Making the Most of Your Calendar or Shared Calendars

What do all those icons stand for: (invitation, accepted, declined)

You can quickly view your meeting status without going into the event details page. The little icons next to an event will tell you what it means.

**Event invitations**: Event invitations to which you haven’t yet responded have a reply arrow before the meeting time.

**Events with a “Maybe” response**: Event invitations to which you’ve responded “Maybe” have a question mark before the meeting time.

**Accepted events**: Accepted events don’t have a mark.

**Declined event**: Declined events are dimmed, and the event title has a strike through it.

Other Calendar icons

When you pause the mouse over Calendar events, you might notice other icons at the top of the event. Below is a list of the icons you will see and a description of what each icon represents.

- 🔔 One or more reminders are set for the event.
- 🗣 One or more individuals have been invited to the event.
- 🗝 Marked as Private event
- 🔁 Recurring or repeating event
- 🔖 A single event moved from a recurring or repeating event
Searching for an event

You can search for any event to make a change. Example if you have a recurring event and only one day is being changed. Type the Name of the event in the search field then press the enter key. A list of all recurring events appears. Click on the event to change.

Printing your Calendar

1. Make sure only the calendar you want to print are highlighted in your list under My Calendars. If not, simply click the calendar to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select Day or Week.
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.

Tip: Try changing the View to Agenda; this will lay out your calendar in a text view. When you print the calendar you can select the day or days to print in this mode.
Drag and drop event to change the time or day

If you need to change the event time and/or day (and leave all other event details the same), you can simply left-click on the event and drag it to a new time slot. If your event includes guests, follow the prompt to update them about the changes.

More Calendar Actions

Change Owner: If you have scheduled an event on your calendar and someone else should take ownership of the event you can Change Owner.

1. Open the event, from the More Actions select Change Owner.
2. In the New Owner field (auto complete is active here) starting typing the username. Select the user from the list.
3. A default message will go to the new owner. You can click in the message area to edit or add to this message.
4. Click the Change Owner button to send a message to the new owner.

Duplicate Event: You can recreate an event with similar details of an existing event, you save time by duplicating the existing event and changing only the relevant details.

1. To duplicate an event, go to the event details page for the event that you want to duplicate, and then, in the More Actions drop-down list, select Duplicate Event.
2. The event details page for the new event will appear, change the date and or time then click Save.
**Copy to:** If you were given permission to edit another calendar and you accidently put an event on your calendar, there is no need to recreate the event on the proper calendar. Just copy the event to the right calendar.

1. Open the Event to be copied.
2. From the **More Actions** dropdown, select the **Copy to** (coworker’s calendar) select from the list. Only calendars that have granted you permission will appear.

**Turning a Mail message into an Event**

There will be times when you receive an email with a date and time for an event

1. Example: this message is asking if you could meet on Friday at 2:00. There is no real date in the message.

2. Click the **More** dropdown above the mail message then select **Create Event**.

3. Google reads that as the first Friday it sees and will open a calendar event on that day. If the message has an actual date Monday, Feb. 13th then the event displays that date. The body of the message displays in the description field.

4. Save the event.

**Tip** Not all messages with dates and times will create an event. Example: Lengthy messages, multiple dates or times, phrases like “are you available” or “around 10:00 am” will not open filled in calendar events. They will open blank.
**Viewing Shared Calendars**

If someone has shared their calendar with you and the permission granted is **Make changes And Manage sharing** you were given high permissions. This allows you to now see those calendars under your own account in the **My calendars** list on the left.

![My calendars list with high permissions](image)

**Tip:** To easily distinguish your calendar from your manager’s calendar, choose very distinct colors for each calendar, such as red and blue. Change the color of a calendar by going to the **My calendar** section, hovering over the calendar, clicking the down arrow that appears, and selecting a new color from the grid.

If someone has shared their calendar with you and the permission granted is **Make changes to events** their calendar will appear under the **Other Calendars**.

**Adding a coworkers Calendar**

You can also view a coworker’s calendar in a free/busy mode that was not shared with you.

1. Type the coworker’s username in the **Add a coworker’s calendar** field under **Other Calendars**

2. Click the legend box next to their name to view scheduled times as busy.
Viewing Multiple Calendars

Example below: Beverly Shaw’s calendar color is in light blue (legend color before her name).

