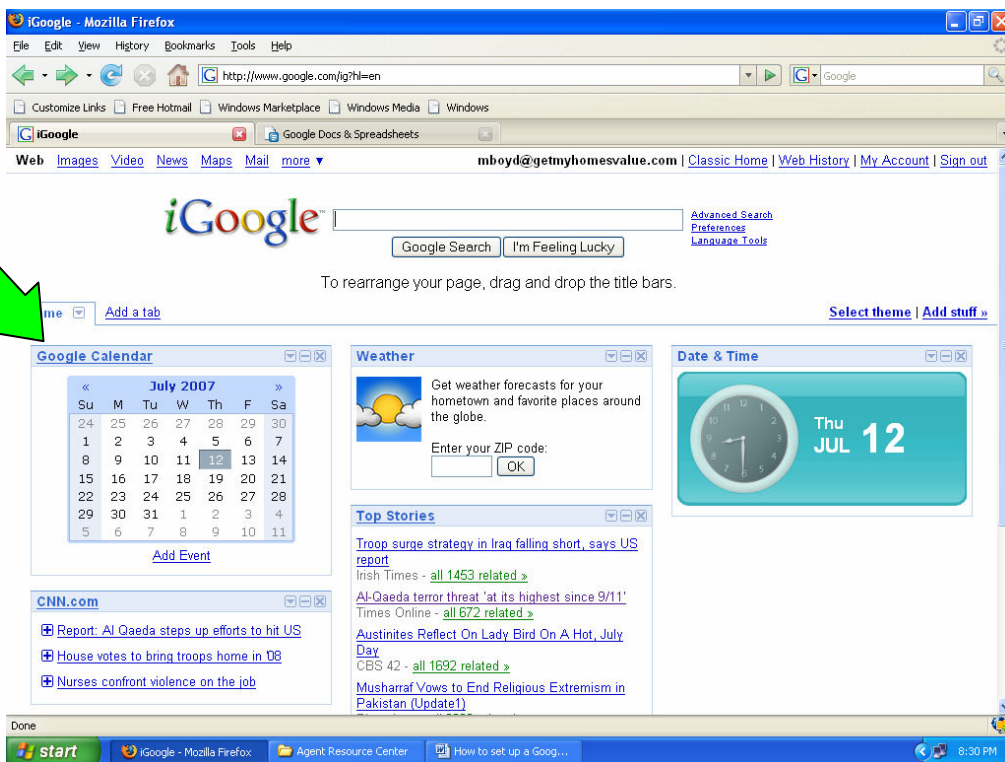


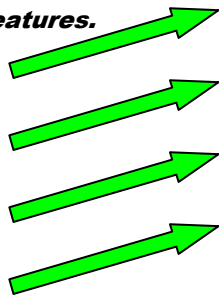


How to set up your Google Calendar.



1. On your Google home page, click on "Google Calendar" on the left hand side of the screen.

Before you sign in, check out these cool features.



Welcome to Google Calendar

Organize your schedule and share events with friends

Wouldn't it be great to be able to keep track of all the events in your life, coordinate schedules with friends and family, and find new things to do -- all with one online calendar? We thought so, too. [Learn More](#)

Seeing the big picture

With Google Calendar, you can see your friends' and family's schedules right next to your own; quickly add events mentioned in Gmail conversations or saved in other calendar applications; and add other interesting events that you find online.

Sharing events and calendars

You decide who can see your calendar and which details they can view. Planning an event? You can create invitations, send reminders and keep track of RSVPs right inside Google Calendar. Organizations can promote events, too.

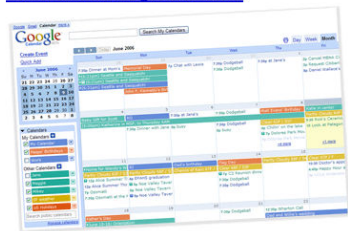
Staying on schedule

You can set up automatic event reminders, including mobile phone notifications, and instantly bring up anything on your calendar with the built-in search tool.

New! Google Calendar gallery

Now you can find fun content to add to your schedule. Browse through a gallery of publicly available calendars like sports schedules, concert listings, and much more. [Try it out.](#)

[Take a tour of Google Calendar »](#)



Sign in to Google Calendar with your **Google Account**

Email:

Password:

[I cannot access my account](#)
[Sign in as a different user](#)

Don't have a Google Account?

