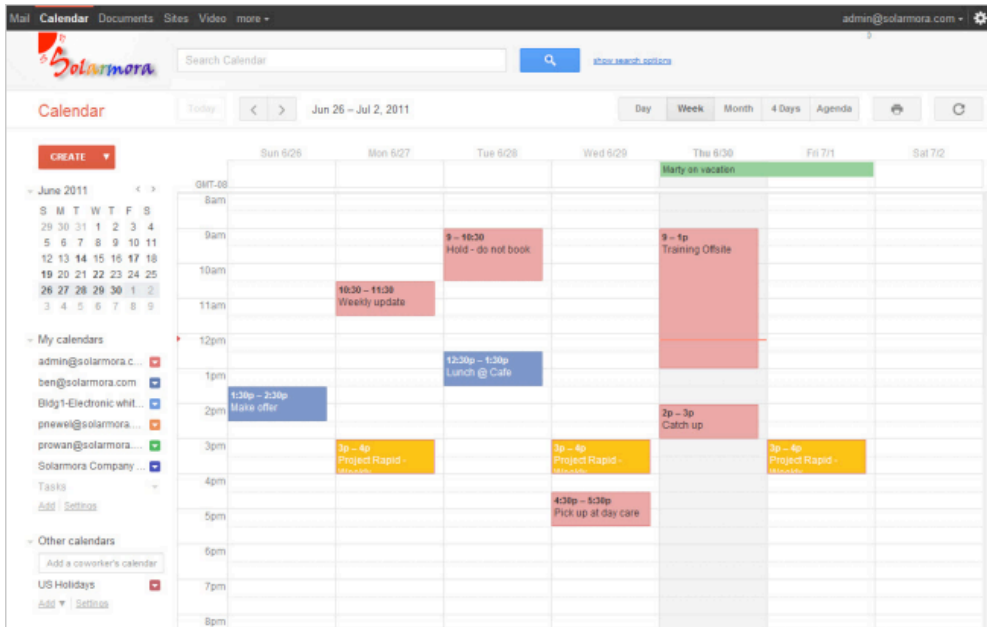




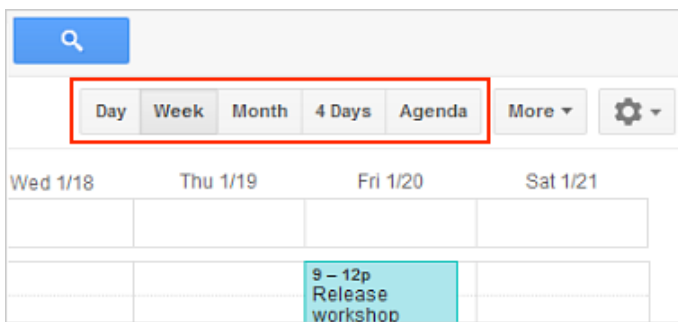
Calendar: Scheduling, invitations, and printing

Your Calendar View

Sign in to your Bates Google Calendar Account (<http://calendar.bates.edu>). You'll see your calendar weekly view.



To change your calendar view, click the tabs in the upper-right corner of the view.

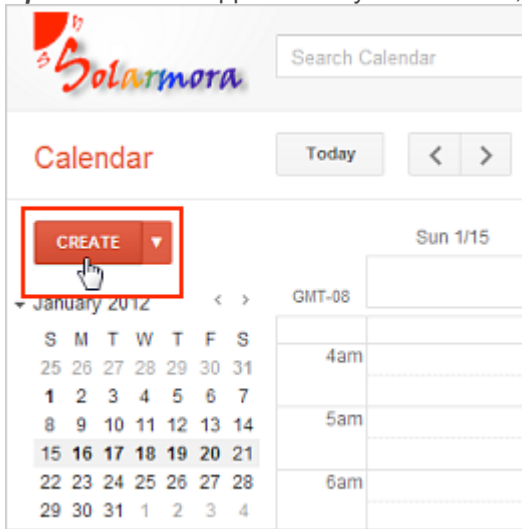


Schedule an Event

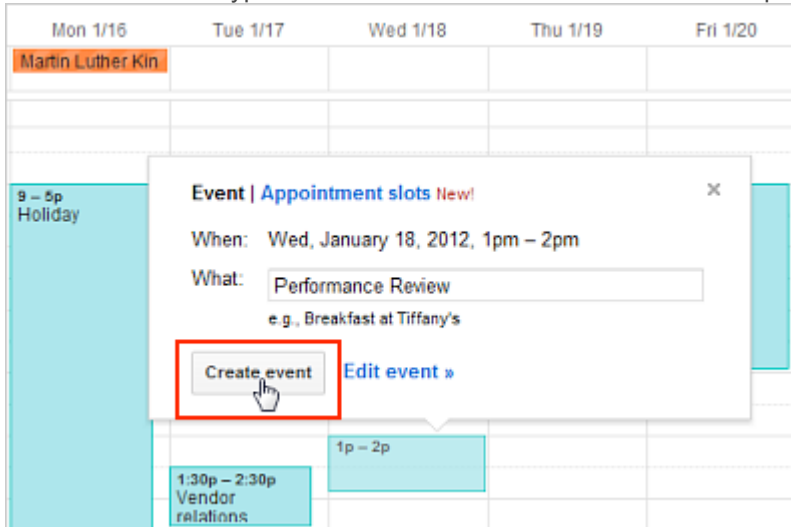
You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

1. Open Google Calendar.
2. Do either of the following:

Option 1: In the upper-left of your calendar, click **Create** to open the event details page.



