Communicate with Calendar and Gmail

grow.google

#GrowWithGoogle

AGENDA

○ **CREATE AND SHARE A NEW CALENDAR**

○ **ADD AN EVENT TO THE CALENDAR**

○ **RECEIVE AND ACCEPT INVITATIONS IN GMAIL**

○ **CREATE AN EMAIL SIGNATURE**

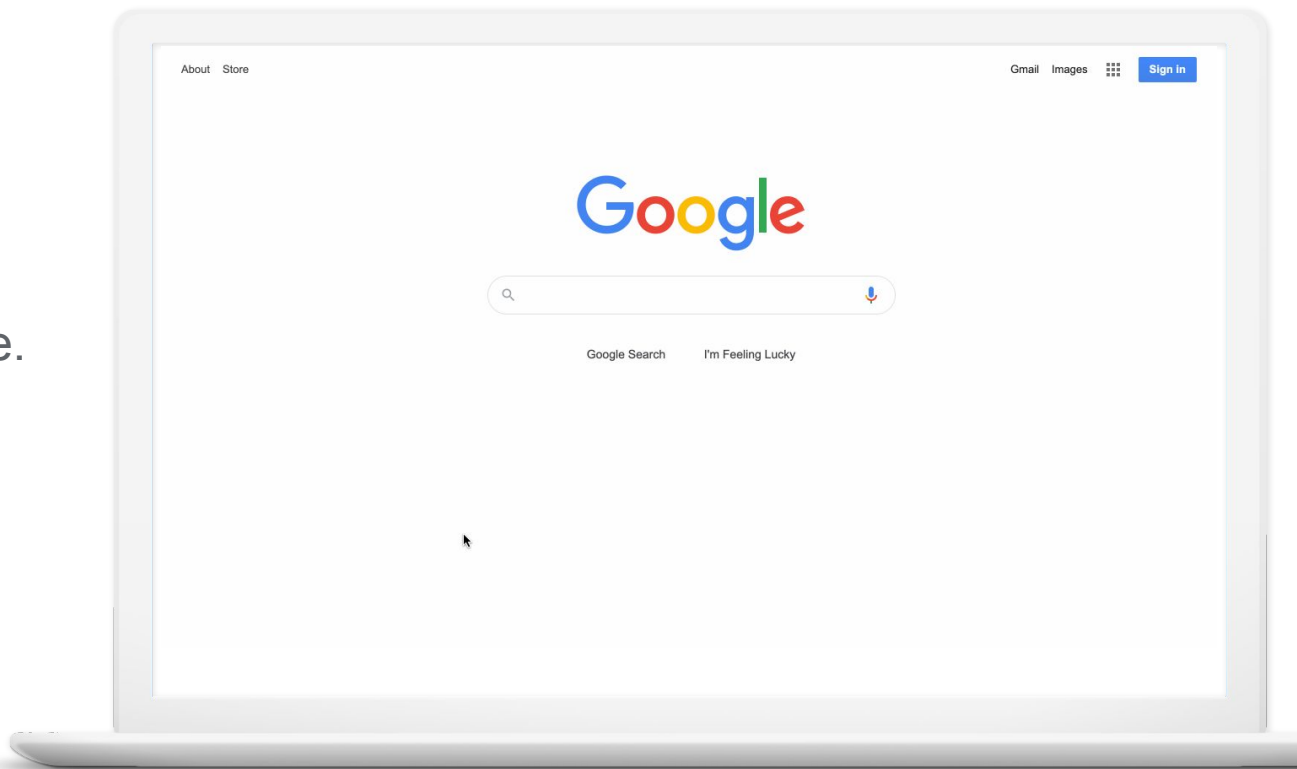○ **RESOURCES**

Grow with Google

Create and share a new calendar

SIGN INTO YOUR GOOGLE ACCOUNT
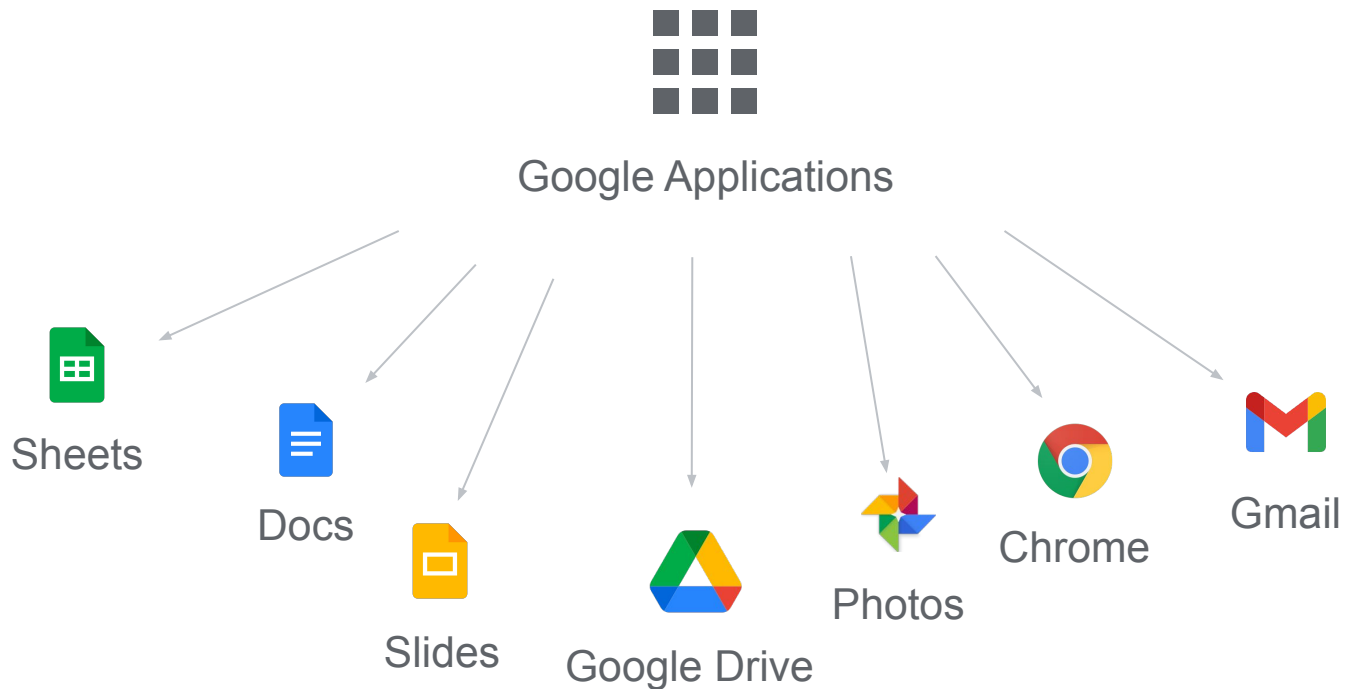
Sign into your
Google Account.