[Create a new Google Account](#)

2. Fill in your password and click "sign in."





3. Your screen will look like this. Verify the information, then click "continue."

Google Accounts - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.google.com/accounts/CheckCookie?continue=http%3A%2F%2Fwww.google.com%2Fcalen...

Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Google Accounts sopwithbeagle@gmail.com | Google Home | My Account | Sign Out

Google Accounts

Sign up for Google Calendar

Welcome to Google Calendar

Welcome back, Mark. Before using Google Calendar, we need to know a little more about you. Please enter the additional information below.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#). (Note: you can only be logged into one Google Account at a time)

Get started with Google Calendar

First name:

Last name:

Location:

Time zone:

Display all timezones

©2007 Google - Google Home - Terms of Service - Privacy Policy - Help

Done

start Google Accounts - Mo... How to set up Google... How to set up a Goog...

4. This is your Google calendar screen. Check out these features, then we'll go through some of them together.

Google Calendar - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.google.com/calendar/render?sessionid=K-D7px0-9xg

Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Google Calendar sopwithbeagle@gmail.com | Add Calendar to your Toolbar | Settings | Help | Sign out

Mail Calendar Documents Photos Groups Web more

Google Calendar

Search Public Calendars Search My Calendars Show Search Options

[Create Event](#)

Quick Add

July 2007						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

My Calendars: Mark Boyd

Other Calendars: [Manage calendars](#)

Today: Jul 15 - 21 2007

Print Day Week Month Next 4 Days Agenda

Sun 7/15 Mon 7/16 Tue 7/17 Wed 7/18 Thu 7/19 Fri 7/20 Sat 7/21

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am

Done

start Google Calendar - Mo... How to set up Google... How to set up a Goog...

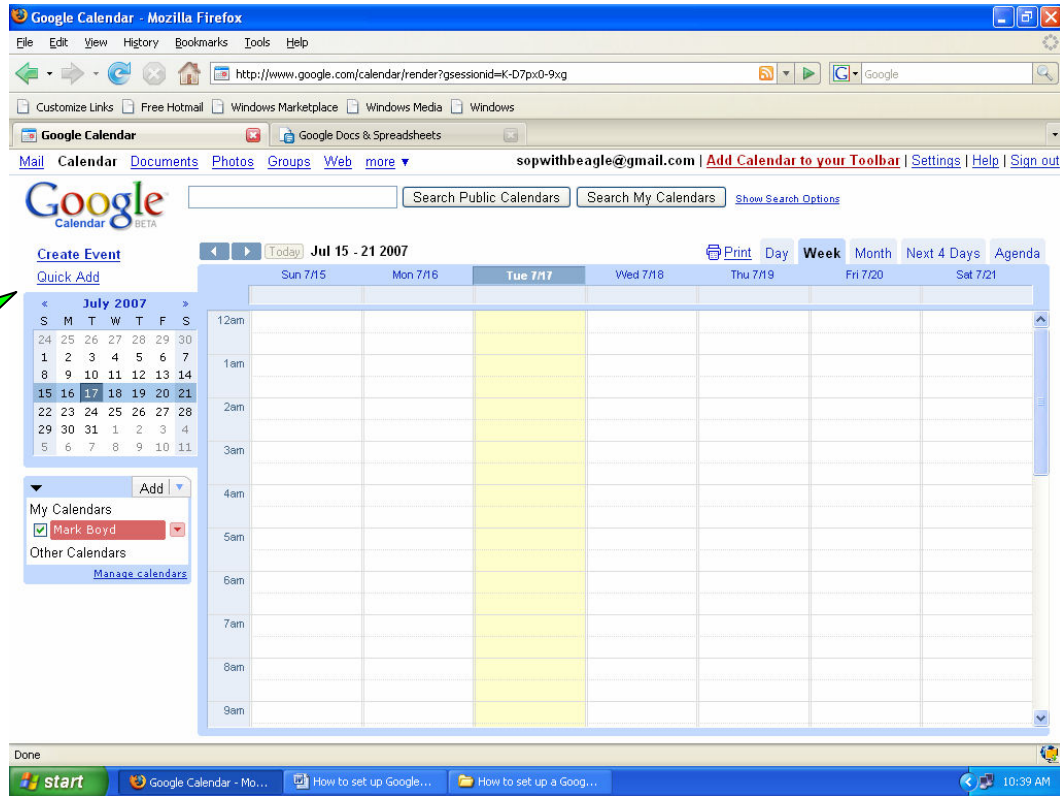
Click here to add events, appointments, etc.