1. To view another users calendar if listed click the legend block before their name. Colored blocks show you are viewing that calendar, empty blocks indicate you have not selected the user calendar to view. A single click in the legend block turns the view on or off per calendar.

2. Beverly selected 3 other calendars to view. Look at the legend in front of the usernames. Kenneth is red and his events show details, he has granted Beverly Shaw the permission to **Make changes to events**. Martiza is light pink and has granted the same permission. The Liane calendar is light gray and showing busy with no details to scheduled events, she did not grant permission to Beverly to make changes to events.

Quickly view just one calendar

If you have several calendars open and want to quickly view just one of them, click the down arrow next to the calendar you want to view, and select **Display only this calendar**.
Schedule an Event on behalf of a Co-worker

If you have both a coworker’s calendar and your own calendar open at the same time, the default calendar for creating new events is your own calendar.

Each time you create an event on behalf of a coworker, the Event pre-setup screen has a field for Calendar: Select the User’s Name whose calendar you wish to add an event.

Tip: You get a second chance to view or change whose calendar you are adding the event to. In the Details of the event in the Calendar field, review or select a different calendar.

Optimize Calendar load time

If your Calendar account consistently takes a long time to load, check to see how many calendars you have in your Other calendars list. Having multiple calendars in your Other calendars list makes overlaying those calendars very convenient. However, having too many calendars in this list can increase the load time for your calendar.

To hide a calendar from your Other calendars list, click the down arrow to the right of the calendar owner’s name, and then select Hide this calendar from the list.

Tip: If you work in multiple calendars (5 or more) try opening a second calendar tab on your browser and split up the load for easier viewing.
Create new calendars

There are many reasons you might want to create and share calendars. For example, you might want to create:

- team calendars to keep track of meetings, trainings, birthdays, vacations, and more
- calendars for your personal events (such as season tickets or fitness classes), which you can overlay on your work calendar to make scheduling early/late meetings or business trips easier
- Calendars for rooms or resources that YOU control that are not in Resource 25.

1. Click the small down arrow next to My calendars and select Create new calendar.
2. Enter a name for your calendar in the Calendar Name field.
3. If desired, enter the description, location, and time zone in the appropriate fields.
4. If you want to share the calendar with a specific person, enter his or her email address in the Person field and select the appropriate permission from the Permission Settings drop-down. Repeat for each additional person you want to add.
5. Click Create Calendar.
Use Tasks in Calendar

Create to-do lists and keep yourself on track by using Tasks in Calendar. To get started, just click **Tasks** under the **My Calendars** section.

Your Tasks list will display to the right of your calendar.

If you are in the Mail App, click the dropdown next to Mail and select Tasks. The Tasks pane will appear in the lower right side of your mail screen.

To close your Tasks list, click **Tasks** under the **My Calendars** section again or the X in the upper right hand corner of the Task List. On the Mail screen click the X to close the list.

Alternatively, to *minimize* your Tasks list, click the small arrow between the Calendar vertical scroll bar and your Tasks list. (You can click it again when you want to expand/maximize your Tasks list.)
You can create a new task in Calendar the same way you can in Mail: just click the + sign at the bottom of the Tasks section. However, the task won't display on the Tasks calendar itself unless you edit it and add a date.

1. If you are in the Calendar determine the day on which the task should begin, and click in the area directly below the date. (click in the thin small bar under the date)
2. Click Task on the pop-up window.
3. Give the task a name and include any notes you wish to add.
4. Click Create task. The task will now appear both on the Tasks calendar and in the Tasks list.

Not all Tasks will need a date attached to them. To add a task to your list without a date, click the Plus sign at the bottom of the Task List. Type the task in the colored block in your task list.

**Edit a Task**

1. Click in a Task to highlight it. Click on the right pointing arrow on that task to edit.
2. You can edit the Task or add a Date or change the date or add a Note.
3. There is no save button, when you click Back to list your changes are saved.

**Actions**

1. From the Actions button at the bottom of the Task List you can move a Task up, down, indent or unindent.
2. You can Print the Task List
3. Sort your list by due date.
4. View Completed Tasks
5. Clear Completed Tasks

The Plus sign at the bottom of the list is for adding a task. You can select a Task then click the Trash can to delete a task. The Switch List allows you to delete this list, create a new list, refresh or rename you list.