Don't have a Google
account? Sign up for free.

Quick Tip:
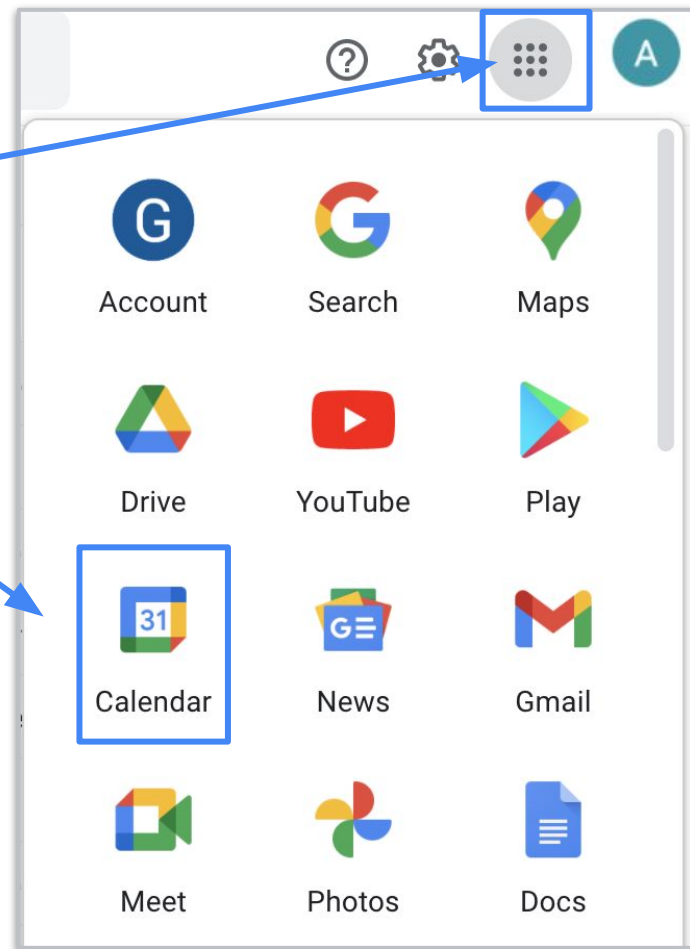Create a new Google account
accounts.google.com/signup

About   Store

Gmail   Images   Sign in

Google Search   I'm Feeling Lucky

GOOGLE APPLICATIONS

Google Applications

Sheets

Docs

Slides

Google Drive

Photos

Chrome

Gmail

STEP 2: ACCESS GOOGLE CALENDAR

Select Google Apps menu

Select Google Calendar

G Account	**G** Search	**Maps**
Drive	**YouTube**	**Play**
31 Calendar	**News**	**Gmail**
Meet	**Photos**	**Docs**

STEP 3: CREATE A NEW CALENDAR

Select My calendars

Select Add other calendars

My calendars ⌃

☑ Asha Mormont

☑ Birthdays

☑ Reminders

☑ Tasks

Other calendars ＋ ⌃

☑ Holidays in United States

Add other calendars
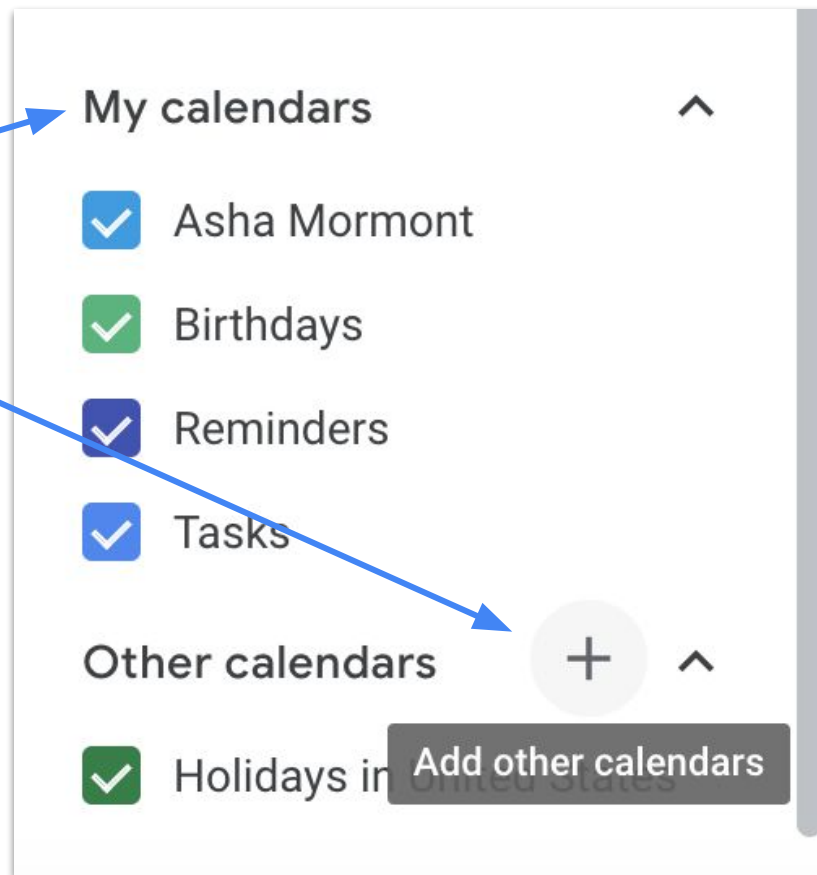
STEP 3: CREATE A NEW CALENDAR

