Your guide to Google calendar
Welcome to Google calendar

This guide outlines some of the key settings and features of Google Calendar.

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Getting started

How to access your Google Calendar

We recommend using the Chrome web browser to view your Google Calendar, as this provides the most integrated experience.

You can log in directly through your Google account in any browser (once in Google you’ll see a Calendar link in the toolbar across the top of your screen). Accessing your Gmail account will take you there (see Gmail guide).

You will also be able to log in directly to Google Calendar from the IT Services Google Calendar support site: bristol.ac.uk/it-services/calendar/.

From any computer or mobile device worldwide, you can log in directly from Google at calendar.google.com. If you wish to log in this way you will need to submit your password to Google through bristol.ac.uk/password (see Gmail guide for details).

Settings and personalisation

All of your calendar settings can be altered by clicking on the cog symbol in the top right of the screen and selecting Settings.

This will open a series of tabs, which control all of your calendar settings. We would like to draw your attention to a few specific settings which you may find useful.

Useful settings

1. Under the general settings you can:
   - Show/hide events you have declined
   - Set your working hours so colleagues will get a warning if they invite you to events outside of them.

2. Under the ‘Calendars’ tab under Settings, you can view and change:
   - General reminder settings: by default, two 10 minute reminders (one desktop pop-up and one email) will be included into every new event. You can change this here.
   - Sharing (who sees your calendar entries): the default is to share with all staff and PGRs within the University (see 5 guiding principles of calendar use on page 14). In the ‘Calendars’ tab under Settings, click on the ‘Shared: edit settings’ link to give someone delegate access to your calendar or give someone outside the University access to your calendar.
What you will see in Google Calendar

1. In the middle:
Your calendar, which by default will show a week’s view.

2. At the top:
Google Apps menu, search box, Buttons for moving to previous or next screen, changing the view and settings.

3. On the left-hand side
   • The ‘Create’ button (see p. 4)
   • A small month’s view calendar - click on a date in here to go to it.
   • ‘My calendars’: includes your primary calendar, any calendar s you have admin access to (including resources such as rooms) and your Task list.
   • ‘Other Calendars’: where you can enter a colleague’s University email address to view their calendar.

   • Their calendar will remain listed under this heading so you can view it with one click in future. If you don’t need to see it again, hover your mouse over the calendar’s name in the list. A drop-down arrow appears to the right of the calendar name, click this and select ‘Hide this calendar from the list’ in the menu that appears.

   From this menu you can also switch off viewing all other calendars: select ‘Display only this calendar’.

   In this view, Google layers any calendar you are viewing. Here for example, the people with the blue, yellow and green calendars are in the same meeting, while the person with the purple calendar has a clashing event and the person with the pink calendar has a meeting earlier, but they all have free time in between. Click on a calendar in the list to switch it on or off. When you can see its colour on the left of the name, it is on.

   There is also a way to look at several calendars side by side, see p. 7.
**Setting up meetings**

Click the red ‘CREATE’ button on the top left of the main screen (see p.4).

This takes you directly to the page where you can set/edit your meeting/event:

- Add event name, time, duration etc.
- Tick the ‘Repeat’ box to set up a series of meeting.
- To add guests to a meeting go to ‘Add:guests’. Google is pre-populated with University staff and your contact directory, which will bring up suggestions when you start typing a guest’s name. Click the ‘Add’ button. To invite external attendees or students, type or paste their full email address.
- Click ‘Add:Rooms etc.’ to see a list of rooms you can book.
- Click ‘Find a time’ to see guests’ calendars side by side (see p.7)
- For a confidential meeting, tick ‘Private’ in the Privacy section. This will block out the time but show it only as ‘busy’ to others.
- Add any other details as appropriate
- When you have finished, click ‘Save’

**Note:** There is no “tentative” setting in Google calendar. To mark a meeting as tentative, we recommend you write it in the title. This is how existing tentative markers will appear in entries that have been migrated.

Tip: You can also quickly create a meeting by dragging or clicking inside the day you want the event to be.
Adding an event to someone else’s calendar
Events you create will be in your calendar by default.
If you have delegate access to someone’s calendar, you can add a meeting directly to their calendar if it is open on its own, or by selecting their calendar in the event’s calendar drop-down menu.