Click here to view your calendar by day, week, month, etc.

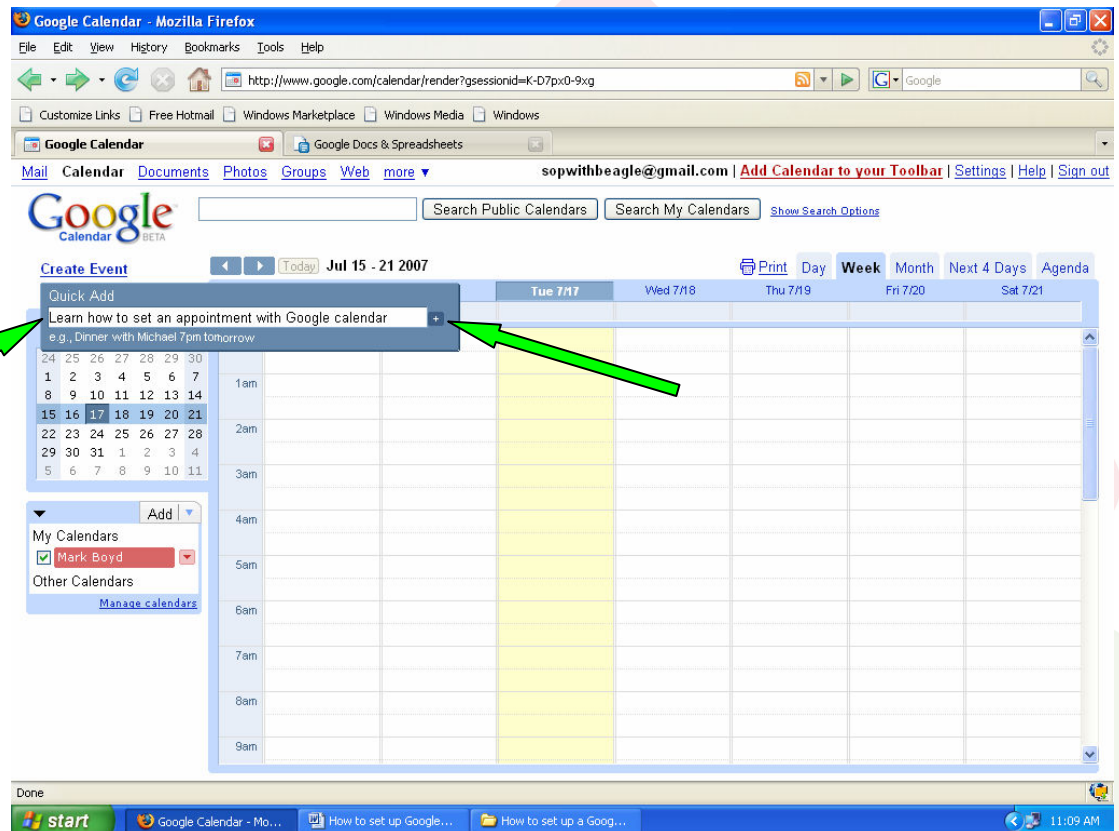


