office, Task, Appointment slots), date and time (Friday, February 19, 1:30pm - 2:30pm), 'All day' checkbox, 'Time zone', 'Does not repeat' dropdown, 'Find a time' link, 'Add guests', 'Add video conferencing' dropdown, 'Add rooms or location', and 'Add description or attachments'. At the bottom right are 'More options' and a 'Save' button.

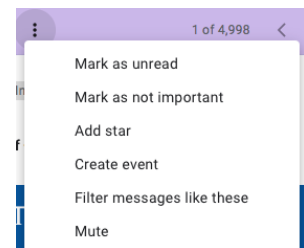
- Click the **Create** button in the upper left corner to open your **Event details** window (above).
  - a. Enter your event title at the top.
  - b. Click the date and a calendar appears for you to select a date.
  - c. Click the time to select beginning and end times.

- d. 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.)
- e. If this is a repeating event, check the box next to **Does not Repeat**. Make your appropriate selections of this repeated event.
- f. Click **Add guests** by typing in their emails and they will get notification of the event.
- g. Click on **Add room or location** to enter the location if applicable.
- h. Click the **Add description or attachments** link if you want to add any of those.
- i. Click the **Save** button at the top when done.



## Create an Event from your Gmail

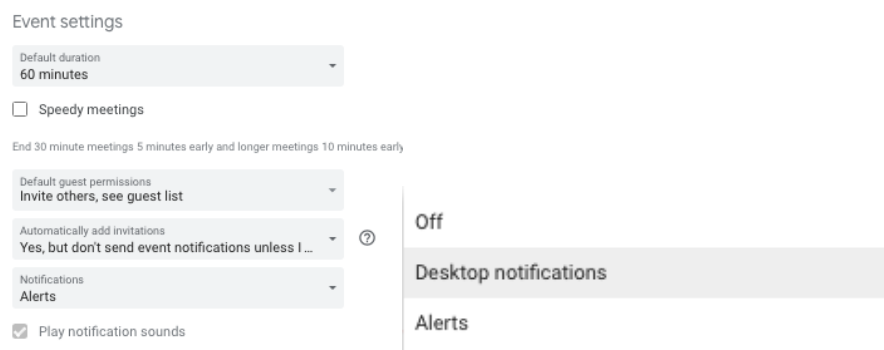
1. Open the message on your Gmail. At the top, click the 3-dots
  - Select **Create event**.
  - Google Calendar creates an event, copying the Gmail message title and text.
  - Google Calendar automatically invites people related to the Gmail message, if any.
2. You can change the event time, date, and location.
3. When you're done, click Save.



**Important:** Event settings, like guest permissions, aren't transferred over when you create an event from Gmail.

## Event (Notification) Settings

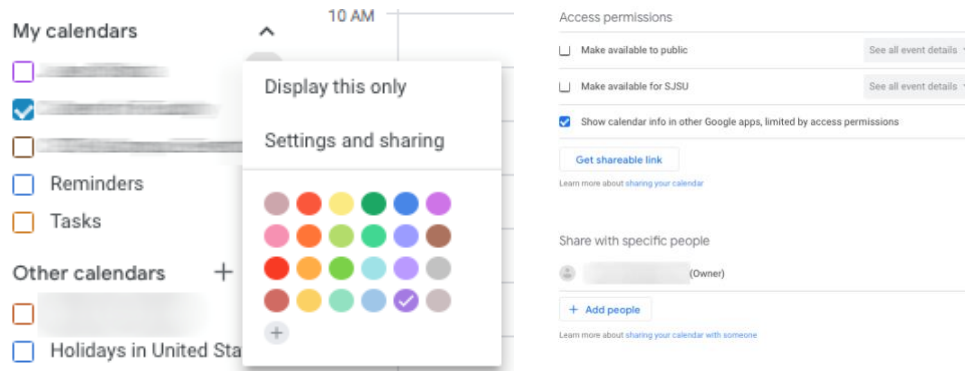
In Settings under the Gear, , go down to the Event settings. You can get notifications in an email, a desktop notification or an alert that appears inside you Google Calendar window. You can set event reminders by clicking **Notifications**. You can select either **Desktop notifications** or **Alerts** and also turn on Play notification sounds.



