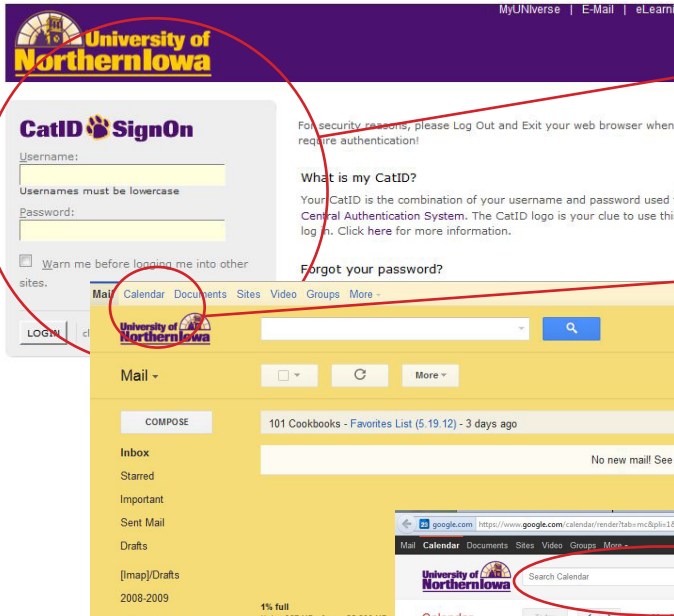


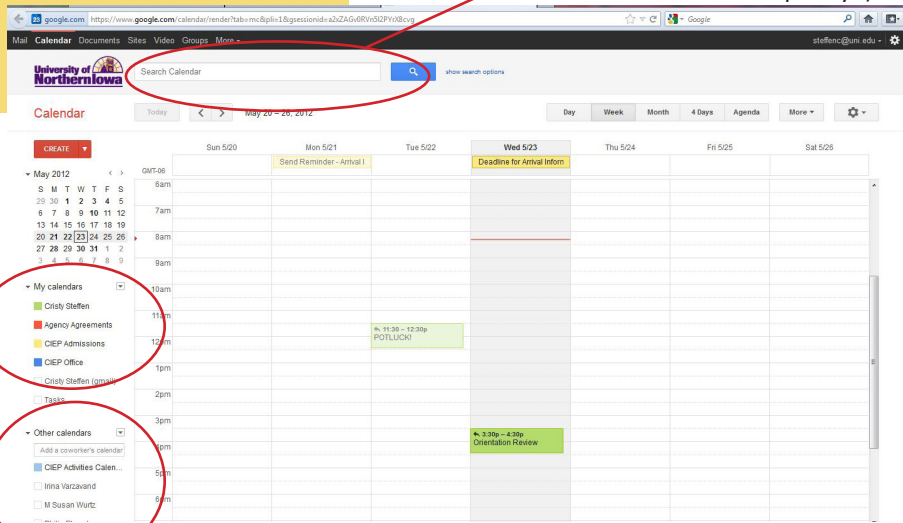
Guide to using your UNI Google Calendar

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:

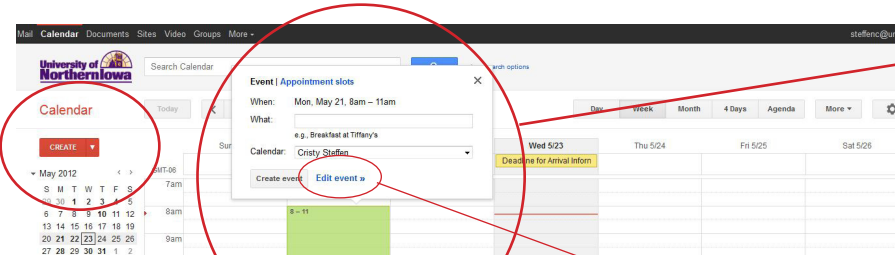
By clicking the color box next to a calendar you can make it visible or invisible. By clicking on the error next to each calendar, you can edit colors and sharing

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 request permission to see it.

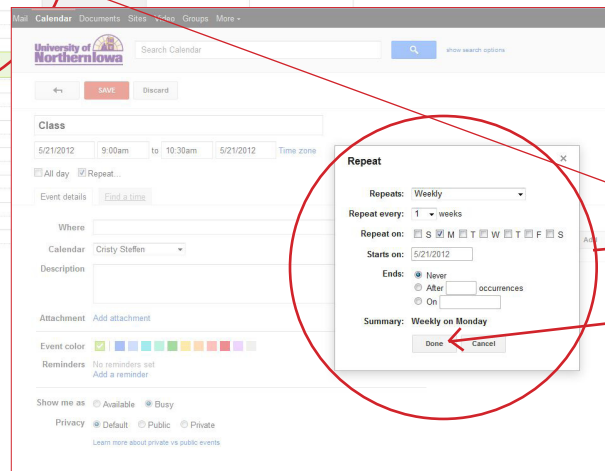
Making an event:

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

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!

The screenshot shows the Google Calendar interface for 'Cristy Steffen' at the University of Northern Iowa. The calendar view is set to 'Week' for May 20-26, 2012. A sidebar on the left lists 'My Calendars' including 'Cristy Steffen', 'Agency Agreements', 'CIEP Admissions', 'CIEP Office', 'Tasks', and 'Other calendars'. A red circle highlights the 'Cristy Steffen' calendar, and another red circle highlights the 'Share this calendar' option in the dropdown menu. Below the calendar, the 'Cristy Steffen Details' page is shown. A red circle highlights the 'Share this calendar with others' checkbox, which is checked. Another red circle highlights the 'Make this calendar public' checkbox, which is unchecked. A third red circle highlights the 'Share this calendar with everyone in the organization University of Northern Iowa' checkbox, which is checked. Below this, the 'Share with specific people' section is visible, with a red circle highlighting the 'Add Person' button. The 'Person' column lists email addresses: 'ciepadmissions@uni.edu', 'steffenc@uni.edu', and 'cristysteffen@gmail.com'. The 'Permission Settings' column shows 'See all event details' for each. A red circle highlights the 'Save' button at the bottom of the page.

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.