To add an event you are not attending to a calendar you do not have delegate access to:

- Invite them to the meeting (see p.5).
- Decline the meeting.(see p.11).

If you set up a lot of meetings for others, there are other methods you may wish to consider. see: bristol.ac.uk/it-services/calendar/

Sending invitations
When you save your event, Google calendar asks you whether you would like to send an automatic invitation to your guests. This will include all of the entry’s details (including the description notes and RSVP links), but can’t be personalised.

Personalising invitations
If you would prefer to send a personalised email, click ‘do not send and re-open the event.

You will see a link called "Email guests" above the guests list, which allows you to send a personalised email to all or any combination of guests.

Note: there is no ‘intray’ in Google Calendar, therefore it is very important to notify guests when putting a meeting in their diary as they won’t otherwise know a new meeting has been added until they check their Google calendar for that day.
Meetings with multiple guests

• The ‘Find a time’ tab allows you to see the availability of any guests you invite to the event. In this view, you will only see meetings that have a status of ‘busy’ and you will not see meetings that your guests have declined.

• The shaded blue rectangle can be dragged and extended and its position is automatically reflected in the meeting start and end time at the top.

• You can click on the guests’ names to show and hide their calendars in the group view.

• Clicking on a silhouette on the left of the name allows you to mark this guest as optional. You can then toggle between the ‘all’ and ‘required’ options under ‘Show guests’.

• You can toggle between day and week views.

Tip: you can use the name of an existing Gmail contact group in ‘Add: Guests’ to display the availability of its members in one click.
**Day notes/events**
You can create a day note by clicking the rectangle just under the date. The entry will then appear in that rectangle.

You can also do this by creating a regular entry and ticking the ‘All day’ box.

**Repeating events**
As well as ticking the “Repeat” box in the event details to create a series (see p.4), you can add individual instances of an existing meeting - including extra ones on the same day as the original entry:

1. Open the meeting
2. In the ‘More Actions’ menu, select ‘Duplicate Event’
3. This creates a duplicate instance of the same meeting. You can change any parameters you like (date, time, guests etc).
4. Click ‘Save’

Tip: You can move individual entries of a repeating series by dragging and dropping or by changing the times in the individual entry.
List repeating events
To see a list of recurring meetings/events, use ‘Search Calendar’.

Type in your search term in the Search box. For most specific results, paste or type in the meeting’s full name in quote marks. You can also search on keywords.

In this view, by clicking on the + sign at the left of the meeting name, you can see a lot of the event’s information, change its colour, email individual guests, RSVP, delete the event or click Edit Event to go to the full editing screen.
Accepting/declining

You can RSVP to an event by opening it in your calendar and ticking your response in the yellow section above the title. If the meeting organiser sent the automated notification upon creating the event, you can RSVP directly from it. The email gives you all the details about the event along with what is already in your calendar for that day.

You can add a note here if you wish. The note will be visible under your name in the guest list.
Until you have RSVPd, there is an arrow pointing left in the top left corner of the event.

Meetings you have declined appear in a faded shade of the original colour and with the title crossed out.

Where you reply ‘Maybe, the meeting has a question mark in the top left corner.

Meetings you have accepted have no symbol.

### Rooms and other resource calendars

If you administer a resource, it will show in your My Calendars list.

Clicking on the arrow at the right of the resource’s name in this list gives you access to the same options as with your own calendar, including settings, where you can go to manage the way the calendar is shared, add new administrators etc.
Tips and tricks

Working offline
There are several ways to access your calendar away from your computer/internet connection.

1. Sync it to your mobile device (phone or tablet). For full instructions on how to do this visit bristol.ac.uk/it-services/advice/mobile/migrate (access this straight from your mobile via the QR code below).

2. Print a hard copy of what you need - click on the More button next to the cog icon.

3. Use your calendar in Offline mode - click on the cog icon and select ‘Offline’
Secondary calendars
Google allows you to layer some extra calendars to your default one. By default your main calendar is public to University staff and PGRs but any secondary calendars you create will be private unless you choose to give others access (see ‘Settings’ section p. 3). This can be used for example to overlay confidential information about a personal appointment on your calendar.