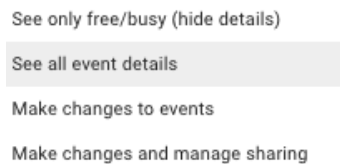
## Share Your Calendar

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.

1. Go to **My Calendars** on the left pane. Click the 3-dots next to your name or the calendar you want to share and a menu will appear. Select **Settings and Sharing** and a separate window will open.



2. If you want to make your calendar public, check the box. If you want to share it with all SJSU, then check the box.
3. Scroll down to **Share with specific people** and add the emails of the people you want to share your calendar. When you add an email, a window pops up giving you certain options to give to the person.

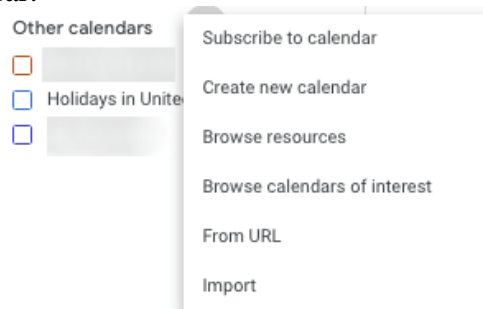


4. Scroll down the Setting window to check out other options for your calendar sharing settings.

## 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. Also, you can add your co-worker’s calendar and view their availabilities if they share their calendars with you.

Next to Other Calendars, click on the “+” sign and a window pops up to show options for different calendars or create a new calendar.



## Create new calendar

1. Select **Create new calendar** in the pop-up window and this window appears:
2. Enter a name for your new calendar in the **Name** field. If appropriate, enter other pertinent information in the Description.
3. Click **Create Calendar** button at the bottom and the new calendar will appear under **My calendars**.
4. Click the 3-dots next to this new calendar and a pop-up menu will display. You can then change any settings, assign a different color for the events on this new calendar so that the events will be visible and different from other calendars and other options. 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, click the 3-dots next to a calendar and choose **Settings and sharing**. Scroll to the bottom of the window and select **Remove**.

