Google Calendar Magic

Advanced Features and Functions

Google Calendar is a free time-management web application. The interface of Google Calendar, is similar to desktop calendar applications such as Microsoft Outlook or iCal on Mac OS X.

The Google Calendar graphic interface enables users to view, add, and drag-and-drop events from one date to another without reloading the page.

It supports six view modes, daily, 4-day, weekly, monthly, and agenda. Users can "quick add" calendar events by typing Standard English phrases, such as "meeting with Michael 11am tomorrow". Users can also set the number of days to show in their custom view mode.

Calendar entries are stored online, meaning that the calendar can be viewed from any location, from any computer with Internet access. In the case of a hard drive crash, because the information is in the cloud, no data is lost. The application can import Microsoft Outlook calendar files (.csv) and iCalendar files and .ics files if it is in the US format. To use the Google Calendar offline, simply download the Google Calendar Offline tool.

Multiple calendars can be added and shared, allowing various levels of permissions for the users. This enables collaboration and sharing of schedules between groups. The calendars available for importing into one's account include those containing national holidays of various countries. Users can also add "live" iCalendar URLs that update regularly.

Google Calendar allows multiple calendars (up to 25) to be created, color-coded and shown in the same view. Each can be shared, either read-only or with full edit control, and either with specified people or with everyone (public calendars).

Google Calendar syncs natively with Android devices, and can be synchronized with other mobile devices platforms (e.g., iPhone and iPad) and with PC applications (e.g., Microsoft Outlook) via third-party plug-ins, or natively with Apple's iCal.

Google Calendar is natively supported on Android -based mobile phones such as the Google Pixel, and Android phones from HTC, Samsung, Blackberry and LG. Event

reminders can be sent via email, as well as via SMS to mobile phones. With Apple iPad and iPhone, Google calendars sync with the calendar on the device, set up through the email settings with a Gmail account.

Google Calendar integrates with **Gmail**, and does so very well. When an e-mail that contains trigger words (such as "meeting", or dates and times) arrives, an "add to calendar" button is automatically displayed alongside it.

Begin by signing into your Google Account, then go to:

http://www.google.com/calendar/, or select Calendar from the Apps Launcher.

Setting up your Google calendar is painless and easy. Let's get started.

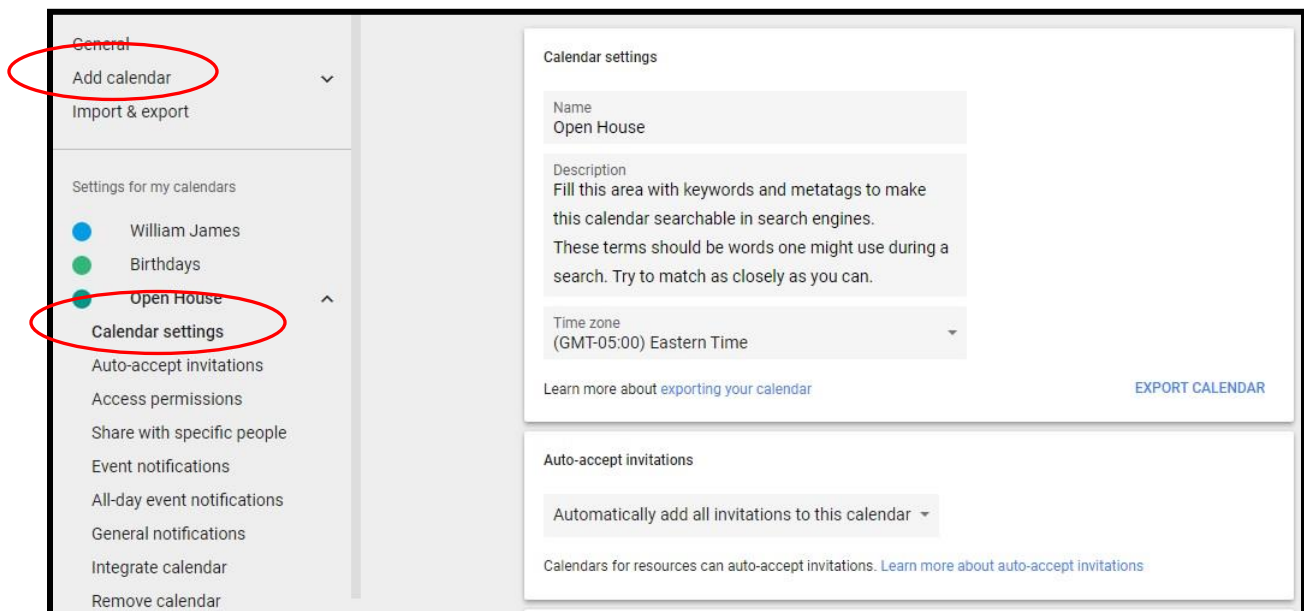Select Settings, and refer to the menu to the left beginning with General Settings
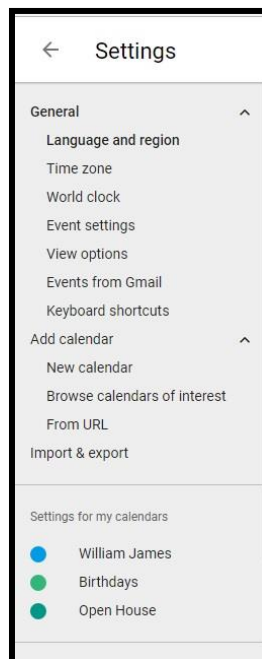