To create another calendar, click the arrow on the right of ‘My Calendars’ and select ‘Create new calendar’.

Labs
Google offers extra features called Labs. You are free to enable any Lab you like in your Google account, however, be aware that Labs are experimental features and they may change or disappear at any time.

You can access the list of available Labs from the cog icon on the top right of your main screen.

Calendar Labs you may find useful include Add Attachment, Flair, and Gentle Reminders.

Colour-coding
You can change the colour of any meeting in your calendar. Your colours are only visible to you and anyone who has delegated access to your calendar.

Other people’s calendar are displayed as all one colour. You can choose what colour to see someone’s calendar in.

Agenda view
There are five options for viewing your calendar: a day, week month or five days at a time, or Agenda view.

Agenda view lists the events in your calendar, letting you see at a glance what is in your calendar for any given day, whether you have RSVPd and what the location is if specified.

You can expand each meeting to view more details in the same way as in a search result page (see p.9)
5 guiding principles for calendar use

There are a variety of roles at the University and each of these has different calendaring requirements. For example, some staff are rarely invited to events (such as meetings), whilst others are regularly invited. We want to ensure that Google calendar works for everyone and so have created five guiding principles, which should underpin usage by all staff at the University.

Confidentiality

The normal level of access for events is ‘see all event details’ (the University default). However, events which involve personal or commercially sensitive data should be made private, for example a staff counselling appointment or contract negotiations with a supplier.

When you create an event, you can set it to be public (to the University) so that all event details can be seen or private (to the invitees) so that most people will see it as booked out time.

If you are creating a sensitive or confidential event, make sure you select the correct privacy settings so that confidential meetings are not exposed and check all details before sending out the invite.

Ease

Google Calendar makes it much easier to arrange, book and view events as you are able to access it from anywhere, either on any device which has an Internet connection or through the offline access.

Inviting colleagues to events should be easy, whether they are internal to the University or external collaborators. To support this, everyone should share their calendar with everyone in the University.

You can choose to share your calendar with external collaborators, or simply invite them to specific events you schedule.

• Rooms for events should also be easy to book, and where possible meeting spaces should be made directly bookable by staff.
Individual control

Google calendar is a tool you can use to help manage your time and workload. Each individual retains control of their diary.

An invitation to attend an event is just that – an invitation. It is not a summons, and you have the right to decline or request an alternative slot if the request is unsuitable.

In Google calendar, you can delete meetings that you do not wish to see from your view.

All members of staff have a right to protected time to get important work done. Staff should be encouraged to reserve time to complete a piece of work, where thinking will not be interrupted by meetings. This right should not be misused by staff, for example, to block out every day in their diary as unavailable.

Clarity

All members of staff should make it clear when they are unavailable for events, for example by blocking out non-working days and times or other personal commitments.

We are working on integrating teaching timetables into Google calendar to help make teaching commitments clear.

Titles, venue information and other details should be clearly understood by all invitees.

Courtesy

All meetings should be sensibly scheduled to allow for travel time/comfort breaks.

Be considerate of other people’s diary commitments when looking for time slots – don’t assume for example, that short gaps in an otherwise fully booked diary are fair game for booking. All staff have a right to a lunch break.

When creating a meeting ensure there is no alternative available before inviting someone to an overlapping slot and never double book a colleague without prior consent.

Always send notification if you decline a meeting or your ability to attend changes for any reason to ensure that the event creator is aware and able to reschedule if necessary.

For further guidance on these 5 principles please visit bristol.ac.uk/it-services/applications/calendar/guiding-principles/further-guidance.html
Google Calendar guide

Further information and support

You can find the University of Bristol email support pages at:

bristol.ac.uk/it-services/calendar

Google also has its own ‘getting started’ web pages. Just log into your Gmail account, click on the cog in the top right of the screen and select Help.

You can also contact the IT Service Desk for support:

• Web self-service: servicedesk.bristol.ac.uk/tas/public
• Email: service-desk@bristol.ac.uk
• Phone: 0117 92 87870 (internal 87870), weekdays, 8am–5.15pm
• Counter service: weekdays, 9am-5pm
• Address: Computer Centre, 5 Tyndall Avenue, Bristol, BS8 1UD, UK