Select Create new calendar
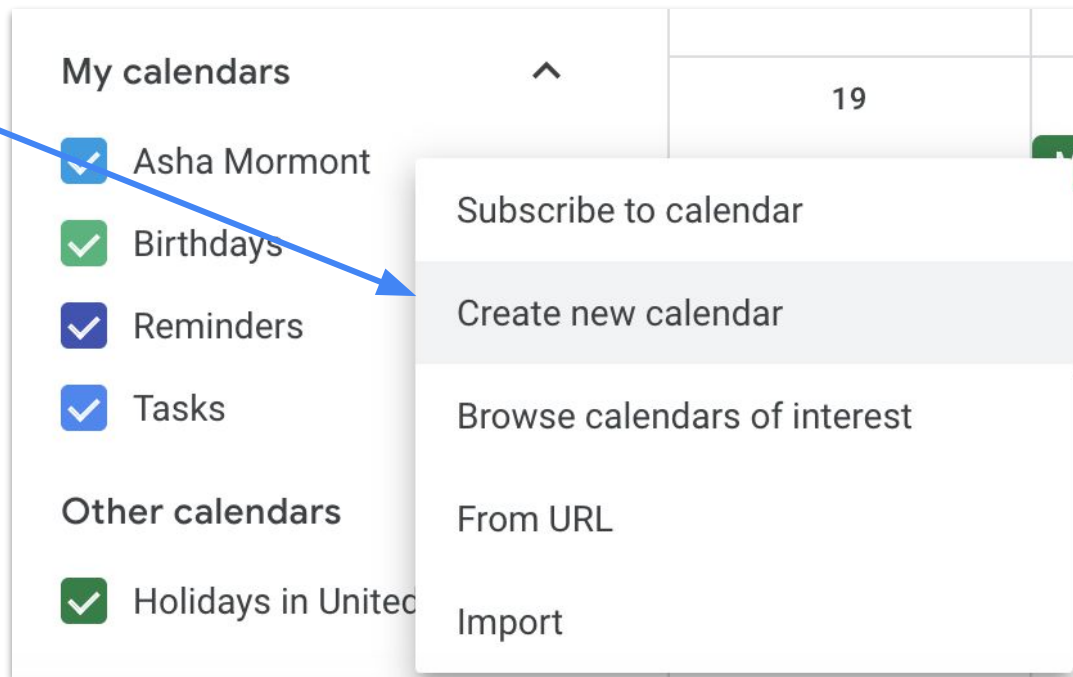
My calendars ∧

☑ Asha Mormont

☑ Birthdays

☑ Reminders

☑ Tasks

Other calendars

☑ Holidays in United

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import

19

STEP 3: CREATE A NEW CALENDAR

Type a calendar Name

Optional: Description and Time zone

Click Create calendar

← Settings

General

Add calendar ∧

  Subscribe to calendar

  Create new calendar

  Browse calendars of interest

  From URL

Import & export

Settings for my calendars

● Asha Mormont

Create new calendar

Name
Volunteer Calendar

Description
This is a calendar I will share with the volunteers who will help with weekly meetings, monthly trainings, and special community events.

Time zone
(GMT-07:00) Mountain Time - Denver ▾

Owner
Asha Mormont

Create calendar

Add an event to the calendar

Grow with Google

STEP 4: ADD YOUR FIRST EVENT

Change calendar view;
click Month
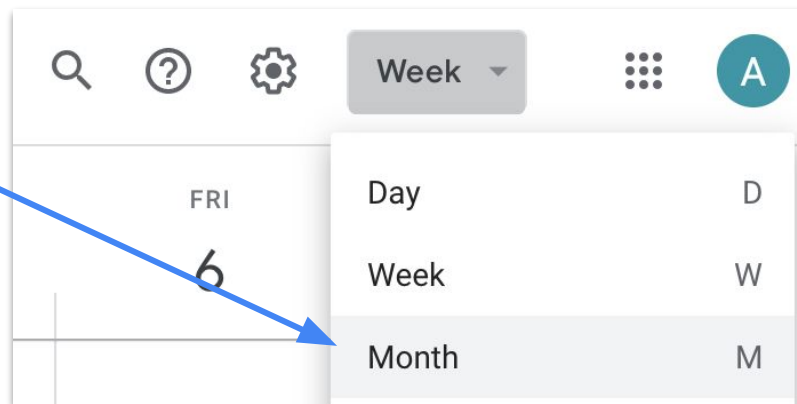
STEP 4: ADD YOUR FIRST EVENT

