Akron-Summit County Public Library

330-643-9145

Electronic Services Division
60 South High Street, Akron, OH 44326

GOOGLE CALENDAR

Calendar

- Click on the **Google Apps** button.
- Click on the **Calendar app** button.
- Google Calendar will open so you can view your calendar. You can choose to view your calendar by day, week, month or other views.
- To add an appointment, use the **Create** button or click on the calendar date and time you want to add.
- If you click on the wrong date or time, a box will allow you to make changes. Click on the date or the time.
    - If you click on the date a calendar will appear to pick the correct date.
    - If you click on the time, a drop down menu will appear to pick the correct time in of 15 minute increments.
- You can add guests.
- You can add a location.
- You can add a description of what the meeting with be about or attach things. For example, an agenda might be something you would attach.

Create

=   ×

Add title

Event   Task

🕐 Thursday, January 14   4:30pm – 6:30pm
    Time zone · Does not repeat

    Find a time

👥 Add guests

📹 **Add Google Meet video conferencing**

📍 Add location

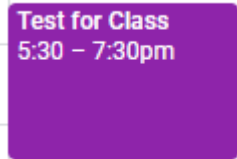≡ Add description or attachments

📅 Dawn Meehan ●
    Busy · Default visibility · Do not notify

More options   **Save**

- It will show up on your calendar and look something like this.
- Clicking on it will give you a pop-up box. Click on the pencil icon to edit. If you click on more options drop-down arrow on the top right of your pop up box, you can add a more in-depth appointment in there as well.
- You will see the same entries such as, add title, select date and time, add location, etc. as shown in previous picture.
- If the event repeats every Thursday from 5:30 pm to 7:30 pm, you can tell it to do so by clicking in the box next to repeat and a pop up box will show on your screen.
- There other options that you can access through custom… at the bottom of the box.

Test for Class
5:30 – 7:30pm

Does not repeat

Daily

Weekly on Thursday

Monthly on the second Thursday

Annually on January 14

Every weekday (Monday to Friday)

Custom...

Custom recurrence

Repeat every   1 ▲▼   week ▼

Repeat on

S   M   T   W   **T**   F   S

Ends

⦿ Never

◯ On   Apr 15, 2021

◯ After   13   occurrences

Cancel   Done

Custom Recurrence

- You can see here that you can repeat every numbers of day, week, month or year.
- You can any days of the week you want. It can be one choose or all seven days.
- You can tell the appointment to never end.
- You can tell it to end on a particular date. If you click on the radio button in front of **On,** you can then type in a specific date in the box. Or click on the calendar and use it to tell the event to end on a particular date.
- You can tell it to end after a particular amount of occurrences.
- Once you are finished making changes click done to accept the changes.

Making changes to recurring events

I need to make change to an event that happens weekly but only to a specific event not all that are in the recurrence. Follow the steps below to make changes to only one appointment.

- Double click to open the appointment/event.
- Make the changes to whatever needs to be changes (i.e. time, date. Location, etc.)
- Click the **Save button** at the top.
- Once you click save a box will pop up asking if you want to make change to **This event, This and following events, or All events.**

Edit recurring event

◉ This event

○ This and following events

○ All events

Cancel   OK

- In my case I only want to make changes to this event so I make sure that is checked and click the **ok button**.

Dawn (Dr. Appt will be late)
11:30am – 7:30pm
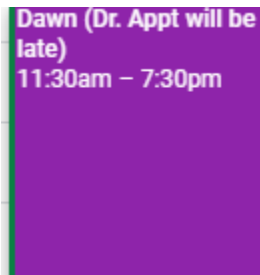
- The pop up box will close and at the bottom of the screen you will see **event saved**.
- You can even change the event times by clicking and dragging the event. If this is a part of a recurring series, then when you let go off your mouse it will as you the same question we discussed above.