Create new calendar

Name

Description

Time zone  
(GMT-08:00) Pacific Time - Los Angeles

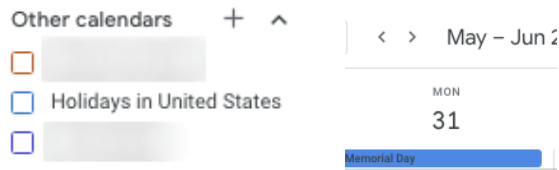
Owner

Organization  
sjsu.edu

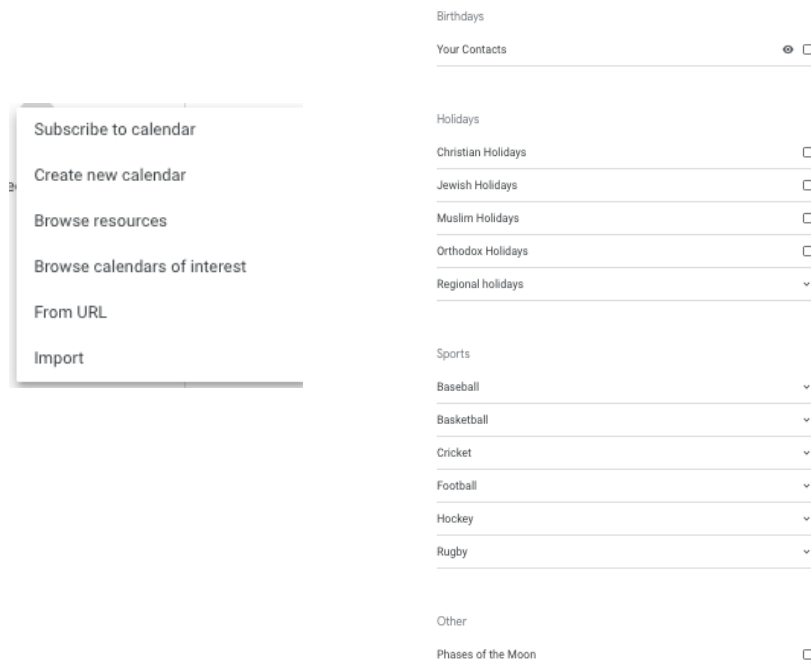
Create calendar

## Holiday and Other Calendars of Interest

1. To add US Holidays to your calendar, check the box next to “Holidays in United States below Other Calendars. Holidays will appear at the top of the calendar below the holiday date:



2. Browse for other Interesting Calendars by choosing other options:

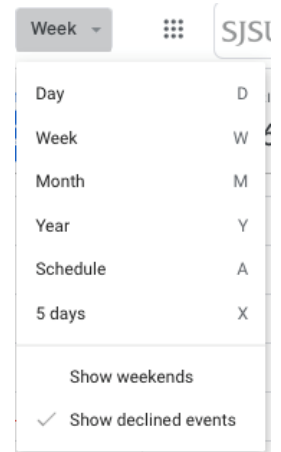


## Calendar Views

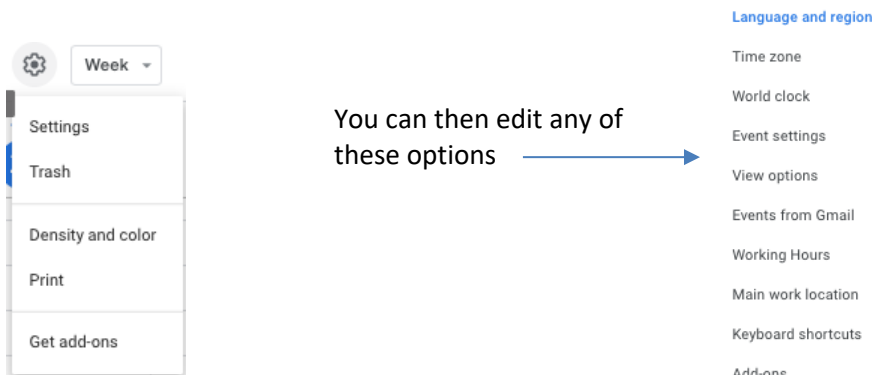
There are different ways to view your calendar by day, by week, or by month. Go to the top of your calendar and you will see a **Today** button. Click the backward arrow you can move to the previous week; the forward arrow to the next week.



The default view is **Week** view which is highlighted. You can change this default week view to **Day**, **Month**, **Year**, **5 Days**, or **Schedule** view by selecting the appropriate option.



More custom settings are available by clicking the gear icon, like printing the calendar and selecting **Settings** to change more items. A Calendar Settings window will open.



## Use Google Calendar appointment slots

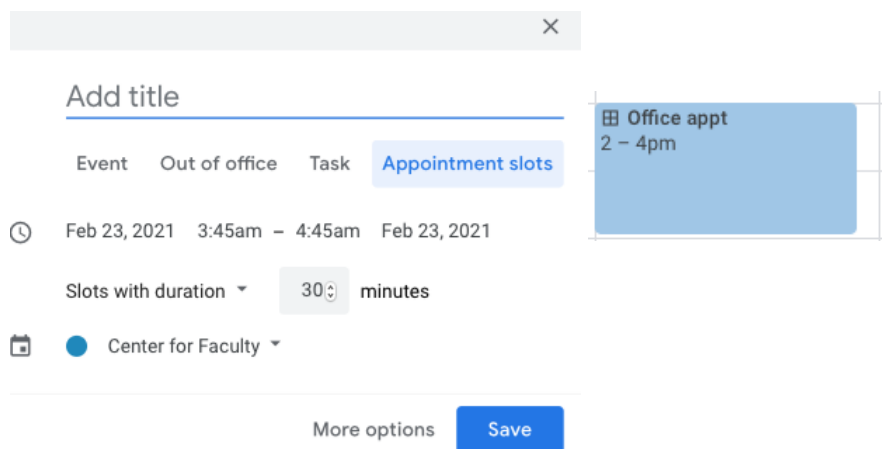
You can set up a block of appointments on your calendar that other people can reserve. For example, professors can invite their students to reserve time during office hours each week.