Find a date

Enter Title of event

Add start and end time

Add a description

Save and share

8	9	10	11
15	16	17	18
22	23	24	25

STEP 4: ADD YOUR FIRST EVENT

Select your group calendar

Volunteer Meeting

Event   Reminder   Task

🕐   Jan 10, 2020   11:30am – 12:30pm   Jan 10, 2020

👥   zane.dutchman.learns@gmail.com, willow.jaffey.learns@g

📍   Town Hall

🎥   Add conferencing

B *I* U̲   numbered-list   bulleted-list   link   clear-formatting

Volunteer meeting. Brings your food items for the dinner we are preparing for the shelter.
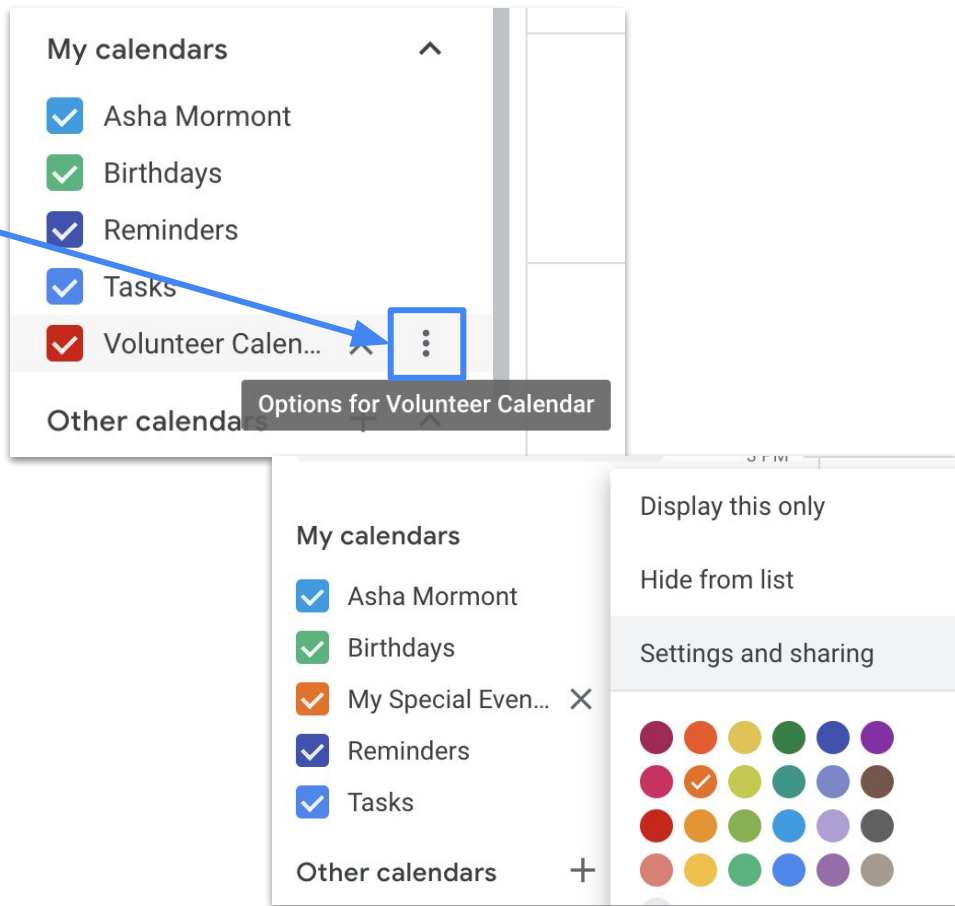
📅

🔵 Asha Mormont

🔴 Volunteer Calendar

More options   **Save**

STEP 5: SHARE THE CALENDAR

Click three dot icon

Click Settings and sharing
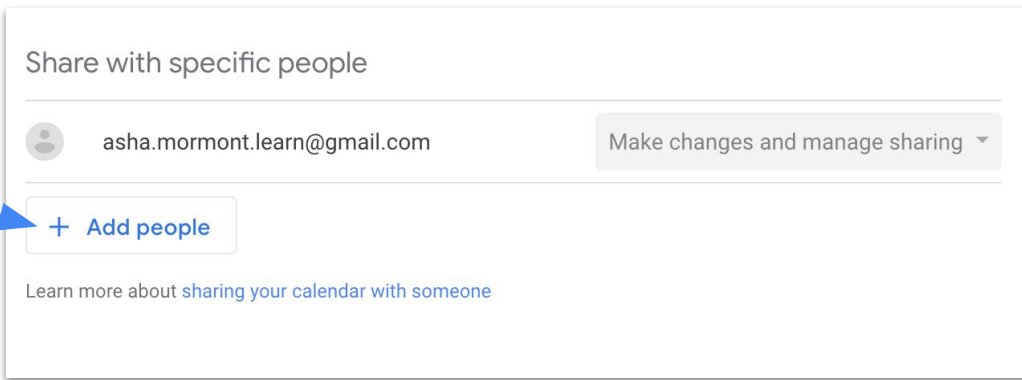
Change Access permissions
and Share with specific people

STEP 5: SHARE THE CALENDAR

To Share with specific people

Enter email addresses; click +Add people and groups to add more

Select permission settings

Share with specific people

asha.mormont.learn@gmail.com   Make changes and manage sharing ▾

＋ Add people

Learn more about sharing your calendar with someone

STEP 5: SHARE THE CALENDAR

Permission settings control what people can see on your calendar.

Share with specific people

See only free/busy (hide details)

See all event details

Make changes to events

Make changes and manage sharing

Learn more about sharing your calendar with someone
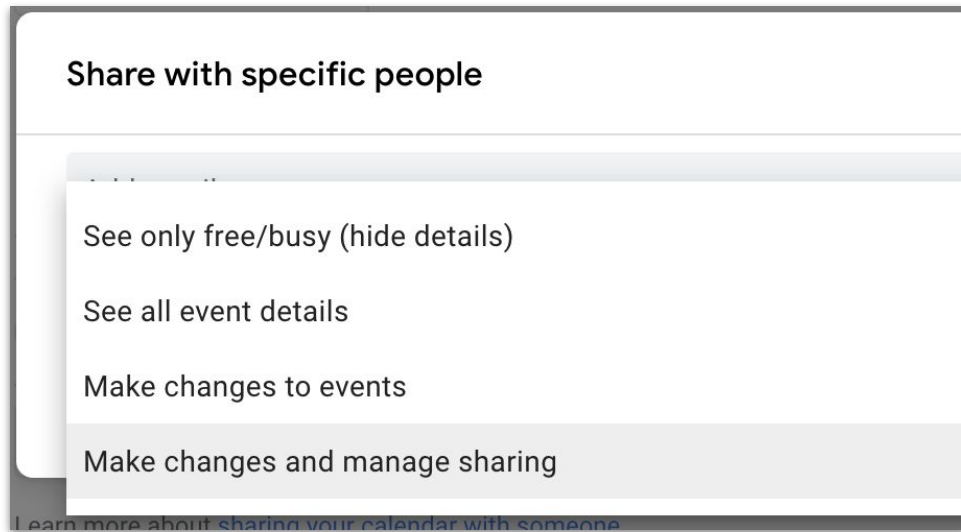
STEP 6: ADD ADDITIONAL EVENTS

