Activity Sheet: Google Calendar

**ACTIVITY #1**

*Log-in to your Google account and access Calendar*

1. Open Google Chrome
2. Access https://www.google.com/
3. Click the **Sign In** button located in the upper-right corner
4. Proceed to log-in with your Google (Gmail) username and password
5. Click on the **Apps Launcher** button  in the upper-right corner
6. Click on **Calendar**

**ACTIVITY #2**

*Create a new calendar event*

1. Within Google Calendar, click the “Create” button
2. Type “Dinner with Friends” in the event name (*Untitled event*) field
3. Schedule the event for tomorrow from 6:00pm to 7:30pm
4. Enter your favorite restaurant as the location in the “Where” field
5. Click the “Save” button
6. Verify the event displays within your calendar

**ACTIVITY #3**

*Modify a calendar event*

1. Using the event created in **ACTIVITY 2**, click on the event name within your calendar
2. Verify that the event details window opens
3. Update the event time to start at 6:30pm
4. Type the instructor’s email address in the “Add guests” field and click Add
5. Click on “Save” and proceed with clicking through the additional pop-ups

**ACTIVITY #4**

*Create a new calendar*

1. Next to “My calendars” in the left navigation pane, click on the down arrow 
2. Select **Create new calendar**
3. In the **Calendar Name** field, enter a title for the new calendar (i.e. “Family Calendar”)
4. Share the calendar with the instructor via this 2-step process
   1. Type their Gmail address in the **Share with specific people > Person** field
   2. Grant them an appropriate level of access in the **Permission Settings** dropdown
5. Click on the **Create Calendar** button

**ACTIVITY #5**

*Subscribe to an “Interesting” calendar*

1. Next to “Other calendars” in the left navigation pane, click on the down arrow 
2. Select **Browse Interesting Calendars**
3. Using the tabs at the top of the screen (Holidays, Sports, and More), locate a calendar which appears interesting to you
4. To the right of the calendar name, click on “Subscribe”
5. At the top of the screen, click on “Back to calendar”

**ACTIVITY #6**

*Create a New Task in Google Calendar*

1. Click the **Tasks** checkbox under “My Calendars” to turn on the Task List
2. In the Task List on the right side of the screen, click on the plus-sign icon **+** next to *Actions*
3. Type “Return library books” in the new task field which opens up
4. Click on the right arrow icon **>** next to the newly created task
5. Click the calendar icon and select tomorrow’s date
6. Click on “Back to List”