Google Calendar

Along with the new website, Cabrillo is expanding the integration of Google Apps into its computing environment.

What is Google Apps? It's an evolving suite of tools that let you create and share things via a web browser. For example, you can create...

- word documents, drawings, spreadsheets, and PDFs you want to share over the web simply and quickly.
- calendars and share them with just some people or with everyone at Cabrillo, or with the whole world.
- a web form that takes the information people enter in it and writes it to the next row of the spreadsheet.
- small websites

Access Google Apps from the Faculty/Staff Area

Login with your Cabrillo username and password

Welcome to Cabrillo College

Create and share your work online.
Welcome to Cabrillo College documents and spreadsheets program. Work on your existing documents. The familiar desktop-like makes it easy to edit or share your files.

- Keep your documents current. It's easy to make sure everyone sees the most up-to-date version of your documents.
- Edit your documents and spreadsheets from anywhere. All you need is a Web browser — your documents and spreadsheets can be edited and viewed offline, or distributed as attachments, simply save a copy of your file and send it to others.
- Share changes in real time. Invite people to your documents/spreadsheets and make changes, integrated with your Gmail contact list so it's easy to invite people to collaborate.

Don't have an account at cabrillo.edu? Sign in with a different account

Google Apps is an evolving suite of tools to create and share things via a web browser.
The Google Calendar Window

There are different ways of getting started using Google calendar. If you want to just use one primary calendar, you'll probably want to dive right in to adding events.

Transitioning from another calendar?

If you're transitioning from another calendar application, read Google’s instructions at:

http://www.google.com/support/calendar/bin/answer.py?hl=en-ie&answer=83126

Add events

1. Click the Create Event link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you’re using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. Click Save.

There are also a few other ways you can create events:
The Quick Add feature allows you to enter the most basic event details.

You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to alter the length of the event). After entering the event title, you can click Create Event if you're all done, or edit event details if you want to add more info.

Share your calendar

You'll be the best judge of if and how you'd like to share your calendar information with others. Here are a few examples of how you can use the 'Share with specific people' feature of your calendar:

See all event details: You manage a committee and want everyone to see a brief description. You can share your details with them, but nobody will be able to change them.

Make changes to events: You're sharing a calendar with your assistant and want to help each other plan your meeting schedules.
Instructions to share your calendar

1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select **Share this calendar**.
2. Enter the email address of the user with whom you want to share your calendar.
3. From the drop-down menu, select the desired level of permission, then click **Add Person**.

Note: Once you click **Add Person**, the person you selected to share the calendar with will receive an email invitation to view your calendar.

You can also add a calendar to your Google Calendar by using an iCal hyperlink.

1. Open your google calendar
2. Click on the down arrow next to “Other Calendars”
3. Select “Add by URL”
4. Paste the iCal link into the field.
5. Press “Add calendar”