Select another Date

Add another event Title

Invite Guests

Optional: Add Google Meet video conferencing

Another Meeting

Event

🕐 Saturday, January 18   11:30am — 12:30pm

☐ All day   Time zone

Does not repeat ▾

Find a time

👥 Add guests

📹 **Add Google Meet video conferencing**

📍 Add location

☰ Add description or attachments

📅 Asha Mormont ●

More options   **Save**

✕ **Another Meeting**

Jan 18, 2020   11:30am   to   12:3

☐ All day   Does not repeat ▾

Event Details   Find a Time

📹 **Add Google Meet video conferencing**

📍 Add location

🔔 Notification ▾   30   minutes ▾   ✕

Add notification

Guests

Add guests

Guest permissions

☐ Modify event

☑ Invite others

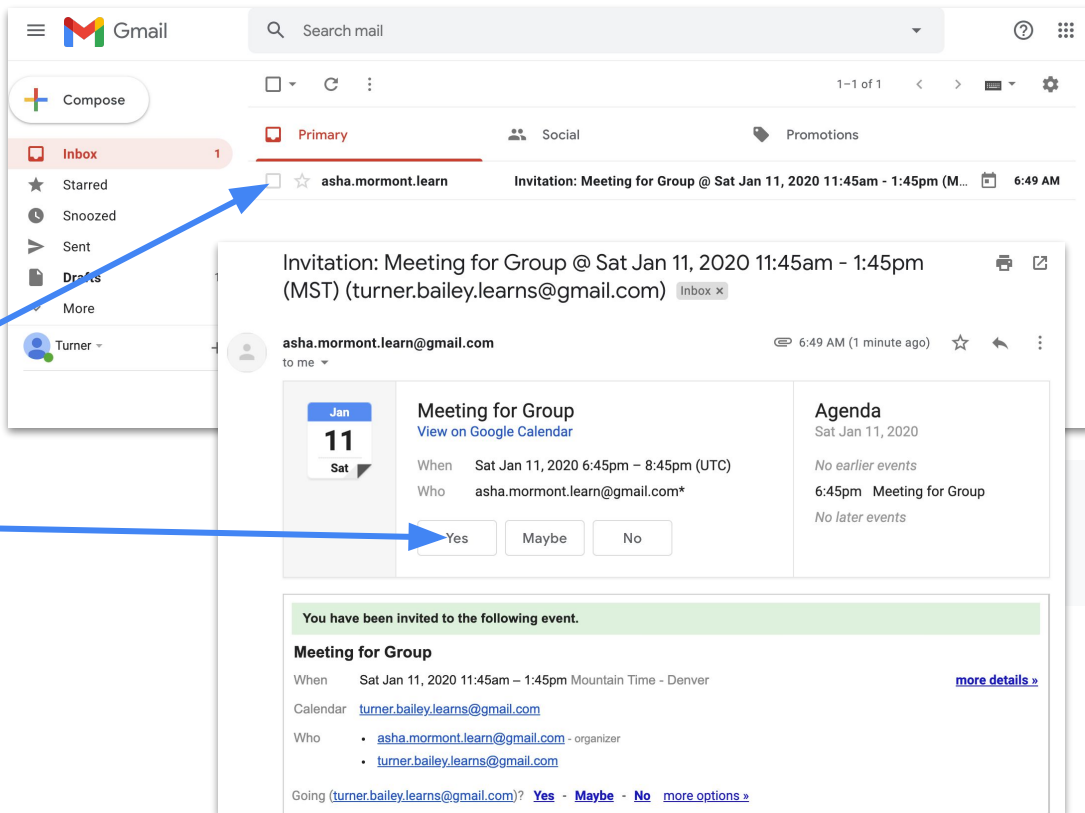☑ See guest list

Receive and accept invitations in Gmail

