

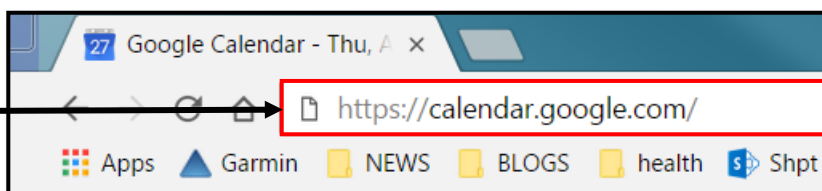
# USING GOOGLE CALENDAR



Learn how to utilize Google Calendar and its features

## LAUNCH GOOGLE CALENDAR

1. Launch your internet browser and type **https://calendar.google.com** in the URL bar. Press **ENTER** on your keyboard.

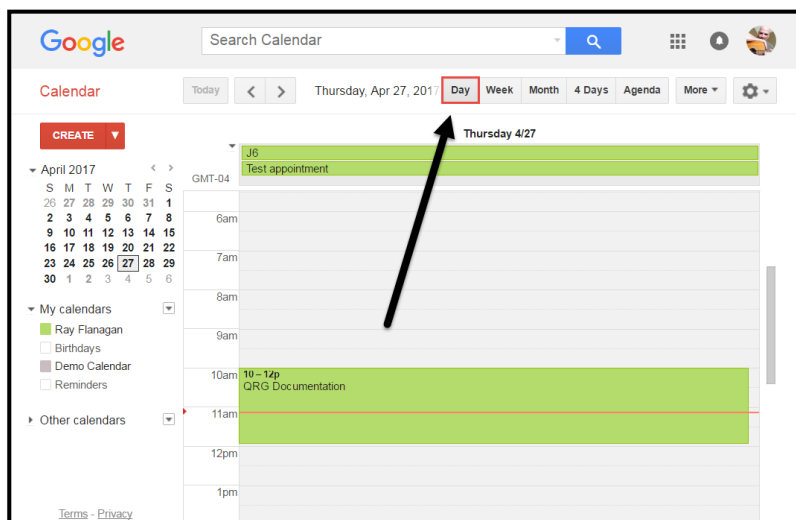


**NOTE:** You must have a Google Account to use Google Calendar

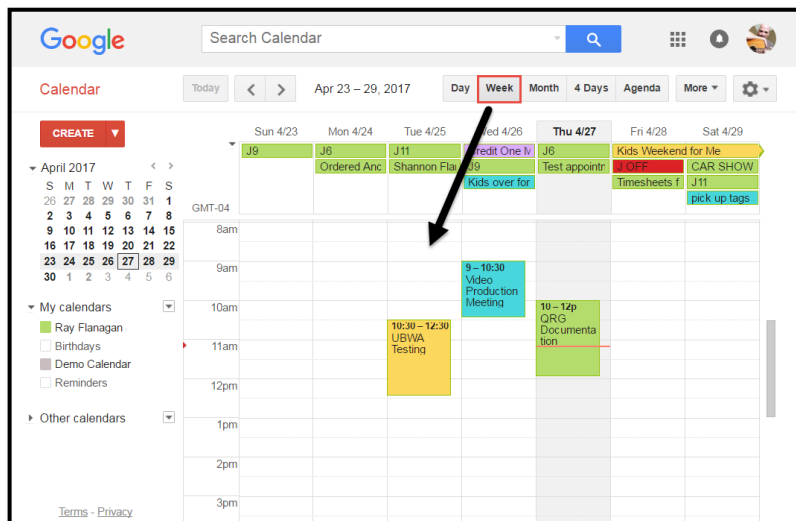
## DIFFERENT CALENDAR VIEWS

1. You can view your calendar a variety of ways:

**DAY VIEW:** Shows your calendar one day at a time.



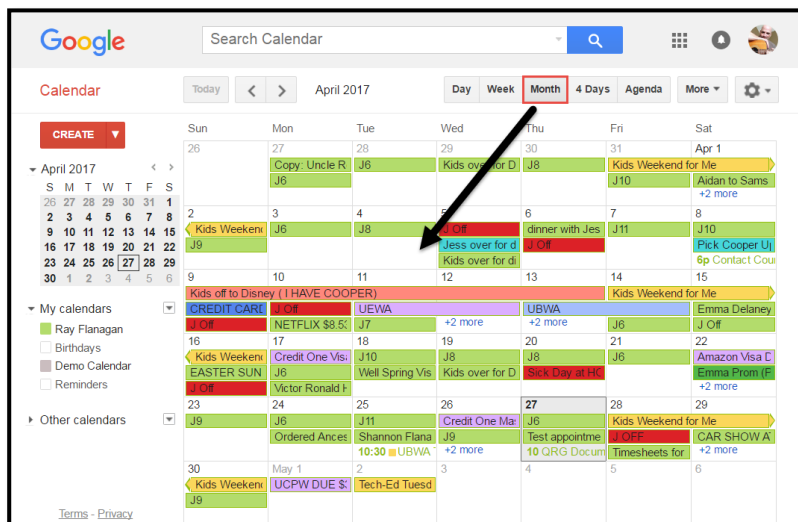
**WEEK VIEW:** Shows your calendar from Sunday to Saturday for the current week.