More appointment details

- If you click on find a time tab after clicking on a date to enter an event, it will allow you to see your calendar to be able to pick a date and time that works for you.
- You can enter a location.
  - o You can add a specific address and it will allow you to preview it in maps.
  - o You could type in the name of a place (Green Branch Library).
- You can add a notification to remind you of an appointment coming up.
  - o You can choose notification or email.
  - o The notification will be in the calendar.
  - o If you select email, then the reminder will come to your email.
  - o You can choose minutes, hours, days, weeks.
  - o You can type in any time.
- You can add it to a particular calendar.
  - o This is important if you have a work calendar separate from your personal calendar.
- You can color code your events based on your preferences.
  - o This will help you to visually see appointments on your calendar.
  - o There are 11 different colors to choose form.
  - o You could choose one color for appointments (Tangerine), a different color for

work (Grape for regular shift and Banana for off shift), a different color for school activities (Flamingo), etc. It might look something like this. Google has a sense of humor when it comes to naming colors. (Note: the calendar is in weekly view.)
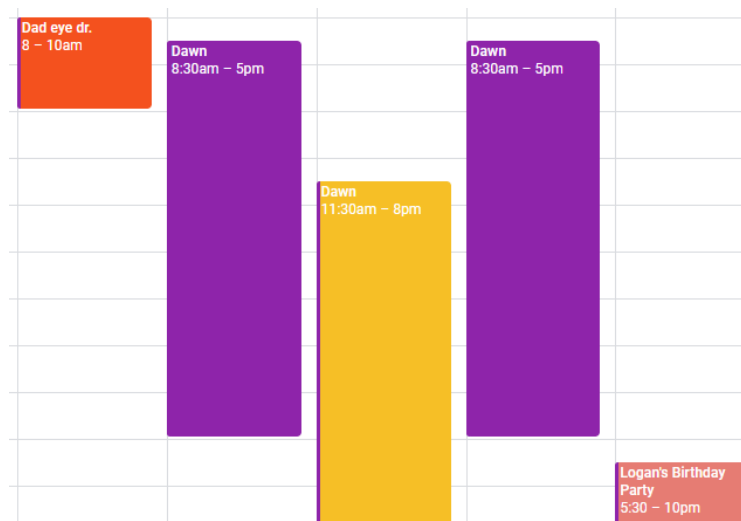

- You can enter a description that will only be seen when you double click on it.
- You can add guests to your event and control what they are able to do.
  - You have the option to let or not let them modify the event, invite others, and see the guest list.
  - If you add guests, they will be able to confirm whether they are coming or not and you can track it on the event.


- You can type contacts in this box or an email address that might not be in your contacts already.
- You will then need to decide what guests can do. Can they make changes to the event? Can they invite others? Can they see the guest list? If you want them to do all three make sure you click the check box next to each one. If not, unselect whatever you do not want them to have access too.
- You can have the calendar show whether you are free or available.
- Under Default Visibility, you can choose whether you would like your event to be public, private, or just use the default setting. The default setting will follow the rules set up for the calendar as a whole.
  - If you choose public, this doesn't mean that all the world will see your events. It means anyone you have shared your calendar with will see the event if you choose public.
  - If you choose private, they will just see you are busy.

- Below is what the appointments will look like on your calendar.
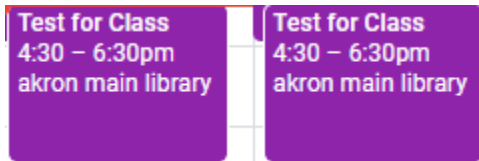
- On the left calendars will be listed under **My calendars.**
  - Some are default calendars for example reminders and tasks.
  - You can add as many calendars as you want.
    - You could have one for home, work, and your social organization or one for each child and their activities.
- You can share a calendar with anyone you want or they can share their calendar with you.
- If someone shares a calendar with you it will show on your calendar automatically and you can turn them on and off by checking on or off the box if you need to see only one calendar at a time.
- The shared calendars will be listed on the left under **Other calendars**.
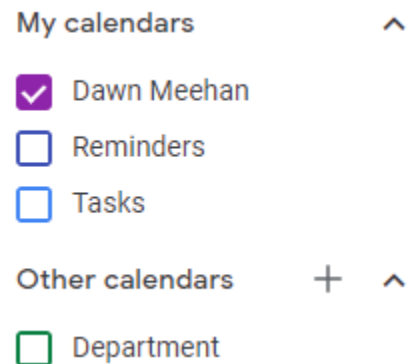
Changing times

