



TechTalks: Google Calendar (Apple / Android)

Stay organized with Google Calendar app

Install Google Calendar App

- Search “google calendar” in the App Store (Apple) or Play Store (Android)
- Select Google Account and allow access to Contacts and Notifications

Create New Events (or Tasks, Goals, or Reminders)

- Create new event manually (Google Calendar App > Colorful Addition Sign (bottom right) > Choose from options > Input details > Save)
 - **Events:** Schedule your time and setup meetings that can be customized, repeatable and easily shared with others.
 - **Tasks:** You can create, view, and modify tasks in Google Calendar. When you mark a task as complete, it stays on your calendar but is crossed out.
 - **Reminders:** You can use reminders in Google Calendar to track tasks. Reminders repeat every day or until you mark them as done. Reminders are private and cannot be shared with others.
 - **Goals:** When you create a goal, you choose how much time you want to spend on it each week. Google Calendar automatically schedules time to work on your goal. If you end up having a conflict at that time, the session is automatically rescheduled.
- Invite others to existing event (Google Calendar App > Open Event > Enter name/email > Done > Save)

Add (and Sync) Multiple Accounts

Google Calendar App > Circle icon (top right) > Add another account

Android (Sync) Google Calendar App > Circle icon (top right) > Manage accounts on this device > Auto sync data

Customize Default Settings

- Change View (Google Calendar App > Hamburger Menu > Choose default view (e.g. Schedule)
- Change Colors (Google Calendar App > Hamburger Menu > Settings > Select Category (Events) > tap Color)
- Change Notifications (Google Calendar App > Hamburger Menu > Settings > Tap each calendar section to change or add notifications)

Control Notifications

- Device Settings > Apps > Google Calendar > Notifications
 - Alerts/Sounds, Lock screen, Badges

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Helpful Extras

Share your Google Calendar with others (computer browser)

1. Sign-in to Google Account <https://calendar.google.com/> from computer (top right)
2. Settings (gear icon)
3. Settings for my Calendars > Select Calendar > Share with Specific People > Add People

Share your iCloud calendar with Google Calendar (computer browser)

1. Sign-in to <https://www.icloud.com/> from computer
2. Choose Calendar
3. Click fan symbol to reveal Calendar Sharing
4. Check box for Public Calendar
5. Copy link
6. Sign-in to Google Account <https://calendar.google.com/> from computer (top right)
7. Locate Other Calendars (bottom left)
8. Add Other Calendars
9. From URL > Paste > Add Calendar

Add Widget (Apple)

1. From you iPhone's home screen, Tap and hold finger in empty space to access "edit mode"
2. Tap the "Plus Sign" **+** at the top left of the screen
3. Scroll down or search for "Google Calendar"
4. Next, pick an appropriate size to fit on your home screen before tapping **Add Widget**

Add Widget (Android)

1. On your Android's home screen, press and hold your finger on Google Calendar app icon
2. Tap Widgets
3. Locate the type of calendar display you prefer and click **Add**

More Google Calendar Help: <https://support.google.com/calendar>

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