General

Set your regional settings under this tab, and customize your calendar views.

Add Calendar

- Create and customize up to 25 calendars in this tab.
- Set the destination for reminders and notifications
- Share Calendars and customize levels of accessibility by others

Make the calendar public to allow it to be searchable in search engines. Your other calendars will remain private.
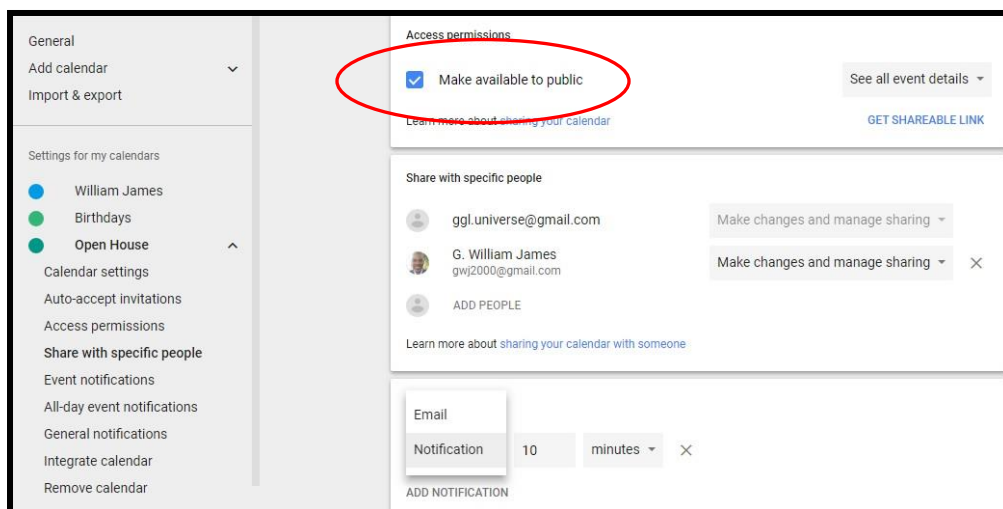

How to make a public Calendar discoverable in a Google Search

When you schedule an event you want the public to know about, the right keywords in the event's description will increase the chance that it will be discovered in a Google search. Two or three sentences will be sufficient, but make sure to consider every angle a searcher may use.

## Share a Calendar with your assistant or a colleague

Share any calendar with another user, and it will be one of their 25 calendars on their account. Whatever you add will immediately display on theirs too. Give the user permission to edit the calendar or make it read only.
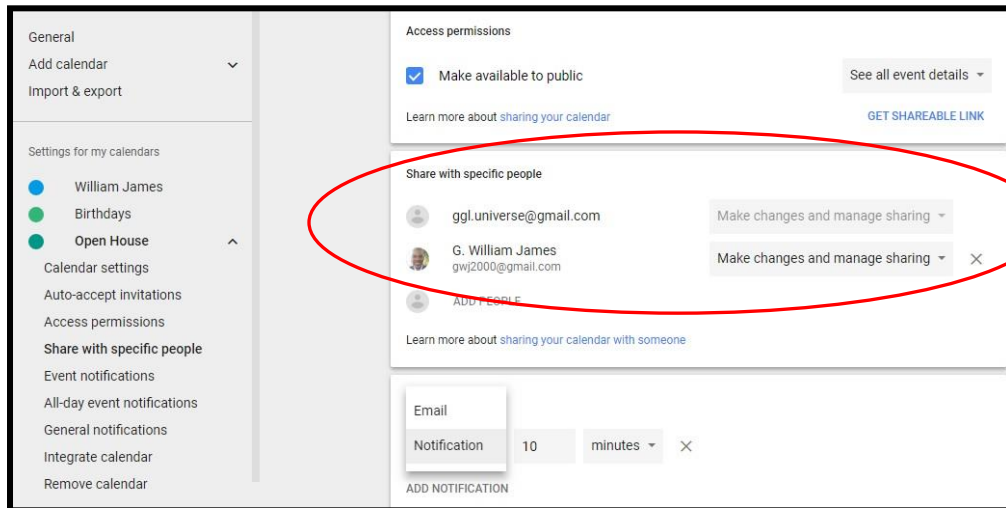
## Add A Calendar to a Blog Page, Social Media or Your Website

