Bates

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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.

C	٤					_	
	Day	Week	Month	4 Days	Agenda	More 🔻	Q -
Wed 1/18		Thu	1/19	Fri	1/20	Sat 1/2	1
				9 – 12p Release worksho) 0		

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.

Solarmora	Search Calendar	
Calendar	Today < >	
January 2012	Sun 1/15	
S M T W T F S 25 26 27 28 29 30 31 1 2 3 4 5 6 7	4am	
8 9 10 11 12 13 14 15 16 17 18 19 20 21	5am	
22 23 24 25 26 27 28 29 30 31 1 2 3 4	6am	

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:

Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20
Mon 1/16 Martin Luther Ki 9 – 5p Holiday	Tue 1/17 Event Appoin When: Wed, What: Perfor e.g., Bre Create event	Wed 1/18 timent slots New! January 18, 2012, 1 mance Review eakfast at Tiffany's Edit event »	Thu 1/19	×
	1:30p – 2:30p Vendor relations	1p – 2p		

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.

Add: Guests Rooms, etc.						
ja	Add					
"Jasmine Carmine" <jcarn< th=""><th colspan="6">"Jasmine Carmine" <jcarmine@electric-a< th=""></jcarmine@electric-a<></th></jcarn<>	"Jasmine Carmine" <jcarmine@electric-a< th=""></jcarmine@electric-a<>					
$\underline{\Omega}$ Make some attendees optional	<u> </u>					
Guests 🖂 Email guests						
Isabella Moretti	Isabella Moretti 🗙					
Maria Manager						
Mary Appleby 🗙						
Guests can						

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.

Perfo	rman	ce Review			
1/18/20	12	1:00pm to 2:00pm	1/18/2012 Time zone		
🖾 All da	y 🗈	Repeat			
Event of	details	Find a time			
Go to ev	ent S	how guests: all - required - no	ne	How to use this tool	Add: Guests Rooms, etc.
Today	<	> Wednesday, Jan 18,	2012	Day Week	ja Add
OUT	DCT	Isabella Moretti	Maria Manager	Mary Appleby	"Jasmine Carmine" <jcarmine@electric-a< th=""></jcarmine@electric-a<>
7pm	11am	10:30 – 11:30 Project Planning		11-12p	Make some attendees optional Guests Email guests
8pm	12pm	11:30 – 12:30p Team Lunch	11:30 – 12:30p Team Lunch	work on Pitch	Isabella Moretti × Maria Manager ×
9pm	1pm				Mary Appleby × Guests can III modify event
10pm	2pm				vinvite others
11pm	Зрт	2:30p – 3:30p Conference Organization	2:30p – 4p Hiring Committee		i≊i 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.

Event color			
Reminders	Email 💌 10 minutes 💌 🗙		
	Pop-up 💌 10 minutes 💌 🗙		
	Add a reminder		

- 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**.

4	SAVE	Discard		
Weekly Re	venue Mee	ting		
1/24/2012	9:00am	to 10:00am	1/24/2012	Time zone
🛛 All day 🛛	Repeat			
Event details	Find a tim	<u>ie</u>		

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

Repeat	×				
Repeats:	Monthly				
Repeat every:					
Repeat by:	Every Weekday (Mon-Fn) Every Mon., Wed., and Fri. Every Tues., and Thurs. Weekly Monthly				
Starts on:					
Ends:					
	After occurrences On				
Summary: Monthly on day 24 Done Cancel					

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.

Day Week	Month 5 Days Agenda	ē₿ C
Thu 1/12	Fri 1/13 Leave for Buenos Aires	Sat 1/14
7 - 8 Spinning Class	7 – Set Up New Hire Orientati- 7:30 – 8:30 New Hire Orientation	7 – 6:30p Buenos Aires

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.