- You can change an event time by clicking and dragging the event.
- When you rest your mouse on an event, your mouse will become a hand.
- You will then click the left mouse button while hovering on the event and do not let go. (A long press)
- You can drag it to a different time within that day or to another day in that week or month depending on what view you are currently working in.

Delete appointments/event

- Click on the appointment/event.
- Press the delete button on your keyboard.
- If it is a single appointment, it will delete.
- If it is part of a recurring event, it will ask you to decide **this event, this and following events, or all events.** Whatever you decide click ok.
- If accidentally delete an event, you have a small amount of time to be able to undo the delete.
- A box will pop up at the bottom that says Event deleted and on the right Undo. Click undo to bring the event back. If you don't want to undo. This box will disappear momentarily.
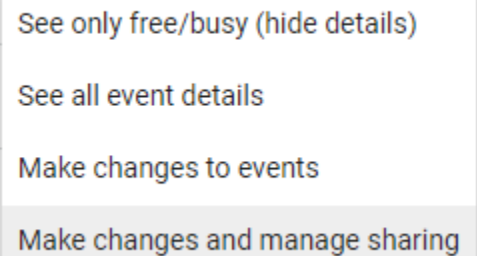
Different views

- At the top of the page, you can use the drop down menu to choose to see the calendar different ways.
- Day
- Week
- Month
- Year
- Schedule = Is an agenda type style.
- 6 days = custom view. You can change this to any amount of time you want.

View Options

- Click the **gear** at the top.
- Click **settings**.
- One the left, click **view options**.
- Under the view options, you can choose to:
    - Show weekends
    - Show declined events
    - Show week numbers
    - Display shorter events the same size as 30 minute events
    - Reduce the brightness of past events
    - View calendars side by side in Day View
- You will need to click in the box next to any of these to turn them on.
- You can choose what day to start your week on.
- You can choose one custom view (2 days, 3 days, 4 days, 5 days, 6 days, 7 days, 2 weeks, 3 weeks, or 4 weeks.
    - This option will show at the bottom of the drop down list we previously spoke about.

How do you share you google calendar?

- Under My calendars on the left pane, click on three dots next the calendar you wish to share with someone.
- Click on Settings and Sharing.
- You can add people by email and decide what you will let them do to your calendar from the drop-down list.

See only free/busy (hide details)

See all event details

Make changes to events

Make changes and manage sharing

How do you share someone's google calendar?

- Click on the **Settings** button on the right side of your screen.
- Click on the word **Settings** from the drop down menu.
- When the new screen appears click on the word **add calendar** on the left hand side of the screen.
- Click on **Subscribe to calendar.**
- To the right, you will see a box that says add calendar.
- Type in the name of the person you want to add their calendar to yours.

You do not have access to marymartin@gmail.com's calendar.

Add a message to request access.

Cancel   **Request access**

- The above box will appear saying you do not have access to the person's calendar. You can just **request access** or **write a message** and then **request access**.
- The person on the other end with receive an email that looks something like what you see below.

billybuckets@gmail.com   would like to view your calendar ➤ Inbox ×

B   billybuckets@gmail.com
to me ▾

I want to know what you see when you get this request please. Thanks

billybuckets@gmail.com   would like to view your calendar.

