

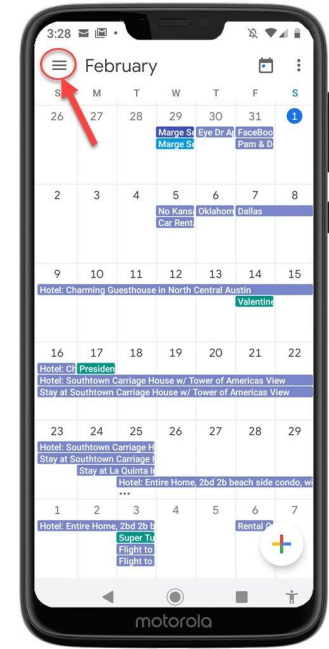
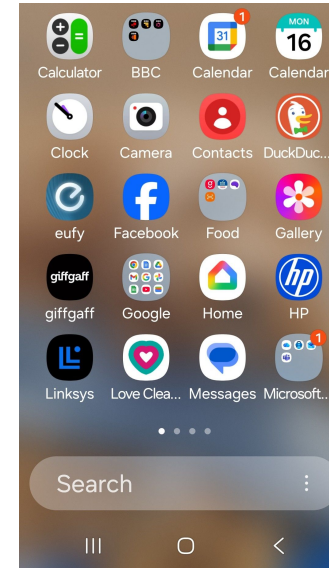
Phone Calendar



Phone Calendar


What We Are Going to Cover

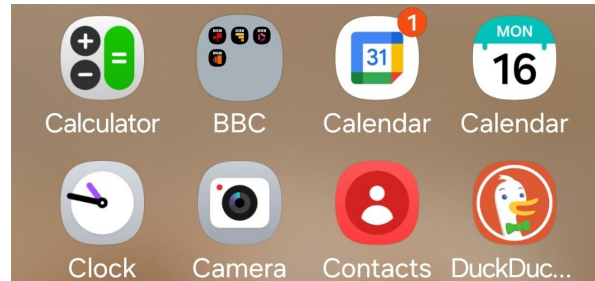
- Calendar apps
- Key features - Google Calendar App
- To View Calendar
- Sharing Calendar
- Creating a new calendar event/task etc
- Editing an event
- Deleting an event



Calendar App

The Calendar App is an application that comes with your mobile phone/tablet. There are different calendar apps and they vary slightly depending on Android or Apple devices but essentially **they all offer the same features**

- You can access your calendar app either on your 'home screen' or in your 'Apps Library' (by **swiping** left/right or up/down to access your apps)
- For this session we are going to focus on the Google Calendar App  (If not already installed you can download the App from your app store)




Calendar - Features

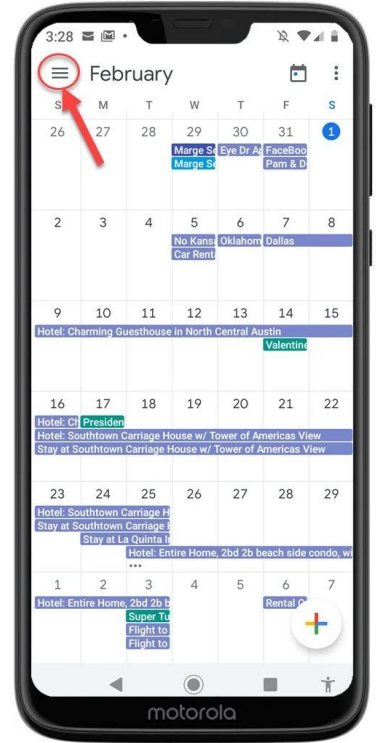
Key Features of the Google Calendar App

- Allows you to 'create' a new event, task or Birthday
- Can set 'date' and 'time' of new event, task or Birthday
- Can add 'details/description'
- Can add 'location' of event
- Can 'alert' you to prior events
- Can 'invite people' to events (*will send an invite via email or text*)
- Allows you to create 'recurring meetings/events'
- Allows you to have 'multiple calendar views' e.g. daily, weekly, monthly etc.

Calendar - Viewing

To view the Google Calendar

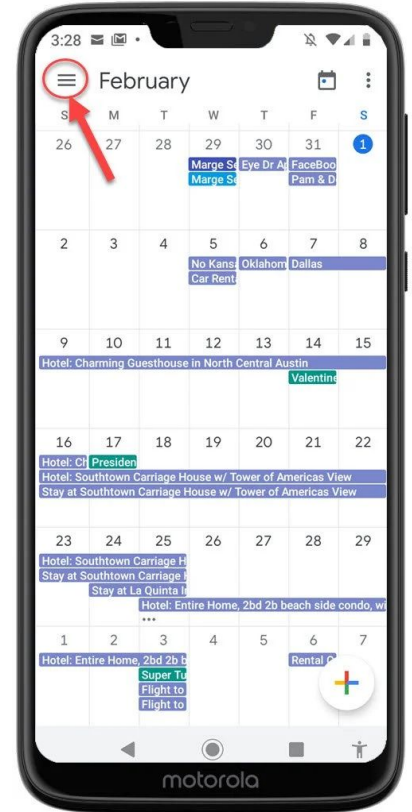
- **Launch** the Google Calendar app by **tapping** on it 
- The **default view** will show 'Month at a glance calendar'.
- **To view full details of event** - **Tap** on an event/appt in your calendar. **Tap** again to reveal the full details
- To **change the view** to 'Daily' or 'Weekly' **tap** on the 'menu icon; (top left)
- A 'Schedule' menu will appear giving you the opportunity to **choose** the desired view. **Select** from the list and the new view will appear.
- **Rotate** your phone to landscape to switch to Weekly view