STEP 7: ACCEPT OR DECLINE INVITATIONS IN GMAIL

Open a new tab in Chrome

Open Gmail

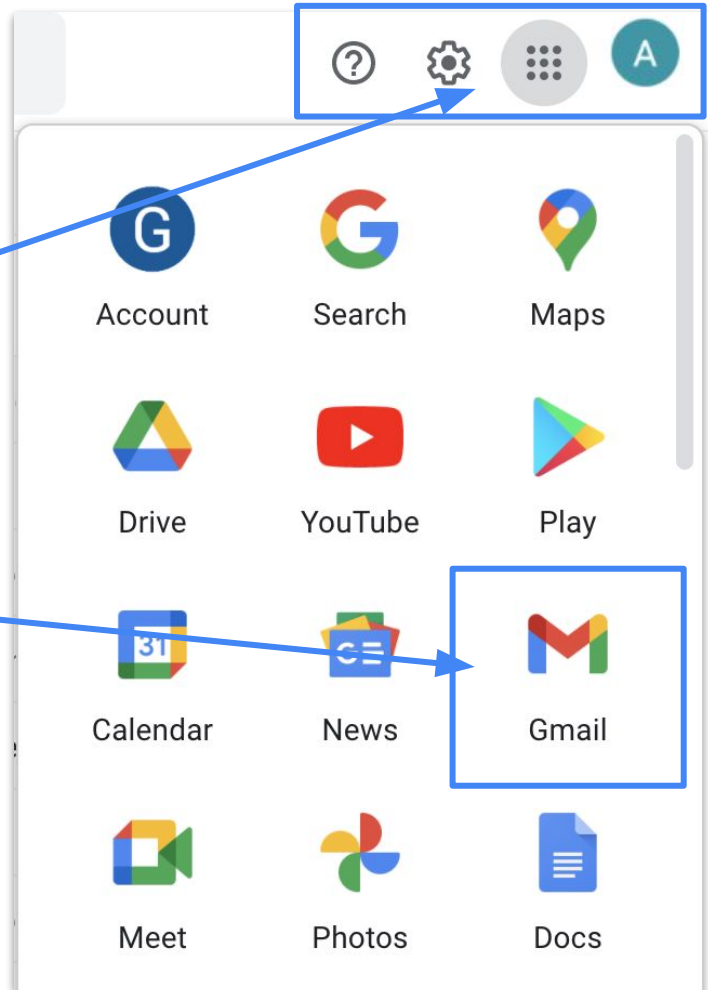Open invitation email

Click Yes to accept
event invitation

STEP 8: OPEN GMAIL

Open a new tab in browser

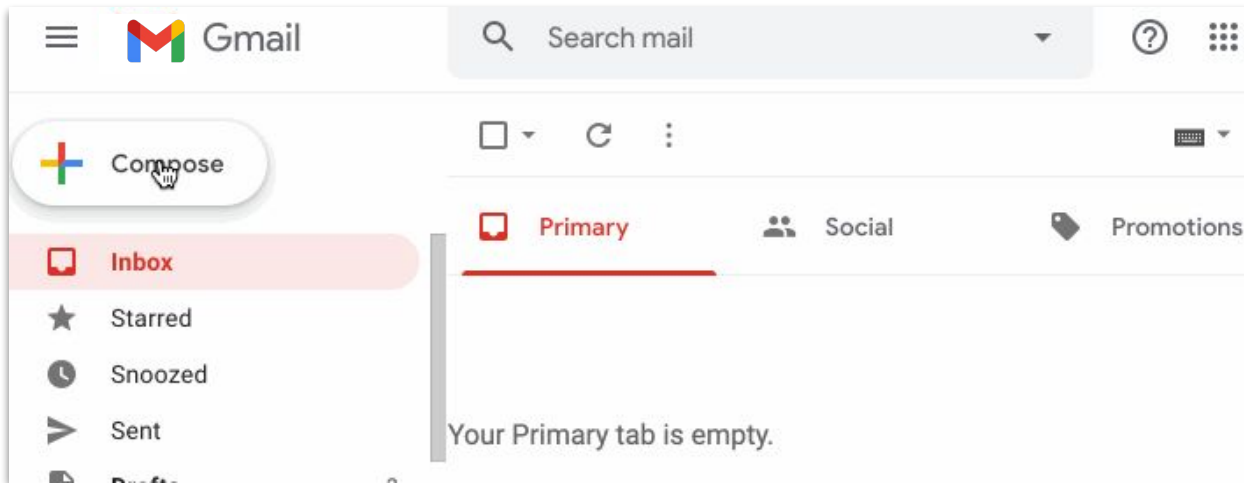Click Google Apps menu

Click Gmail

STEP 9: NEW GMAIL MESSAGE

Compose new email

Add recipient emails

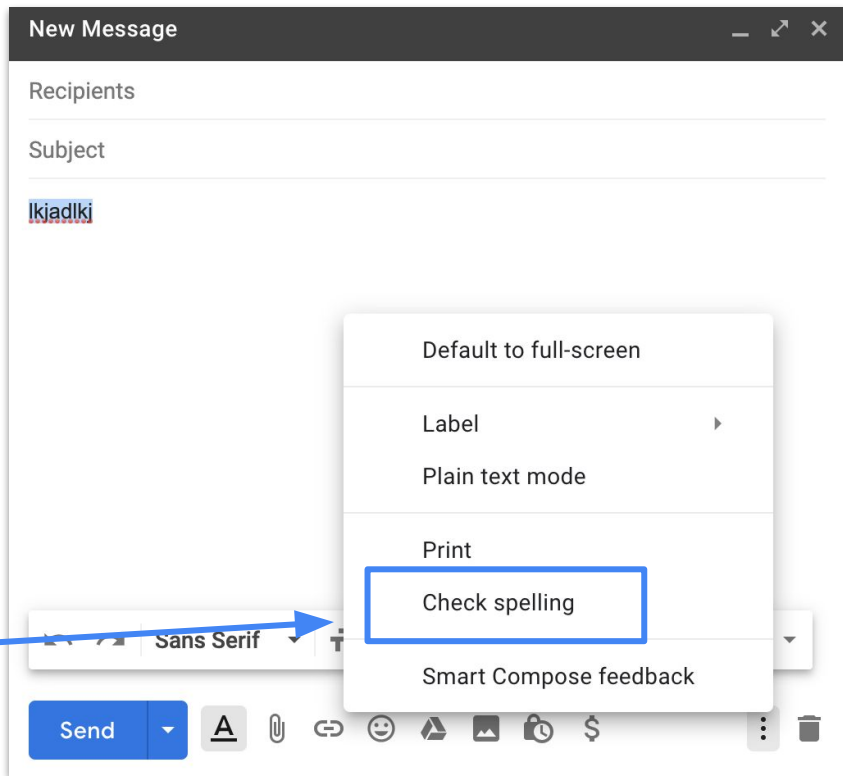Use CC or BCC

Add Subject

Type message

Compose new email

Add recipient emails

Use CC or BCC

Add Subject

Type message

Check spelling

New Message

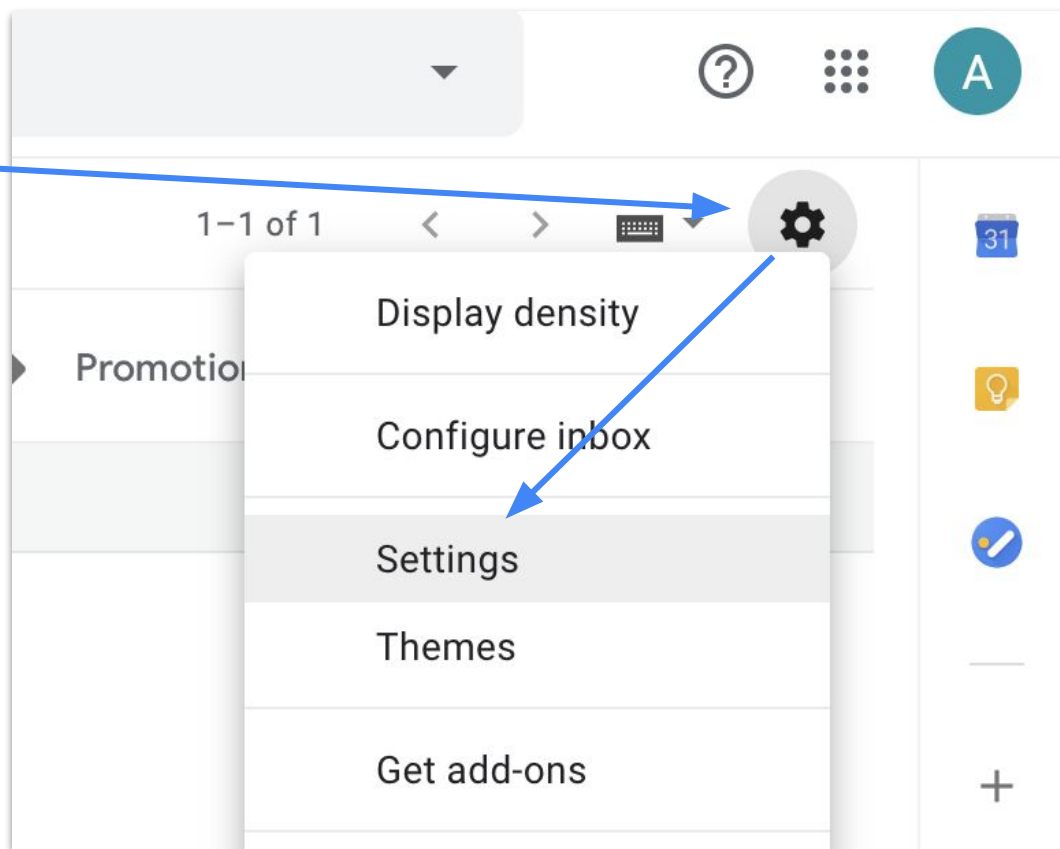Recipients

Subject

lkjadlkj

Default to full-screen

Label

Plain text mode

Print

Check spelling

Smart Compose feedback

Sans Serif

Send