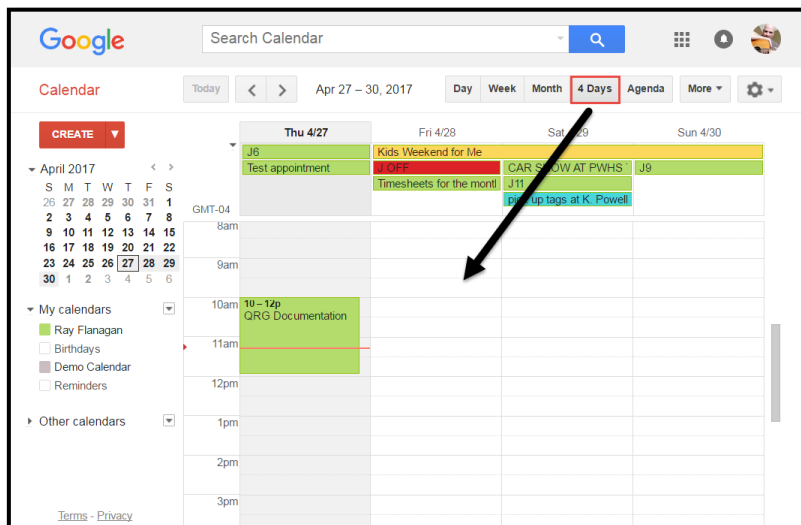
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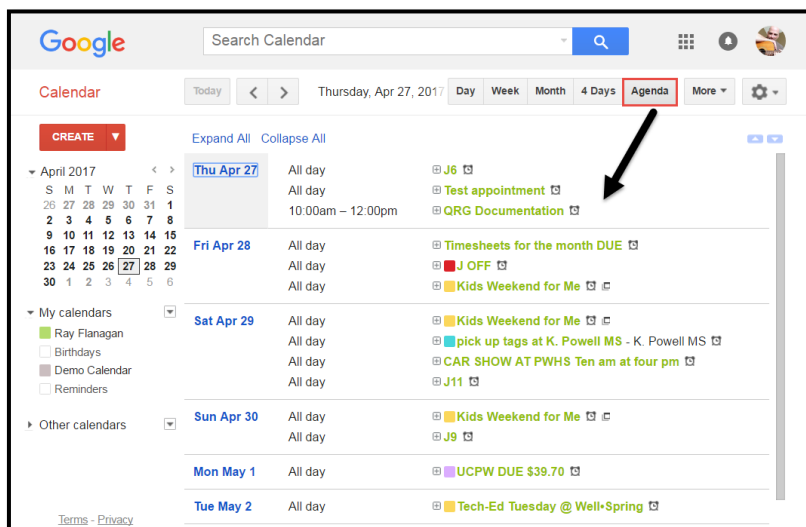
**MONTH VIEW:** Shows your calendar in a month to month type format.