Select Integrate calendar and copy the Public Link to paste onto a blog page or your social media feeds.

To add a calendar to your website, select the HTML Embed Code to add to a web page. Click **Customize** to set the look of the calendar or to include multiple calendars
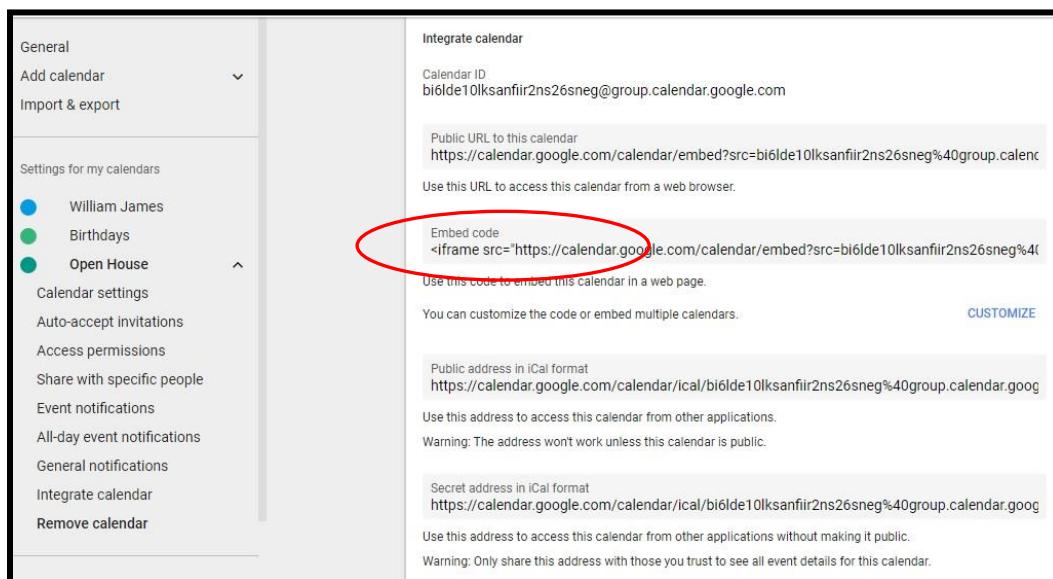
Create An Event

