Google Calendar - Getting Started
for Meeting Maker Users

Software: Google Apps   **Platform:** Mac/PC

Overview

This quick start guide is intended to quickly get you started with LCcalendar if you have recently made the switch from Meeting Maker. See our additional helpsheets for information on the full Google Calendar functionality.

Signing In

Sign into LCcalendar by typing lccalendar.lclark.edu in your web browser. If you are not currently logged in, enter you LC username and password to log in. If you are using LCmail or LCdocs, you can access LCcalendar by clicking "Calendar" in the black navigation bar at the top of the screen.

Your Calendar View

When you log in for the first time, Calendar will open in weekly view. To change your calendar view, click the tabs in the upper-right corner of the view (see *fig.* 1).
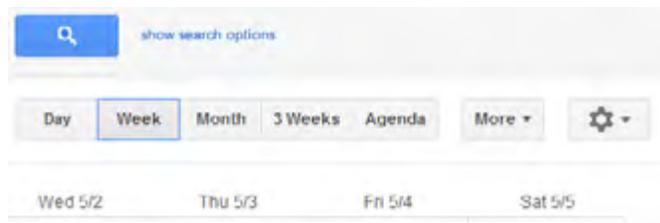

fig. 1

Set Work Hours

Set your work hours by selecting the black gear icon ⚙ in the top-right corner and selecting **Calendar settings**. **Working hours** is listed near the middle among the general calendar settings. From here, you may also wish to change settings such as **Show weekends** or **Week starts on**.

Schedule a meeting

You can schedule a meeting three ways.

1. Click "Create" (*fig. 2*) in the upper-left of your calendar to open the details window and enter the date, time, and details including recurrence, guests, agenda, privacy, and a reminder.

2. Click a spot on your calendar to create a 1-hour event (*fig. 3*), or click and drag in day or week view to create a longer event. Type the event title in the box and click **Create event** to finish or **Edit event** to add details. *Note: You may change default event length in Calendar Settings.*

3. Click the down-arrow next to the **Create** button to open **Quick Add**. Type a simple description of your calendar event (*fig. 4*) and Google will translate your entry into a calendar event. The "what" and "when" or your event are required, but you may also include the "who" and "where."
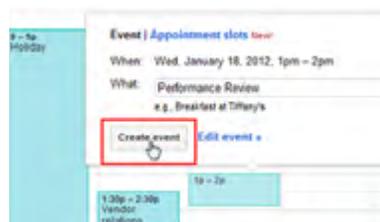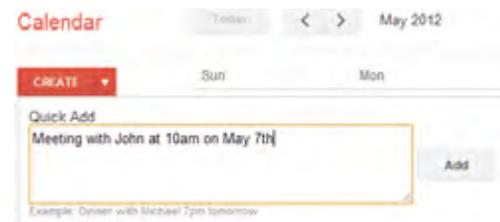

fig. 2

fig. 3

fig. 4

Set Notification Settings

Like Meeting Maker Google Calendar, has reminders to notify you that calendar events are approaching. Adjust notification settings for your events by clicking the arrow next to your calendar name (*fig. 5*) and selecting **Notifications.** Remove the two 10-minute event reminders which are present by default, and enter your preferred notifcation method and interval.

Set Privacy Settings and Proxy Sharing

Calendars are, by default, set to share only Free/Busy details with others on your calendar. Share your calendar with those who you gave proxy rights to in Meeting Maker

1. Click the arrow next to your primary calendar (the one at the top of the "My Calendars" list) and select "Share this Calendar"
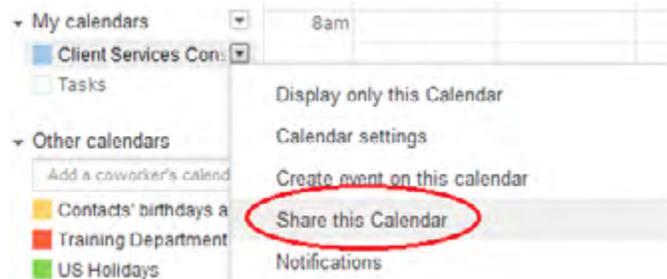`

fig. 5

2. Under **Share with specific people** (*fig. 6*), enter each of the individuals you have shared with in Meeting Maker with the Permission Setting "**See all event details**." This will re-enable calendar sharing with your colleagues in the same manner as in Meeting Maker.
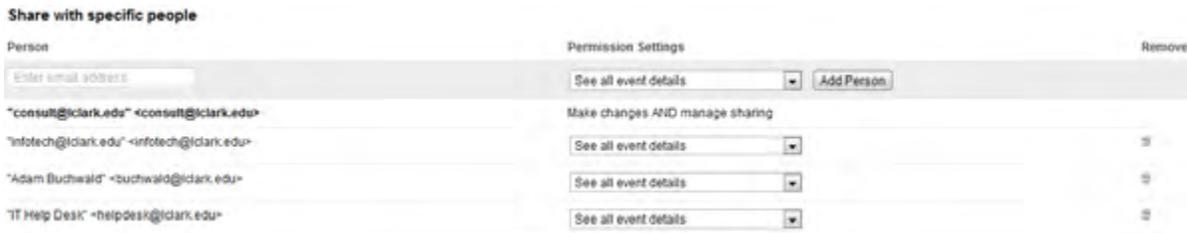

fig. 6

3. If you can't remember all those who you have Shared Your Calendar with on Meeting Maker. Open this list in Meeting Maker, by logging in and selecting "Share Calendar…" from the **Proxy** menu (*fig. 7*). The list you have shared with will be on the right.
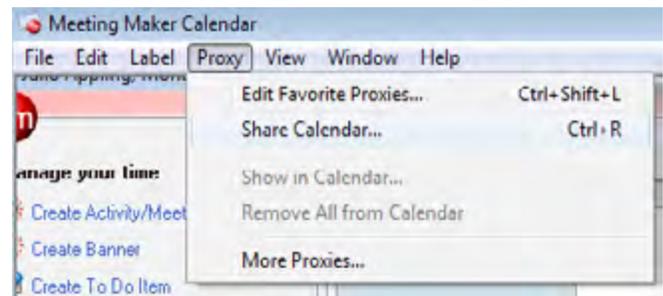

fig. 7