To accept this request, please visit:
https://calendar.google.com/calendar/render?share=dmeehan6599%40gmail.com&ctok=bWltaW1hbmRhGF5QGdtYWlsLmNvbQ
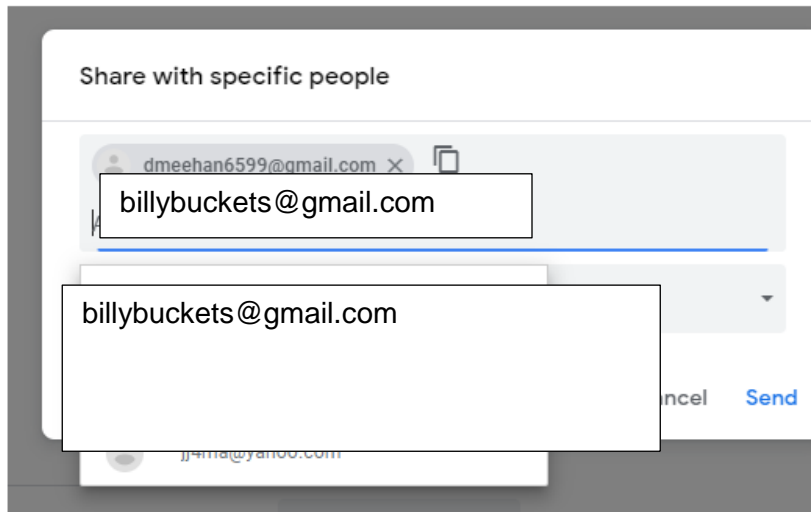
Thanks,
- The Google Calendar Team

View your calendar

↩ Reply   ➡ Forward

- When the person clicks on the link they will be taken to a page that looks like what you see below.
- With your email already add and they can hit send if they are willing to share their calendar.

Share with specific people

dmeehan6599@gmail.com ×

billybuckets@gmail.com

billybuckets@gmail.com

ncel   Send

jj4ma@yahoo.com

- Once the other person shares their calendar with you, they can go under **Calendar settings** and in the email under **Permission Settings** they can choose what you can do to the calendar. This is also how you will control what people can do to your calendar.
  - **See only free/busy (hide details)** allows people to only see if you are available or not but not what you are doing at that time.
  - **See all event details** allows people to see when you are busy, what you are doing, when and where. They will not be able to make changes.
  - **Make changes to events** allows people to see and make changes to events put into the calendar by anyone.
  - **Make changes AND manage sharing** allows people to make changes to events and share the calendars with other people.

See only free/busy (hide details)

See all event details

Make changes to events

Make changes and manage sharing
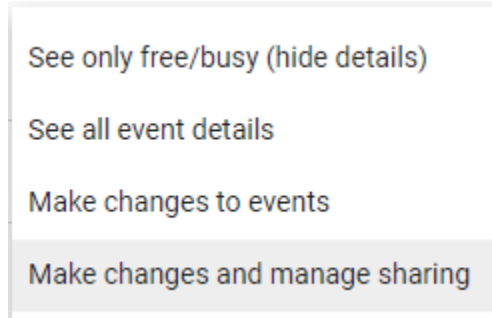
Create event through mail

If someone sends you can email with an appointment or event listed. You can add that to your email.

- Open the email with the event information in it.

Mark as unread

Mark as not important

Add star

Create event

Filter messages like these

Mute

  - Click on the three dots at the top, which will open a menu.
  - Choose create an event.
  - It will open a new event in Google Calendar.
  - It will put the subject heading in the event title.
  - It will put the rest of the email message in the description area at the bottom of the screen.
  - You will need to make changes to date and time to get all the information in the right place.

Dad's Birthday March 18th, 2021 2 pm to 4 pm
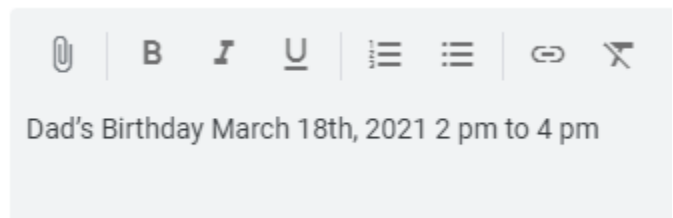
Google Keep

Keep organized. Capture inspiration and to-dos effortlessly. Collaborate on notes with teammates and set reminders to stay on track. Everything syncs across your devices so what's important is always in reach (https://workspace.google.com/products/keep/). It is available for Web, Android, or iOS.