Option 2: Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:

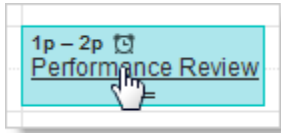


Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

3. Enter details, such as recurrence, guests, an agenda, and a reminder.
4. Click **Save**.

Edit Event Details Later

If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



Note: Once you've finished entering meeting details, click **Save** at the top of the event details page.

Invite Guests

1. Go to the event details page of your meeting.
2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in the Bates directory.

3. Select the guest to add him or her to your **Guests** list.
4. Continue adding your guests' email addresses one by one.
5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.
6. If desired, fill in the rest of the fields on the page.
7. Click **Save**.

Google Calendar asks you whether you want to send invitations to the guests. Your guests can respond to the meeting invitation and leave comments.

Tip: If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

Performance Review

1/18/2012 1:00pm to 2:00pm 1/18/2012 Time zone

All day Repeat...

Event details **Find a time**

Go to event | Show guests: all - required - none [How to use this tool](#)

Today < > Wednesday, Jan 18, 2012 Day Week

	Isabella Moretti	Maria Manager	Mary Appleby
7pm - 11am	Project Planning		11 - 12p Work on Pitch
8pm - 12pm	Team Lunch	11:30 - 12:30p Team Lunch	
9pm - 1pm			
10pm - 2pm			
11pm - 3pm	Conference Organization	2:30p - 4p Hiring Committee	

Add: Guests | Rooms, etc.

ja

"Jasmine Carmine" <jcarmine@electric-a

Make some attendees optional

Guests Email guests

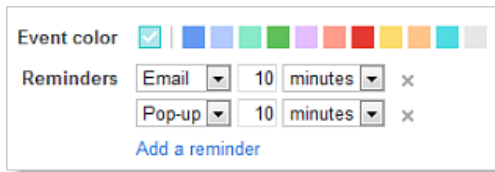
- Isabella Moretti x
- Maria Manager x
- Mary Appleby x

Guests can modify event invite others see guest list

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

Set a Reminder for Your Meeting

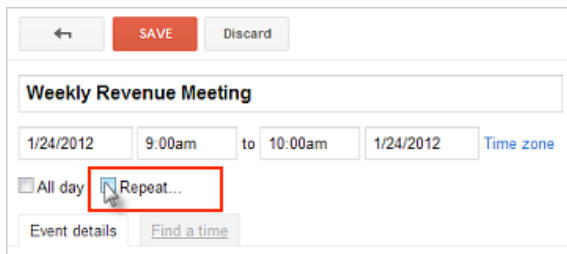
1. Open your meeting.
2. Under **Reminders**, choose the type of reminder you want (pop-up or email message) and when you want to receive it.



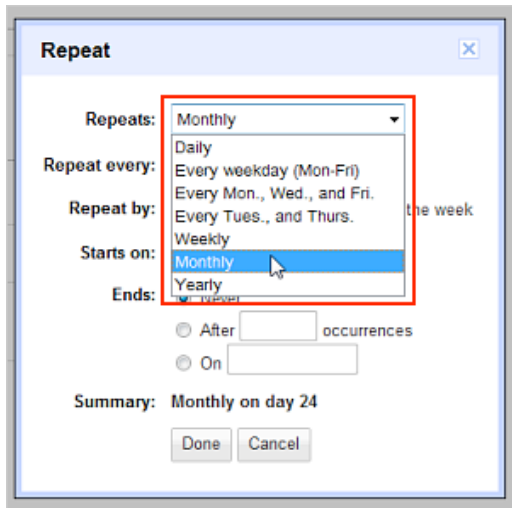
3. To add more reminders, click **Add a reminder**.
4. Remember to click the **Save** button.

Setup a Recurring Meeting

1. Go to the event details page.
2. Check the box to the left of **Repeat**.



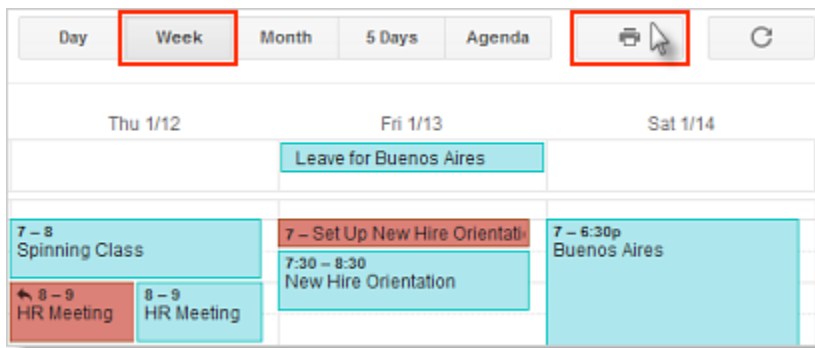
3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

Print your Calendar

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame/view you want to print; for example, selecting the **Day** view will print your daily calendar, selecting the **Month** view will print your monthly calendar, or selecting the **Agenda** view will print your daily agenda.



3. Click the print icon. In the **Calendar Print Preview** window, you can select a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.