

Google Apps Calendar

The calendar in Google Apps has many features to help you organize and share events.

1. **Create events**
2. View or hide your calendar
3. **Create** separate calendars for different topics such as homework, field trips and birthdays. Calendars can be displayed on one calendar, or hidden. Each calendar can be shared separately.
4. Access **Settings to share calendars.**
5. Click the triangle next to any calendar to access options.

1 [Create Event](#)

[Quick Add](#)

[Tasks](#) **New!**

« June 2009 »

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

▼ My calendars

- Susan Oxnevad
- Bradley Shared
- Emma Shared
- Erik Shared
- Oxnevad Family
- Tasks
- Troop 947
- U97 Summer Tech
- Settings
- Create

▼ Other calendars

Add a friend's calendar

- Sheri Lenzo Oak Park D
- Settings
- Add

2

3

4

5

What Training

When 6/17/2009 8:30am to 11:30pm 6/17/2009 All day

Repeats: D S M T W T F S

24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Where CO

Calendar Susan Oxnevad

Description Google Tools

▼ **Options**

Reminder Pop-up 10 minutes remove [Add a reminder](#)

Show me as Available Busy

Privacy This event is:

- Default
- Private
- Public

[Learn about private vs. public events](#)

Susan Oxnevad

- Display only this Calendar
- Calendar settings
- Create event on this calendar
- Share this calendar
- Notifications