Appointment slots are useful when you don't know who needs to meet with you, but you want to make yourself available. You can offer people a block of time on your calendar that they can book time slots within. For example, you can set aside 2 hours that you're available to meet with people in 30-minute slots. Others can then book one of the 30-minute slots within that time that works best for them.



## Create an Appointment Block

1. Open your Google Calendar.
2. Make sure that you're in **Week** view or any **Day** view.
3. Click anywhere in the calendar. In the event box that pops up, click **Appointment slots**.
4. Enter the details, including a title, and pick the calendar where you want the event to show up.
5. To add more information, like a location or description, click **More options**.
6. To remove the Appointment slot, right click on the slot and click **Remove**.

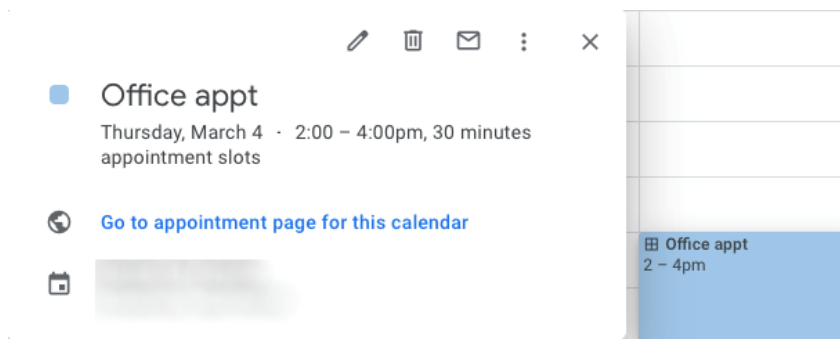


The screenshot shows the 'Add title' dialog box in Google Calendar. It has a close button (X) in the top right corner. The title field is empty. Below the title field are four tabs: 'Event', 'Out of office', 'Task', and 'Appointment slots', with 'Appointment slots' selected. The date and time are set to 'Feb 23, 2021 3:45am - 4:45am Feb 23, 2021'. There is a 'Slots with duration' dropdown set to '30 minutes'. A calendar icon shows 'Center for Faculty' selected. At the bottom are 'More options' and 'Save' buttons. To the right, a small calendar preview shows a blue slot for 'Office appt 2 - 4pm'.

## Invite others to Reserve an Appointment Slot

After you've set up the appointment block, you can invite people to reserve a slot with a link to your appointments page.

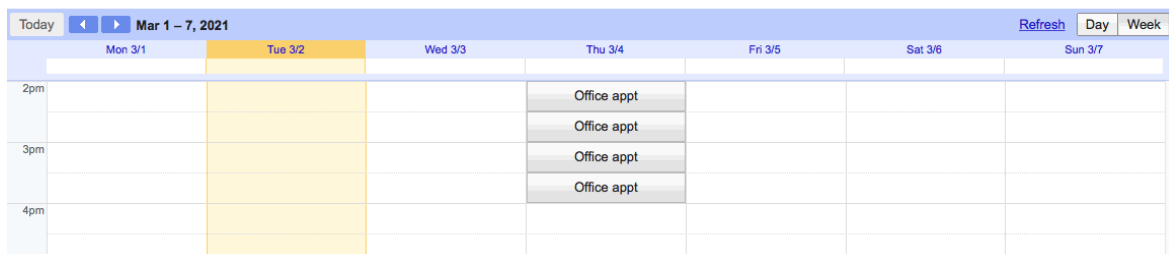
1. Open Google Calendar.
2. Click your appointment block and a window appears. Click on **Go to appointment page for this calendar**.