Create an
email signature

EXTENSION: GMAIL SIGNATURE

Open Settings

Display density

Promotion

Configure inbox

Settings

Themes

Get add-ons

EXTENSION: GMAIL SIGNATURE

- Scroll down to Signature

- Type contact information

- Customize signature

- Click Save changes at

  bottom of page

Recap & resources

Grow with Google
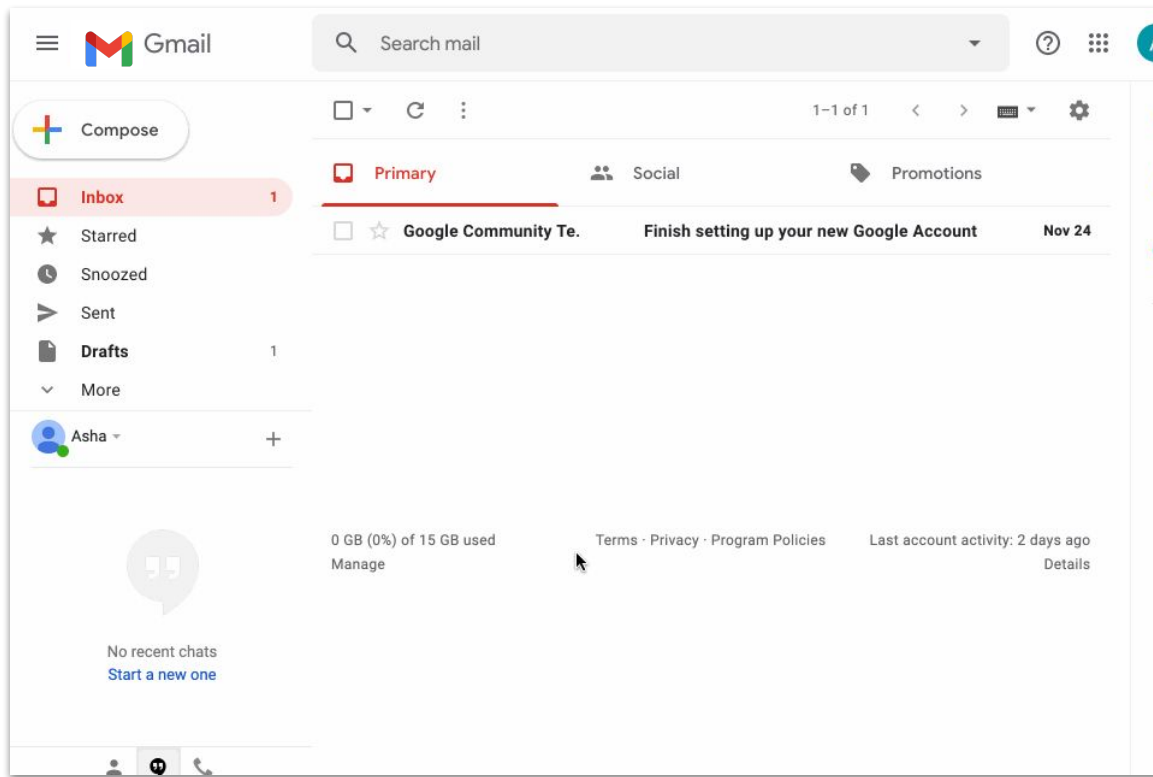
RECAP: GOOGLE CALENDAR

❏ Created a new calendar

❏ Shared the calendar

❏ Added a new event

Calendar

RECAP: GOOGLE GMAIL

❑ Received and accepted invitations

❑ Created an email signature

❑ Composed a new email

❑ Replied to other emails

Gmail

EXPLORE OTHER APPS

Click **Forms** to create surveys.

Click **Slides** to make presentations.

Click **Meet** to connect with people using video.