Add events to your calendar here, by clicking the ⊕ on the bottom right of the screen
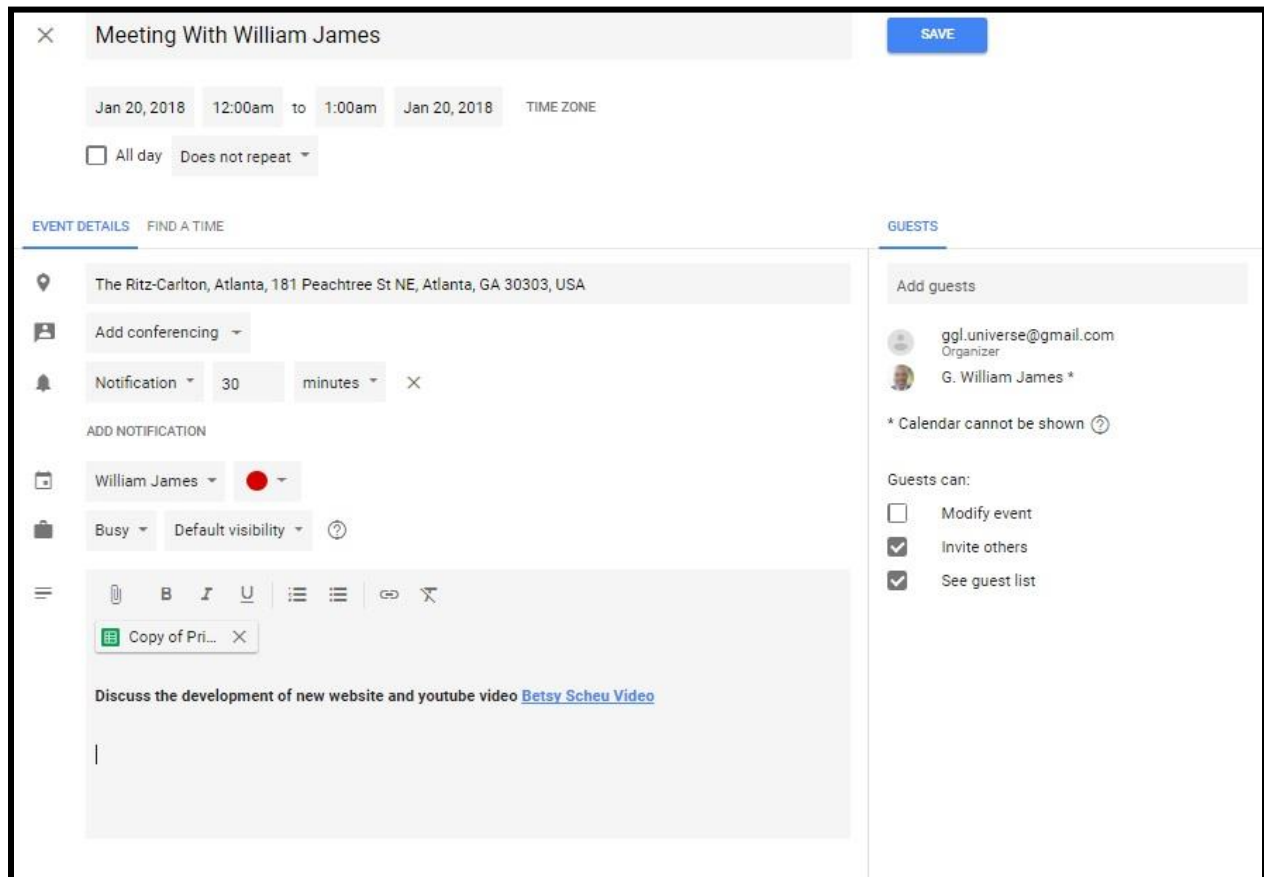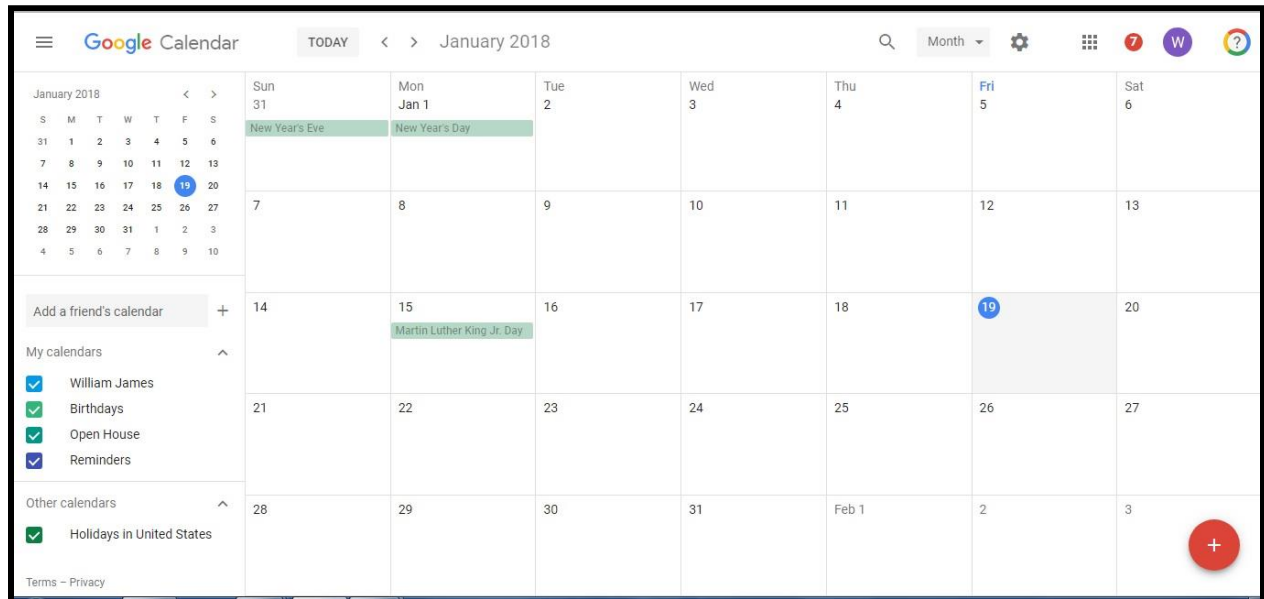
Make The Calendars On All Your Devices Share The Same (Synchronization)

