Guide to using your UNI Google Calendar

University of NorthernIowa
International Programs
Culture and Intensive English Program

Log in to your UNI email account
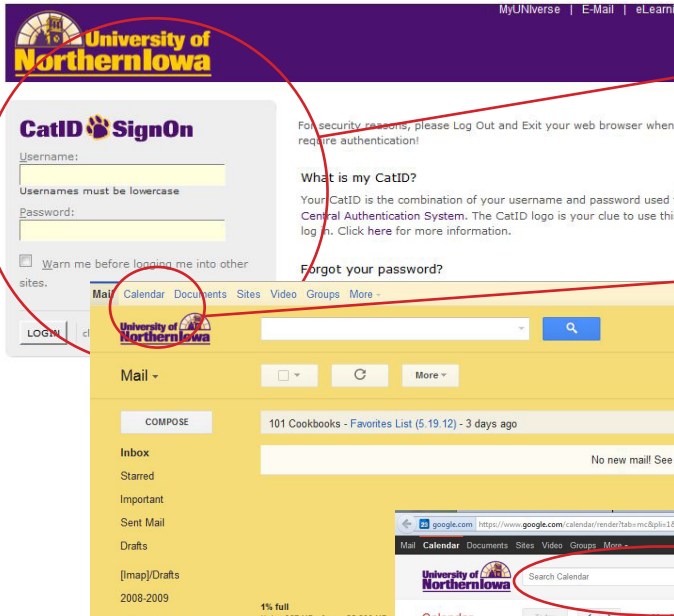
Click 'Calendar' in the top left

Once you have events in your calendar, you can search by event name to find them quickly :)
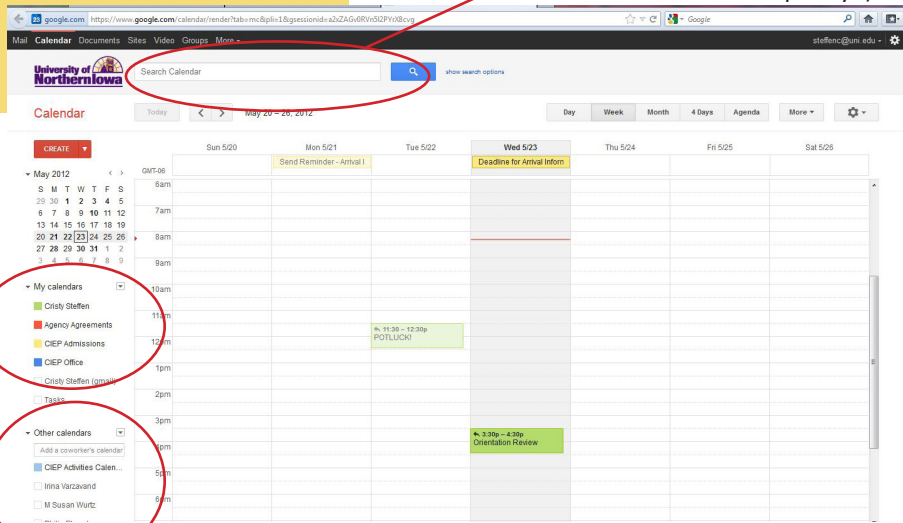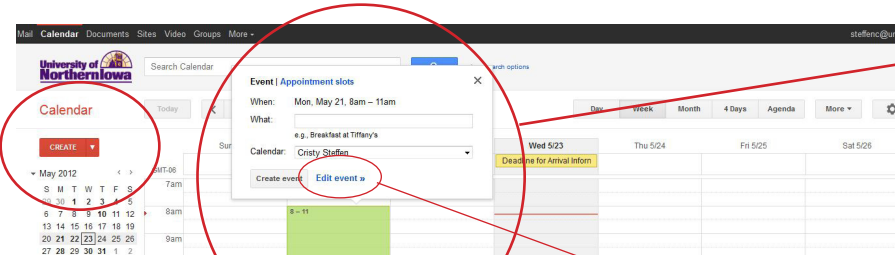
Your calendars:
By clicking the color box next to a calendar you can make it visible or invisible. By clicking on the arror next to each calendar, you can edit colors and sharing

Other calendars:
Here you can search for anyone's calendar by email address. If their calendar is public, it will be added to your page. If it is not, you can re-quest permission to see it.
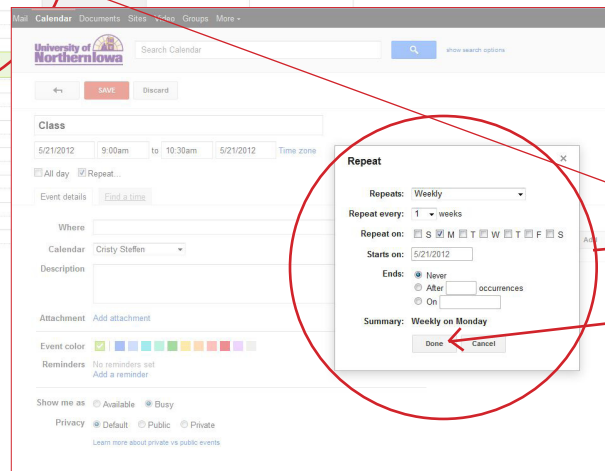
Making an event:
You can simply click and drag on the calendar to create an event or you can use the red button on the left side.

Repeating events:
For events that repeat on a regular basis, google will automatically enter them in your calendar. To set this up:
Click 'edit event'
Set your repeating preferences
Click 'Done' and then '**SAVE**.'

Sharing your Google calendar

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When it comes to sharing your Google calendar, you have a couple options. You can either make your calendar Public for anyone to see, or you can make it visible to everyone with a "@uni.edu" address (which is what we recommend). By choosing this option, it does not mean that everyone at UNI will automatically see your calendar, but if they search using your email, it will be visible to them.You can also keep your calendar private so that only those you specifically give permission to will have access to it.   Once you have decided who you will share your calendar with, you can also decide what kind of access people will have to it. You let others see just the times that you are free/busy, or you can let them some of the event details. For example, your calendar may show just 'busy' to people or may display 'Listening/Speaking' or 'CIEP office hours.'

Step 1
Under the 'My Calendars' sidebar, find the calendar you wish to share and click on the arrow to the right.

Step 2
Click 'Share this calendar'

Step 3
Click 'Share this calendar with others'

Step 4
Choose to make your calendar public or share with everyone at UNI

Step 5
Choose how much information you would like people to see.

Step 6
Save! You're done!

Or share with specific people
If you want to keep your calendar private, you can also just share your calendar with specific people by entering their email address here.

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