Create a note, a checklist, drawing, or image.

Note   Checklist   Drawing   Image

- You can add a title for your note.
- Start typing your note.
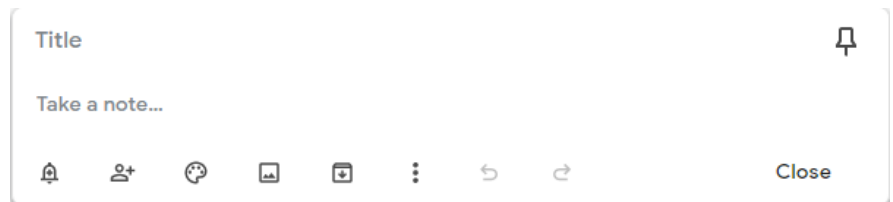
- Add a reminder
  - When and where you want to be reminded.
- Collaborator
  - A friend or co-worker could work with you on a note. Click on add collaborator button and type in person or email address.
- Change the color
  - An organization tool to view notes visually. You can make all work items one color and home a different.
- Add an image
  - Of an item that you have searched. When you click add image it automatically wants you to search your computer for it.
- Archive it
  - This will hide it but not delete
- More *(this changes based on when and what stage the note is in)*
  - Add a label
  - Add drawing
  - Make a copy
  - Show checkboxes
  - Copy to Google Docs
  - Delete a note

Labels

Labels can be used to identify notes in categories. What categories you might ask? Whatever you choose to create. Once you create labels, you can then attach the label to the note. After you have a few notes labeled. You can click on the label name on the left and Keep will filter all the notes out that do not have that label.

To create a label
- You can create them ahead of time by clicking on **edit label** on the left.
- A pop up box will appear where you will see list any labels you already have and a blank line where you can type a new label.
    - When you type your new label, click the check mark on the right to accept your label.
- Next to the existing label is a pencil that you can click on and edit the name of the label.
    - If you make changes, click the check mark on the right to accept your label.
- If you want to delete a label, click the pencil and in front of the label is a trash can.
- Click the **done button** when you are finished.
- Clicking on the name of the label will only filter the notes.
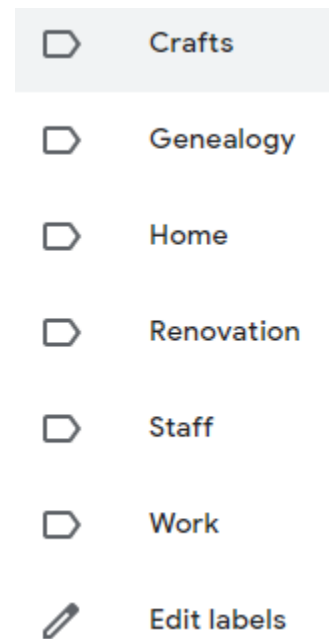
To add a label to a note
- Click the three dots in the lower right corner of the note**.**
- Click add label.
- You can choose from one or more labels that already exist or enter a new label name.
- If you type a label that doesn't exist already, click create "label name" when done.