Setting an appointment

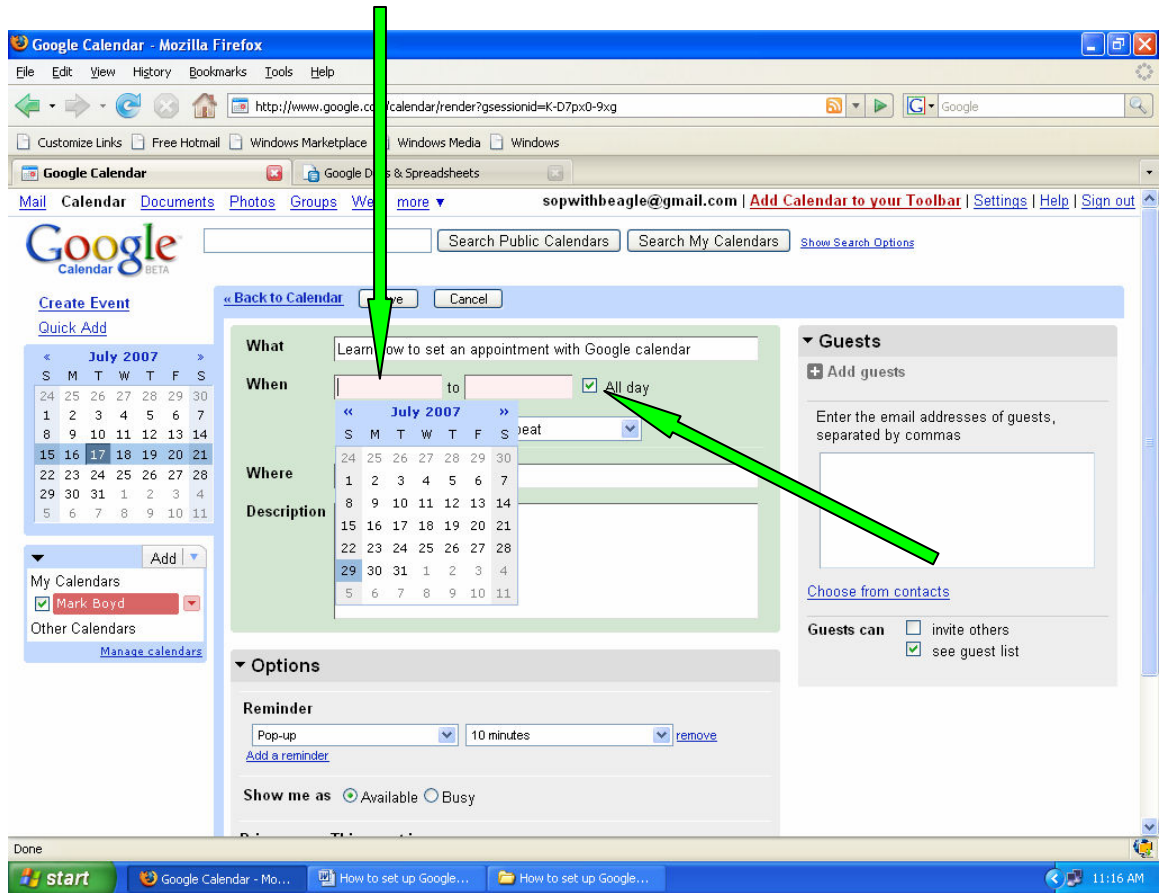
1. From your Google calendar screen, click on "Quick Add."