Calendar - Viewing

To view the Google Calendar

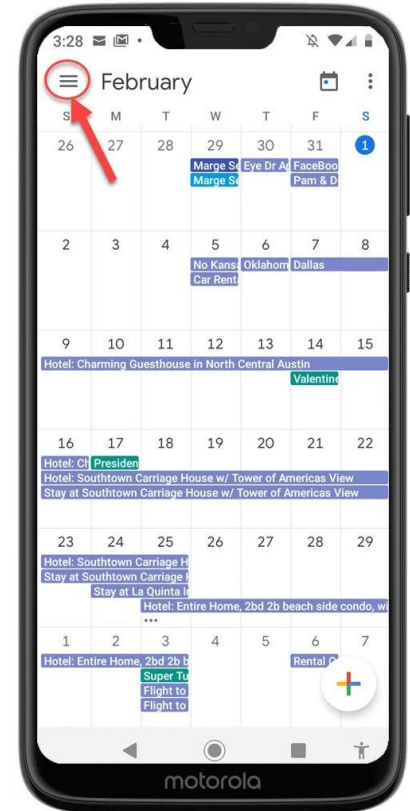
- To view past or future events - simply select month or 'calendar icon' at the top



Calendar - Sharing

To share the Google Calendar

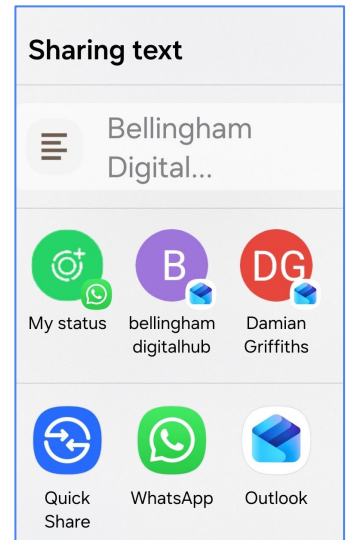
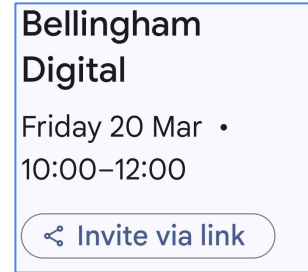
- **Launch** the Google Calendar app by **tapping** on it
- **Tap** on the menu (3 bars) top left
- **Scroll** down and **tap** on 'Settings'
- **Select** the calendar you want to share e.g. *My Calendar*
- **Tap** on 'Shared with' and **type** in name of 'person' you want to 'share' the calendar with. (*Note: This will send an email with a link. The person you are 'sharing' with needs to be in your contacts & have an email address.*)



Calendar - Sending invite


Sending invite to an event

- **Launch** the Google Calendar app by **tapping** on it
- **Tap** on an event/appt in your calendar. **Tap** again to reveal the full details
- **Click** on *'Invite via link'*
- **Click** *'Continue'* This will open up the *'Sharing text window'*
- **Select from the sharing options** *how you want to share e.g. Whatsapp, Gmail etc* and **tap** on your sharing option icon e.g. *Whatsapp*



Calendar -Creating a new event

Creating a new event, task etc on Google Calendar App

- **Launch** the Google Calendar app by **tapping** on it 
- **Tap** on the + (plus sign) at the 'bottom' or 'top' of your screen
- **Select** the type of calendar item(s) you wish to add e.g. event, task or Birthday
 - **Event:** *A 'calendar entry' with a title, date-time, location and many more details*
 - **Task:** *A task entry a title, date-time, deadline and more details*
 - **Birthday:** *A simple reminder with date & time reminder option e.g. 1 week before*
- **Enter a Title** *at the top for your event, task or Birthday (using your on screen keyboard) that will appear on your calendar.*

Calendar -Creating a new event (cont)

Creating a new event

- **Choose** if you want the event to be an 'all day' event (blue is on) or if 'all day is off' you can **choose** a 'specific start & end date and time'.
- **Enter a Title** *at the top for your event (using your on screen keyboard) that will appear on your calendar*
- **To set the start/end date** - **tap** on date (and 'enter date manually' or **tap** on 'calendar icon' and choose date) then **tap** 'OK'
- **To set the start/end time** - **tap** on time (and 'enter time manually using 'keyboard icon' or use the 'time selector') then **tap** 'OK'
- **Tap** 'Does Not Repeat' *if you want to 'schedule a recurring event' e.g. every week*

Calendar -Creating a new event (cont)

Creating a new event

- **Add people (optional)** - *tap to add additional people to the event (type the 'name' or select from list below. Note: this will send and invite to the person*
- **Notification - Choose** when you'd like to be notified about the event by **selecting** notification time or **tapping** 'Add Notification'
- **Add Location (optional)** - *tap to add location for the event. Type in the location (as you start to type, the app will use recent locations or locations from the Google Maps app)*
- **Add Description (optional)** - *tap to type in the description*

Calendar -Creating a new event (cont)

Editing an event/task etc

- **Launch** the Google Calendar app by **tapping** on it
- **Select** the event/calendar entry in your calendar
- **Tap** on the 'pencil icon; (top left). Here you can **edit**:
 - Title, time/date, invites, location, notifications etc
- **Tap** the 'Save button' at the top when you have finished editing

Deleting an event/task/etc

- **Launch** the Google Calendar app by **tapping** on it
- **Select** the menu icon (3 dots) at the top
- **Tap** 'Delete'. A 'Delete this event' pop up will appear, **tap** 'Delete to confirm

Any Questions?