3. Copy and paste the appointment page link from your browser to the person you want to email.
4. Send this link to the people who need to reserve an appointment slot. This is what link will go to:

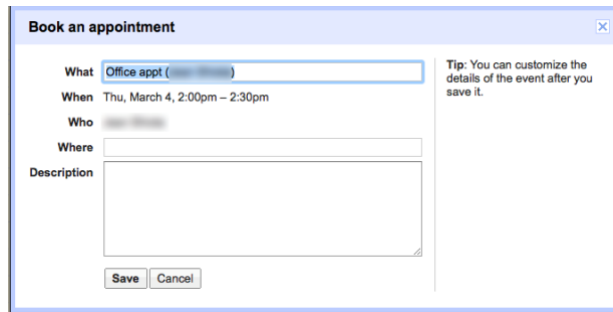
SJSU

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.



The screenshot shows the SJSU appointment sign-up page. It has a header with 'Today', navigation arrows, 'Mar 1 - 7, 2021', and 'Refresh Day Week' buttons. Below is a calendar grid with columns for 'Mon 3/1', 'Tue 3/2', 'Wed 3/3', 'Thu 3/4', 'Fri 3/5', 'Sat 3/6', and 'Sun 3/7'. The 'Tue 3/2' column is highlighted in yellow. The 'Thu 3/4' column has four slots for 'Office appt' at 2pm, 3pm, and 4pm.

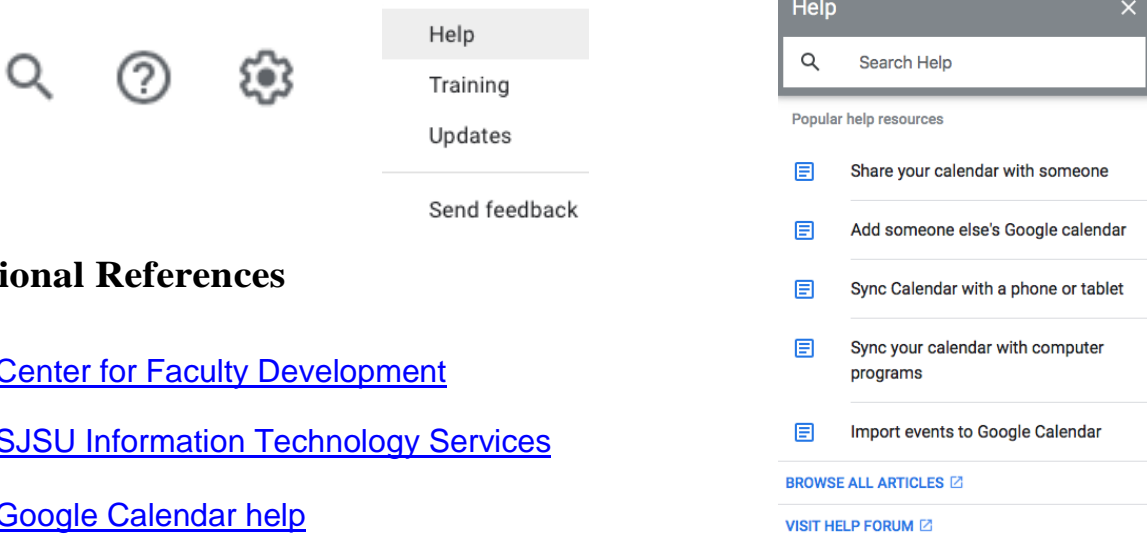
5. The person will click on an appointment slot for the time that suits her/him and the Book an appointment window appears.
6. She/he will fill out any of the boxes if necessary and then click Save.



## Resources

### Access Google Calendar Help

Whenever you have questions on a particular subject, select **Help** from the Question Mark icon at the upper right corner. You can search for help or click on one of the listed subjects.



### Additional References

- [Center for Faculty Development](#)
- [SJSU Information Technology Services](#)
- [Google Calendar help](#)