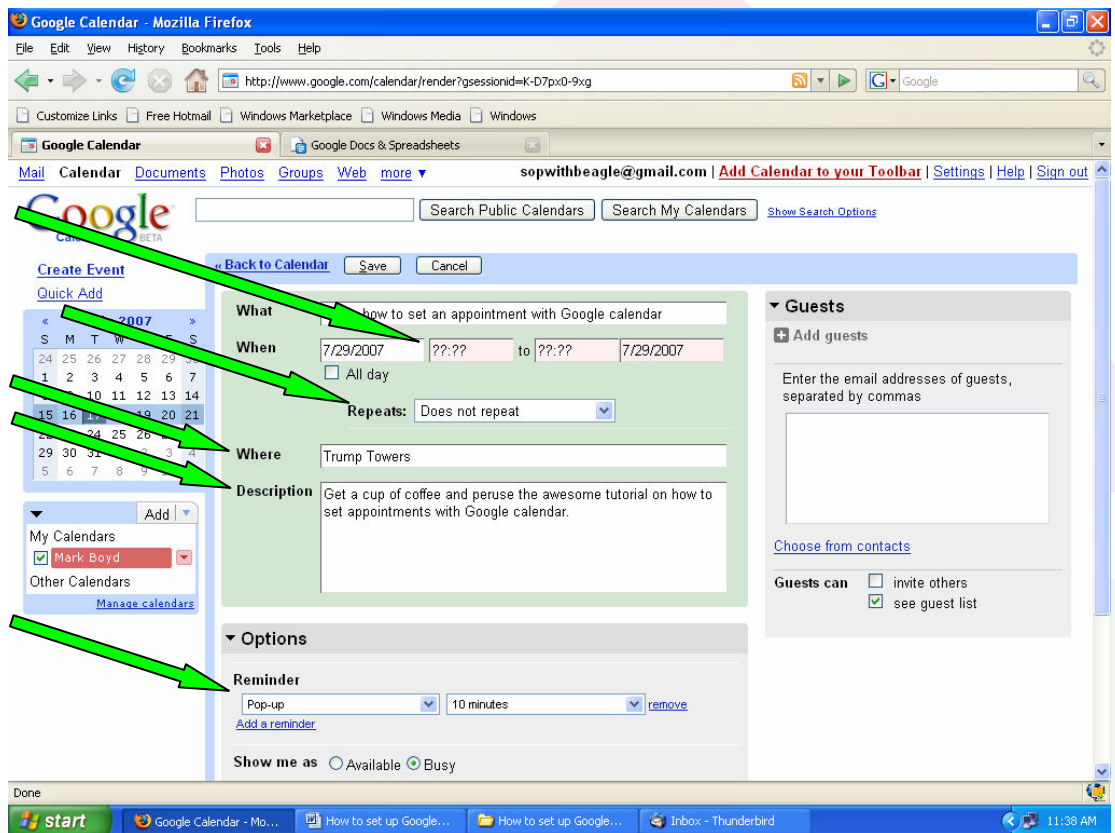
2. This little box will pop up. Just enter what the event/appointment is that you're adding, then click on the "+".



3. Click in this box and the mini-calendar will appear. Click on the start date. Do the same for the next box for the end date. If it's a one day event/appointment, click on the "All Day" checkmark to deselect it.



4. Fill in the start and end times. Click on the "Repeats" dropdown box and indicate if it is a recurring event. Fill in where the event or appointment will occur and any information you think should be included in the description. Then choose what kind of reminder you want and how soon before the event or appointment you want to be reminded.



GetMyHomesValue.com



5. Add the email addresses of anyone involved with the event or appointment and indicate if they can invite others or just view the list of people involved. Then indicate how you want this to show up on your calendar and if it is a public or private event. Click “Save” when you’re finished.

Mail Calendar Documents Photos Groups Web more ▼ sopwithbeagle@gmail.com | Add Calendar to your Toolbar | Settings | Help | Sign out

Google Calendar BETA

Search Public Calendars Search My Calendars Show Search Options

Create Event Quick Add

July 2007

<	S	M	T	W	T	F	S	>
24	25	26	27	28	29	30		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		

My Calendars Add ▼

- Mark Boyd

Other Calendars Manage calendars

« Back to Calendar Save Cancel

What Learn how to set an appointment with Google calendar

When 7/29/2007 to 7/29/2007
 All day

Repeats: Does not repeat

Where Trump Towers

Description Get a cup of coffee and peruse the awesome tutorial on how to set appointments with Google calendar.

Options

Reminder Pop-up 10 minutes remove
Add a reminder

Show me as Available Busy

Privacy This event is:
 Default
 Private
 Public
[Learn about private vs. public events](#)

« Back to Calendar Save Cancel

Guests

+ Add guests

Enter the email addresses of guests, separated by commas

mboyd@getmyhomesvalue.com

Choose from contacts

Guests can invite others
 see guest list

6. This little box will pop up. You can choose to send invitations to the emails you indicated as “guests.” Click “Send” or “Don’t Send.”

Mail Calendar Documents Photos Groups Web more ▼ sopwithbeagle@gmail.com | Add Calendar to your Toolbar | Settings | Help | Sign out

Google Calendar BETA

Search Public Calendars Search My Calendars Show Search Options

Create Event Quick Add

July 2007

<	S	M	T	W	T	F	S	>
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5	6	7	8	9	10	11		

My Calendars Add ▼

- Mark Boyd

Other Calendars Manage calendars

« Back to Calendar Save Cancel

What Learn how to set an appointment with Google calendar

When 7/29/2007 1:00pm to 2:00pm 7/29/2007
 All day

Repeats: Does not repeat

Where Trump Towers

Description Get a cup of coffee and peruse the awesome tutorial on how to set appointments with Google calendar.

