

GOOGLE CALENDAR

Having a Web page calendar is a useful tool for organizing and tracking your information on the Web. You can share your schedule with others and keep people up to date on what you are doing on certain days. Although there are several methods for accomplishing this task, Google Calendar is a universally available way to create your Web calendar with no programming knowledge or need for a specific computer platform. You can take advantage of this free functionality in order to quickly begin building your calendar. For additional information go to <http://www.google.com/support/calendar/>

HOW TO SET UP A GOOGLE CALENDAR ACCOUNT

If you have a Google Account, just visit the Google Calendar homepage, enter your Google Account email and password, and click Sign in. That's it!

If you don't yet have an account yet, just visit the Google Calendar homepage (www.google.com) and click Create a new Google Account. Once you've completed the process, just sign in to Google Calendar using your new account.

HOW TO CREATE NEW CALENDARS

1. Locate the "My calendars" box on the left-hand side and click the "Create" link to add a new schedule.
2. Enter the "Calendar Name," "Description" and "Location" in the provided text boxes (for example: 3rd Grade Girls Basketball, Parks and Rec Tumbling).
3. Select your country and time zone from the drop-down menus.
4. Check the "Make this calendar public" box if you want your Internet schedule to appear in Google's public search results. Alternately, you can specify whether you want just your free/busy information to appear so that the details of your entry are not visible in Google searches.
5. Enter the email addresses of people with whom you want to share your calendar. You can adjust your calendar so that only the added people see your calendar and set the permission settings for each person. These settings can be changed if needed.
6. Click the "Create Calendar" button when you are finished setting up your calendar.

SET UP GOOGLE CALENDAR SYNC WITH MICROSOFT OUTLOOK

1. Make sure that you're using a [supported operating system and Outlook version](#).
2. Download Google Calendar Sync (version 0.9.3.6) at http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe
3. Once a dialogue box appears, click **Save File**. The downloaded file should open automatically. If it doesn't, open it manually from your browser's download window.
4. Click **OK** to confirm that you're aware that this is an executable file.
5. Read through the Google Calendar Sync Terms of Service and click **I Agree**.
6. Follow through the Installation Options and click **Install** to finish the setup process.

Once Google Calendar Sync has been installed on your computer, the Google Calendar Sync Settings window will appear:



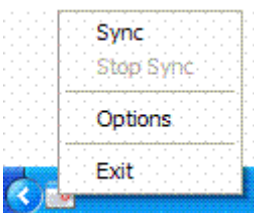
In the Settings window, enter your email address and password and select your preferred Sync Option.

You'll also be able to set the time interval for syncing to occur. Please bear in mind that 10 minutes is the minimum time interval allowed.

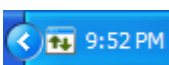
After the initial setup, you can access the Google Calendar Sync Settings window again by double-clicking the calendar icon in your Windows System Tray.

Icon Status

To access the Google Calendar Sync Settings window, simply right-click the calendar icon in your Windows System Tray and select **Options**.



When your events are actively syncing between Google Calendar and Microsoft Outlook Calendar, you'll see arrows in the Google Calendar Sync icon:



When events aren't actively syncing, your calendar icon will look like this:



Google Calendar Sync offers three types of Sync Options between Google Calendar and Microsoft Outlook Calendar. Details for each option can be found here.

For more information on syncing, go to

<http://www.google.com/support/calendar/bin/answer.py?answer=98565>.