Reminders
You can be reminded of your notes on a particular time or when you reach a specific place. Do you need to be remind daily to do a task when you get to work? Google Keep Reminders can help.
- To set a reminder for a particular note, click on the bell with the plus sign it to bring up your choices.
- You can choose later today, tomorrow, next week, home, work, pick date and time, or pick place.
- Whatever you click on will give you even more options. You can even choose to have this repeat if you need to.
- The times are default. You can change them when you select them but if you want to change the default time.
    - Click settings.
    - Settings will open, you can change the Reminder default times there.
    - Click save when done.
    - If you are using your computer, you may have to allow the notifications when you set it up for a note.
    - This is what the notification looked like on my computer.
    - If you get notifications on your android phone, on the lock screen it shows a light bulb and then when you open your phone it is listed where your notifications are always listed.
- If you click on reminders on the left, you can filter by them also. It will show any notes that have reminders attached to them.
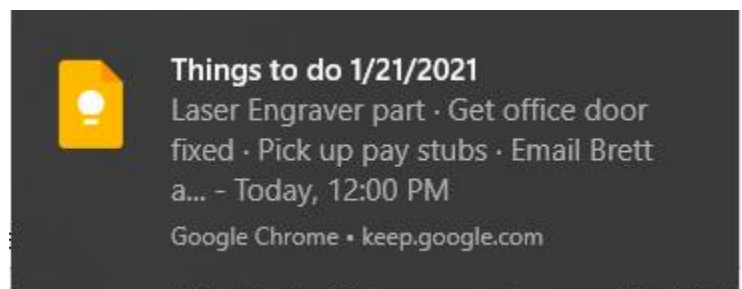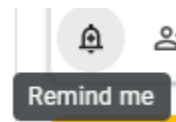
Pinned Notes

These notes will stay at the top of all other notes so they are easier to find. It might be something you update often or want to be able to refer to frequently.

- To Pin a note
  - Rest your mouse on whatever note you want to Pin.
  - A button will appear in the right corner.
  - Click on it and your note will be pinned at the top.
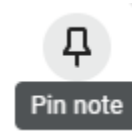
Checklists

Notes can be turned into a checklist even if you did not start it out as a checklist. As you are typing your list or once it is done, click the three dots and choose show checkboxes. Checked off items will show below with line through it. You can drag items to the right to make them subtasks. If you click on the top level task, it will cross out all the subtasks below it.

Things to do 1/21/2021

- ☐ Laser Engraver part
- ☐ Email Brett about Zoom classes
- + List item

∨ 6 Completed items

- ☑ ~~Check Email~~
- ☑ ~~Call Andrea~~
- ☑ ~~Email James~~
- ☑ ~~Get office door fixed~~
    - ☑ ~~Pick up pay stubs~~
- ☑ ~~Print out sign in sheets~~

Grab text from image

If you upload an image that has text in it, (On Android phone, tap and hold the image; on iPhone in your Google Keep App, tap and hold the image menu will be provided-) you can choose to grab the text from the image. Keep will do it's best to grab the text in order. It will then place the text at the bottom
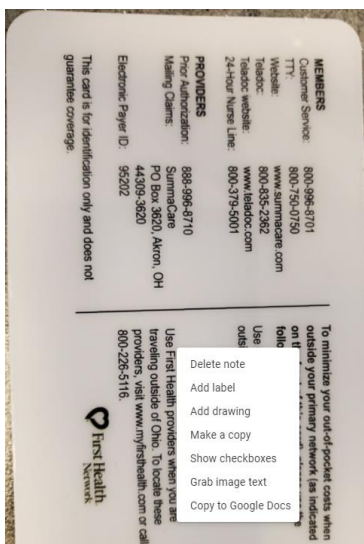
MEMBERS
Customer Service: 800-996-8701
TTY:
800-750-0750
Website:
www.summacare.com
Teladoc
800-835-2362
Teladoc website:
www.teladoc.com
24-Hour Nurse Line: 800-379-5001
To minimize your out-of-pocket
costs when
outside your primary network
(as indicated
on the front of this card), please
use the
following provider networks:...

Using Keep on your phone

Drawing

This is available on phone and computer but I find it easier to use on the phone. Basically with this feature you can use your finger or a stylus to write notes, draw pictures, etc.
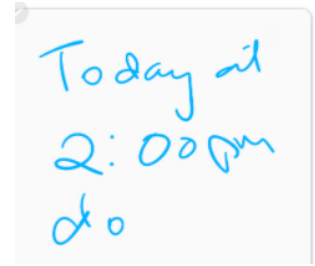
Voice Memo

If you click on the microphone, you can add a note by talking into your phone. It will add text of what you are saying and also a voice recording.

Add Image

This is available via phone and computer. If you choose add image on your computer, it will allow you to search your computer for the photo. If you choose on the phone you can take a picture right now or find one that has already been taken.