Options

Reminder Pop-up 10 minutes remove
Add a reminder

Show me as Available Busy

Privacy This event is:
 Default
 Private
 Public
[Learn about private vs. public events](#)

« Back to Calendar Save Cancel

Guests

+ Add guests

Enter the email addresses of guests, separated by commas

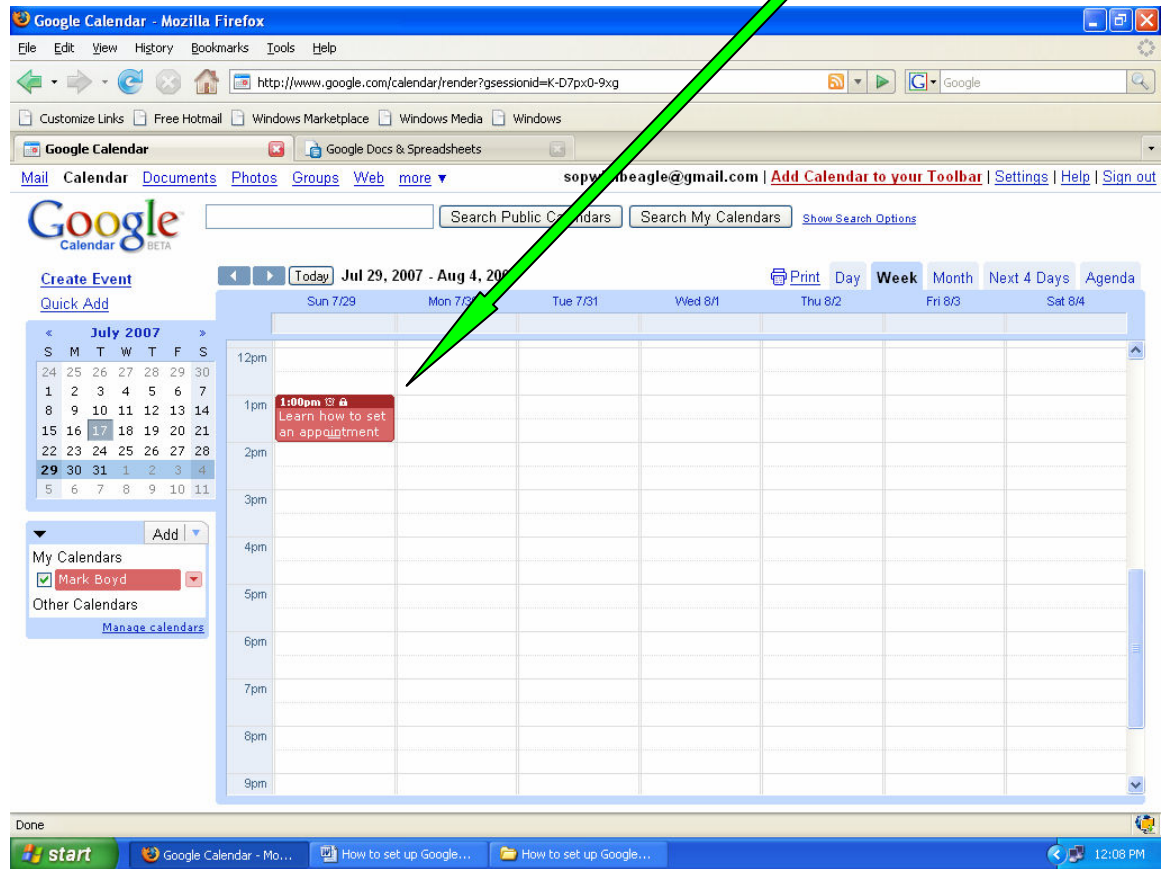
mboyd@getmyhomesvalue.com

Choose from contacts

Guests can invite others
 see guest list

Send Invitations?
Would you like to send invitations to guests?
Send Don't send Cancel

7. That's it! Your appointment will now show up on your Google calendar.



Creating an Event

1. From your Google calendar page, click "Create Event." This will bring up a screen like the one you used for "Setting an Appointment." Follow the same steps to create your event.

