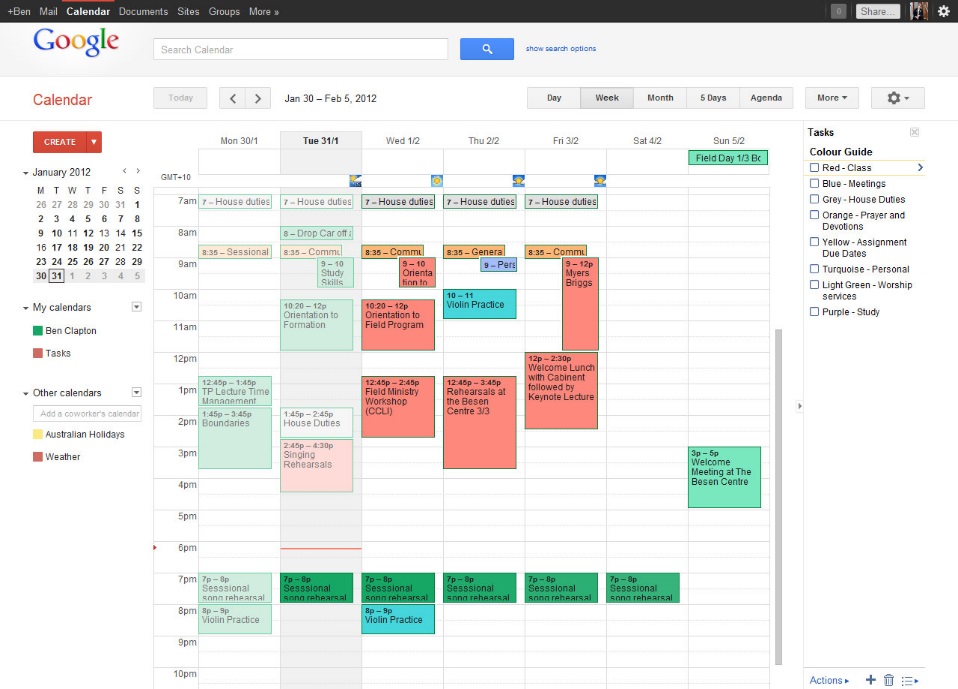
Google Tools: Calendar

**GOOGLE CALENDAR OVERVIEW**

Google Calendar is an online time-management application that lets you track your schedule and share events with other people.

Access Google Calendar via https://calendar.google.com



Shared calendars

Personal calendars

Tasks

Display Options

Search bar

Events

Create events

Settings

Print and Refresh page

**SHARING A CALENDAR**

You can share the main calendar for your account, or another calendar you created.

1. Under “My Calendars,” click the down arrow  next to the name of the calendar to be shared
2. Select **Share this calendar**
3. Under “Share with specific people,” add the email address of the person you want to share with
4. Select an option from the “Permission Settings” dropdown
5. Click **Add this person**, if they aren’t already added
6. Click **Save**

Note: The individual you shared with will see the calendar in their “Other calendars” list.

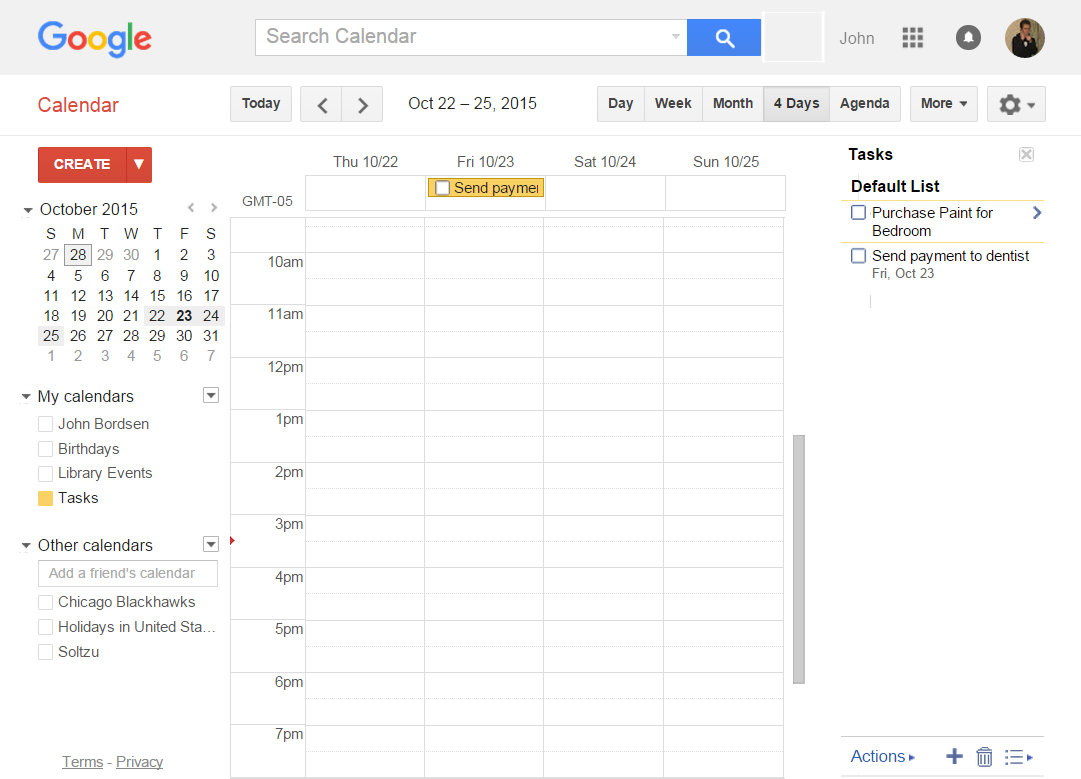
Google Tools: Calendar and Tasks

**UTILIZING TASKS IN GOOGLE CALENDAR**

Tackle your to-do list with Google Tasks.

1. Open [Google Calendar](https://calendar.google.com/) (<https://calendar.google.com>)
2. On the left side under "My calendars," click **Tasks**. Your tasks open on the right.
3. Click Add task  https://lh3.googleusercontent.com/w3KdBJzBLzX_xle2BPJE5Tvhibay4IKnwSt3NuhYTmoEZ3wuV3bNrSBhk6W1eQ=w13
4. Enter your item
5. To include notes and set due dates, click the arrow to edit a task's details https://lh3.googleusercontent.com/YV6SUn4tPZ63jImTDe22sxQPwfKE9FUtMEZq7VaHc36AQnQpdQznwvlFDvQS=w6

Tasks with due dates will show on your calendar like all-day events.



View Tasks in your Calendar

Tasks List



View tasks with an assigned due date

Misc. Actions (create task, delete, print & more)