**CUSTOM VIEW:** Shows you a 4-day view of your calendar.

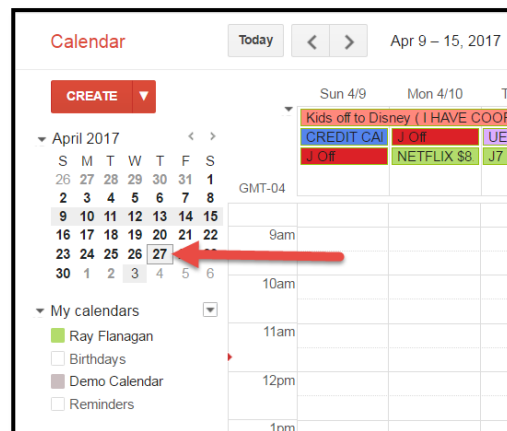


**AGENDA VIEW:** Shows your calendar in a list-type view, day by day.

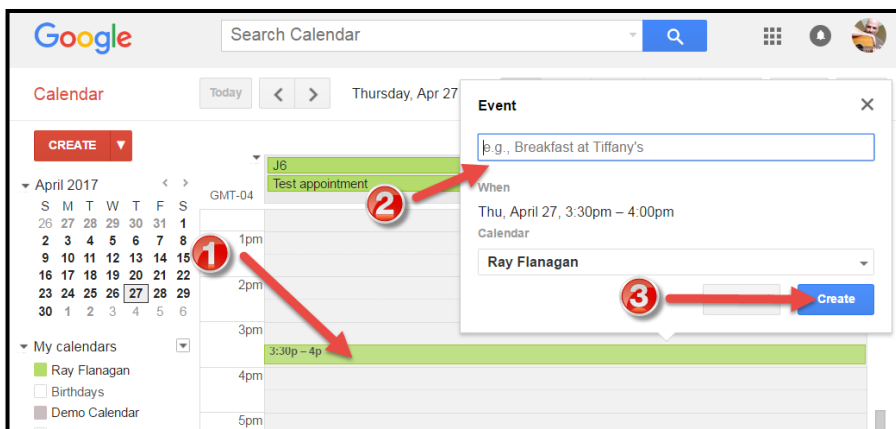


## CREATE AN APPOINTMENT

1. From the monthly calendar, on the left hand side, click on the day you want to create the appointment for.



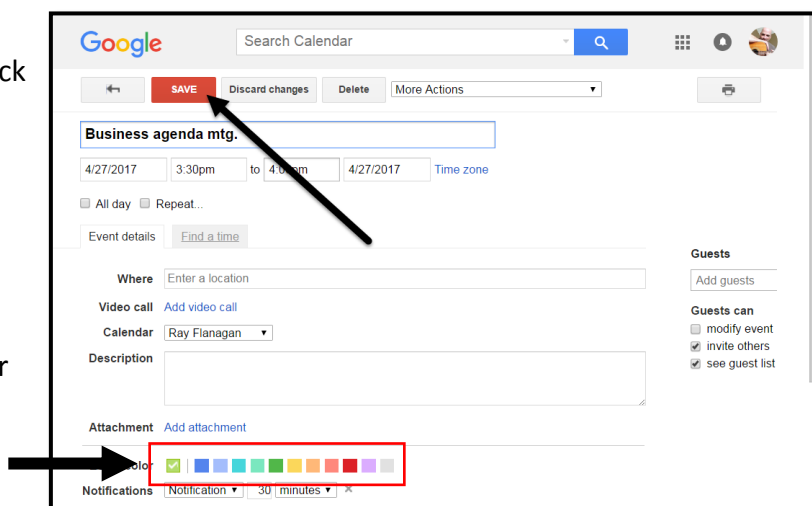
2. Click on the start time of the appointment, then type the subject of your appointment. Click **Create** to finalize.



## EDIT AN APPOINTMENT

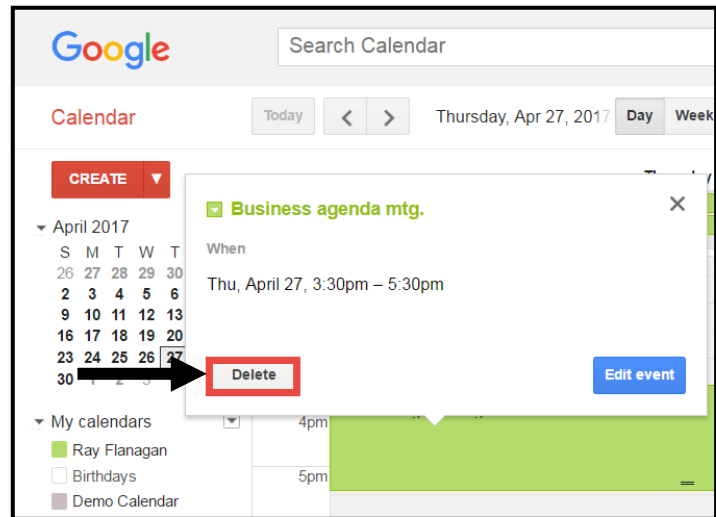
1. To edit an appointment, double-click on it.
2. Make your edits
3. Click **Save**.

**NOTE:** To change the color of your appointment, pick a color from the choices here.



## DELETE AN APPOINTMENT

1. Click once on the appointment. Click on **Delete**.



## SET A REMINDER

1. When creating an appointment, select your notification time frame for reminders from the **Notification** area.