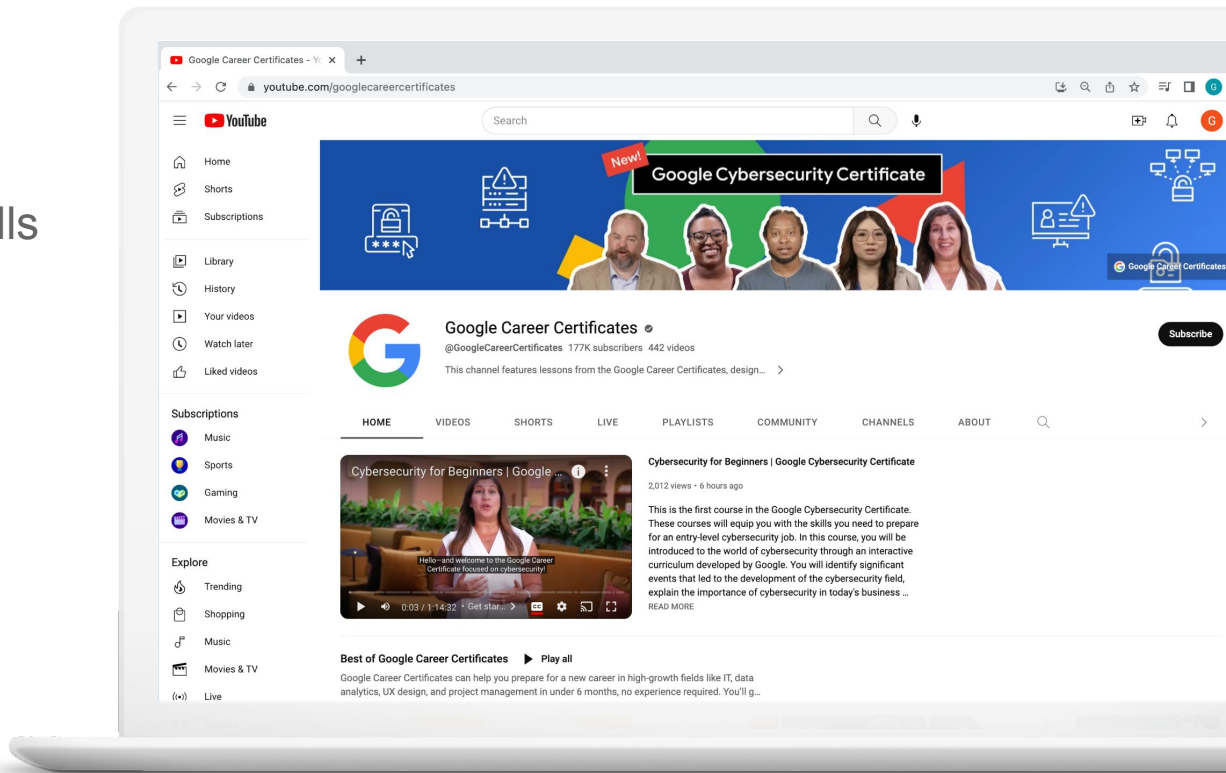Click **Sites** to create your own websites or work portfolio.

KEEP LEARNING ON YOUTUBE

Check out the Google Career Certificates YouTube Channel for expert tips to grow your skills or career.
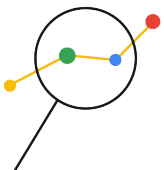
Quick Tip:
Subscribe on YouTube
YouTube.com/GoogleCareerCertificates
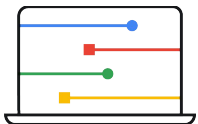
GOOGLE CAREER CERTIFICATES

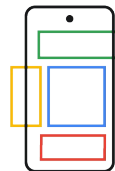## Get qualified for in-demand jobs in high growth fields

- Data Analytics
- Advanced Data Analytics
- Business Intelligence

- Digital Marketing & E-Commerce

- IT Support
- IT Automation with Python

- UX Design

- Project Management

- Cybersecurity

Get started at **grow.google/certificates**

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For teachers and students
Bring digital tools into your classroom.
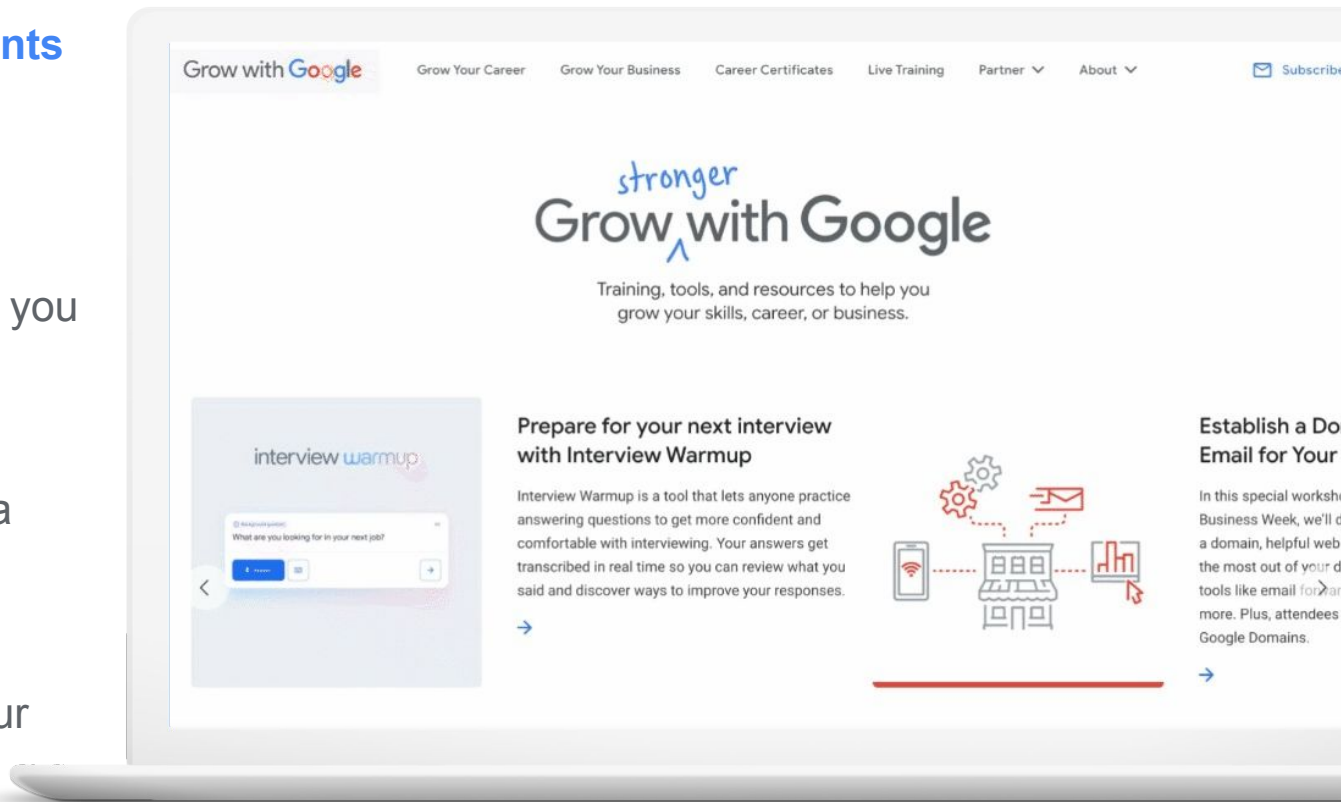
For local businesses
Help new customers find you online.

For job seekers
Boost your resume with a new certification.

For developers
Learn to code or take your skills to the next level.

Grow with Google

Thank You

Share your feedback

g.co/grow/feedback

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