The absolute worst thing a productivity system can have is different information on your calendars. No one should try to manage multiple devices with different calendar information. Here's how we will make the Google Calendar become the synchronized calendar on your smartphone, tablet, netbook, laptop and desktop computer. Updating the calendar on one will update the calendar on them all, as long as they are connected to the Internet.

Android Devices

Android smartphones and tablets are setup automatically to the exchange server when you establish your account to sync on the device in the Settings menu. By default the email and contacts from your Gmail account will sync, send and deliver, but you must set up your Google calendar on the PC before you will see any calendar information. **Make certain you make your calendars visible in the Android calendar's settings or you will not see them on the screen even when they update!**

Apple iPhone and iPad Email Setup

Now it's time to synchronize your contacts.

1. Open the Settings App on both your iPad and iPhone.

2. Select Accounts & Passwords or Mail, Contacts and Calendars on the menu.

3. Select your Gmail account. If you have not created one yet, you can do so by choosing "Add Account" and select Google. Complete the steps to get your Google account activated on your Apple devices.

4. If you forwarded any of your email accounts listed here to your Gmail account, once you begin seeing your email messages coming in twice (one from each account) delete the old email account here and let Gmail deliver the mail.

   Your Gmail settings now look like this:
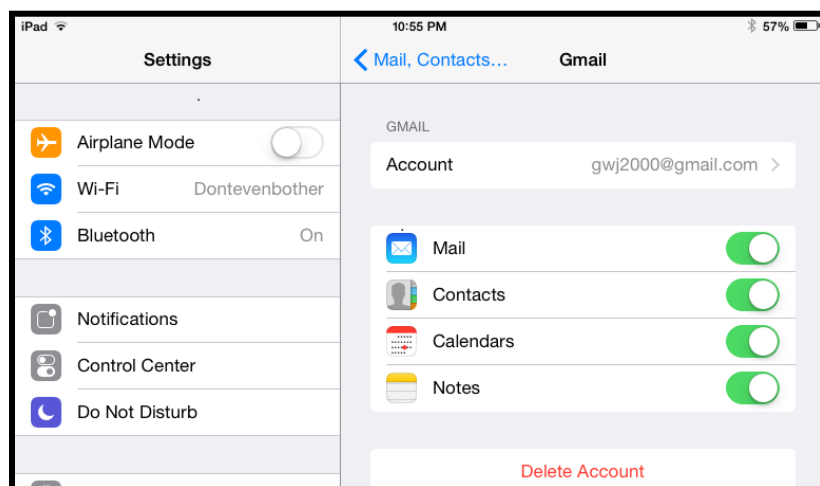
If all of these are green as above, you should expect your Gmail to deliver as well as your contacts from your Gmail account as well as your Google Calendar.

Seeing Duplicate Contacts and Calendar events?

If you have activated your iCloud account, your calendar and contracts may be syncing from both the Google server and the iCloud server. Fix that here in three easy steps:

1. Start by selecting iCloud from the Settings menu

2. If the email account associated with iCloud on this screen is the same as one associated with your Gmail account, it will sync your mail, contacts and calendars the same as Google. This is how you experience duplicates. If you want Google to be the source of your contacts, mail and calendars, turn them off here. When prompted to leave data on the iPhone or iPad, select yes.
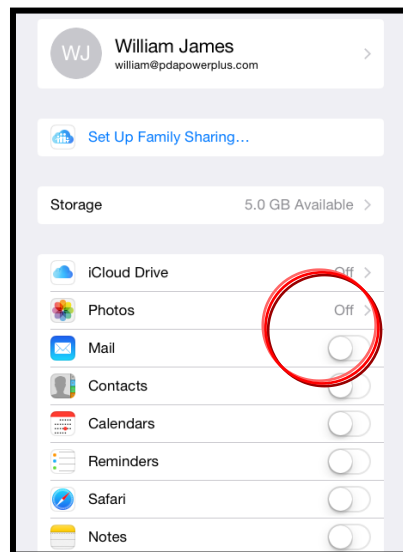
Next, go to the Contacts app, and press the + to create a new contact.

