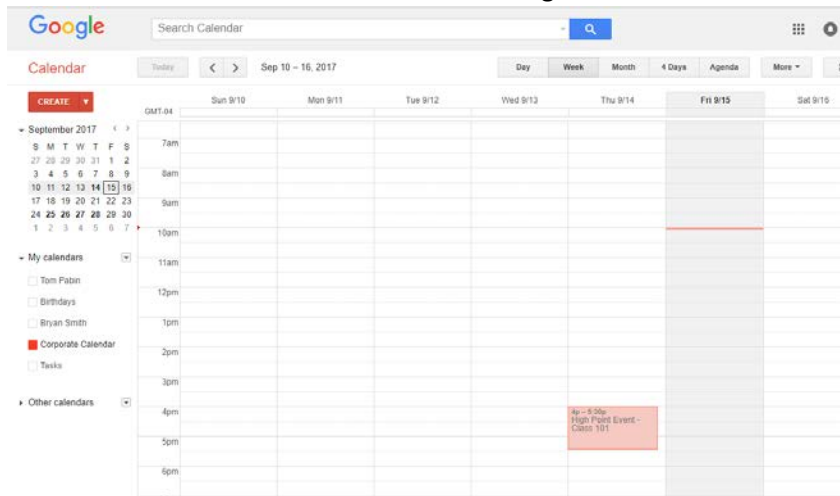


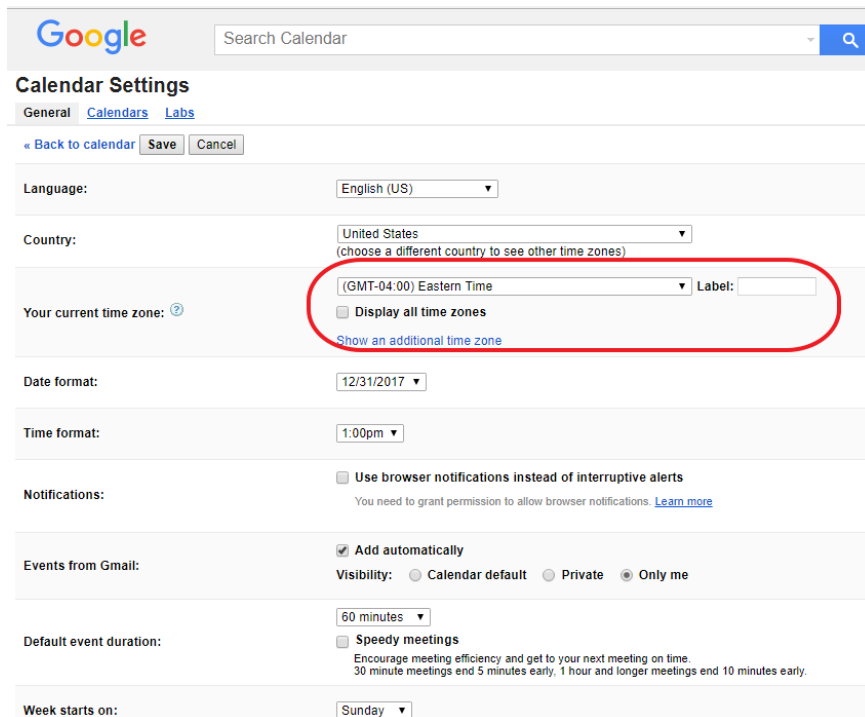


Google Calendar – Basics and Sharing

1. All Gmail users will also have access to a Google Calendar.



2. Be sure you set your Google Calendar to the proper Time Zone. Settings>>General>>Your current time zone.





3. Other General Settings you have the ability to update.
 - a. Language
 - b. Country
 - c. Date format
 - d. Time format
 - e. Notifications
 - f. Default event duration

4. Calendar Settings. Choose how to share. Share publicly, share within your organization, share with specific people.

Corporate Calendar Details

Calendar Details Share this Calendar Edit notifications Trash

Back to calendar Save Cancel

Share this calendar with others

- Make this calendar public [Learn more](#) See all event details
- Share this calendar with everyone in the organization Myclass101.com See all event details

Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	See all event details Add Person	
karington@myclass101.com	Make changes AND manage sharing	Remove
bsmith@myclass101.com	Make changes AND manage sharing	Remove
tpabin@myclass101.com	Make changes AND manage sharing	Remove
llutman@myclass101.com	Make changes AND manage sharing	Remove
bflichak@myclass101.com	Make changes AND manage sharing	Remove
class101calendar@myclass101.com	Make changes AND manage sharing	

Back to calendar Save Cancel

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5. Edit how notifications are managed.

Corporate Calendar Details

Calendar Details Share this Calendar Edit notifications Trash

Back to calendar Save Cancel

Event notifications: No notifications set [Add a notification](#)

All-day event notifications: No notifications set [Add a notification](#)

Choose how you would like to be kept up-to-date:

- New events: You won't receive an email update when somebody invites you to an event. [Learn more](#)
- Changed events: Receive an update when someone changes an event.
- Canceled events: Receive an update when someone cancels an event.
- Event responses: Receive an update when guests respond to an event for which you can see the guest list.
- Daily agenda: Receive an email with your agenda every day at 5am in your current time zone. [Emails for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your Google+ settings. Learn more](#)

Back to calendar Save Cancel