Type in a ridiculous contact like Yogi Bear, or the Michelin Man.

Later, check your contacts in Gmail to see if the same name appears. If it does, you'll soon see all your contacts synchronize and be the same on all connected devices.

Customizing the Calendar Sync

1. Go to Safari on the iPhone and iPad device and go to this URL:

https://www.google.com/calendar/syncselect

2. Log in with your Gmail address and password if needed

3. Select which calendars to display on your mobile calendar.

4. Save your changes

The Apple calendar on your iPhone or iPad now reflects the calendars and settings of your Google Calendar.
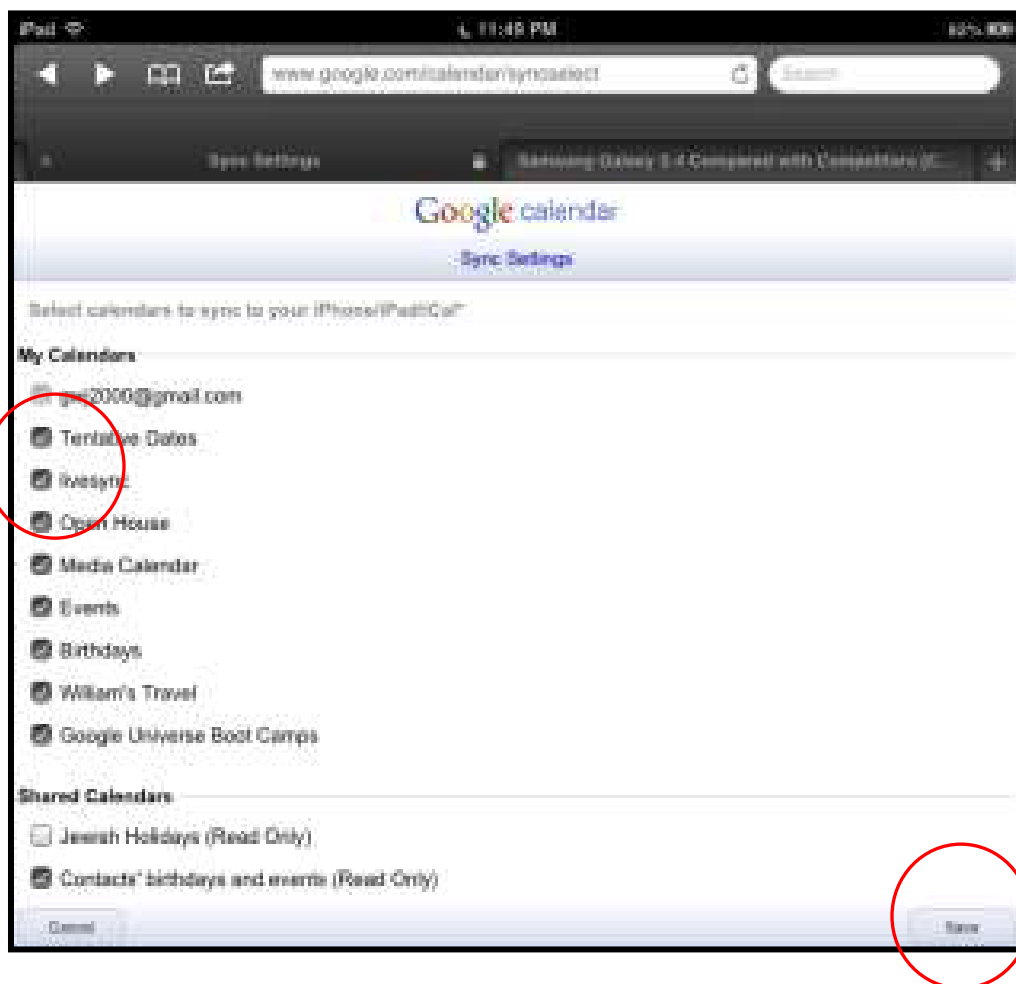
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