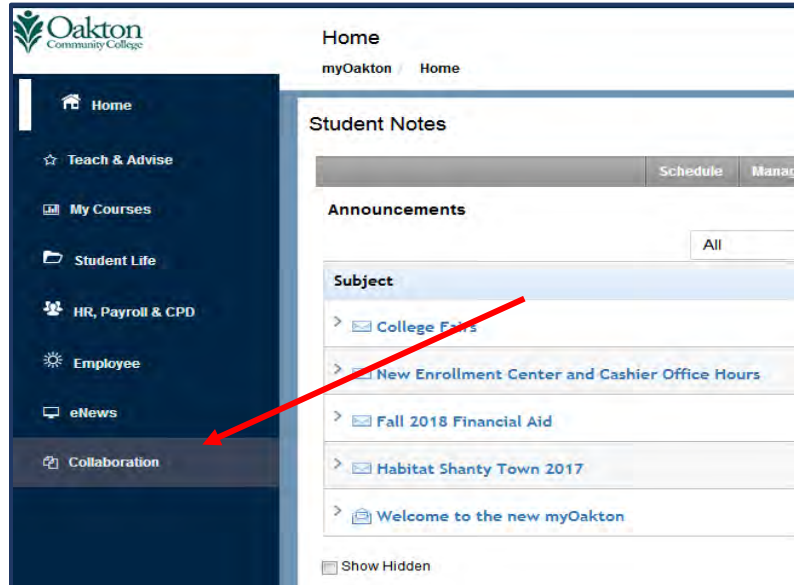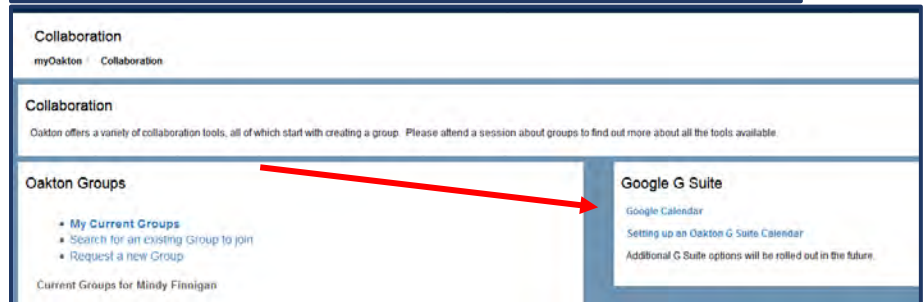# GSuite: Calendar

SETTING UP YOUR PERSONAL OAKTON GOOGLE CALENDAR

A Google Calendar associated with your name and email address will be created automatically when you first log in to the Calendar tool.

1. Login to my.oakton.edu
2. Click the **Collaboration** link on the right side of the page

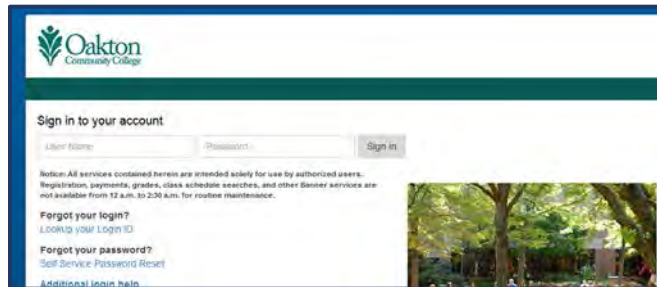3. Click the **Google Calendar** link to get started.

4. The first time you login with your Oakton Google account, you will see the following "Welcome" screen to accept terms and conditions. Click the **Accept** button.

5. If you already have a Google account set up with your Oakton email address (e.g. yourname@oakton.edu), you will be prompted to choose one of two accounts. Choose the "**Organizational G Suite Account**." If you do not have an account already created, you will not see this screen.
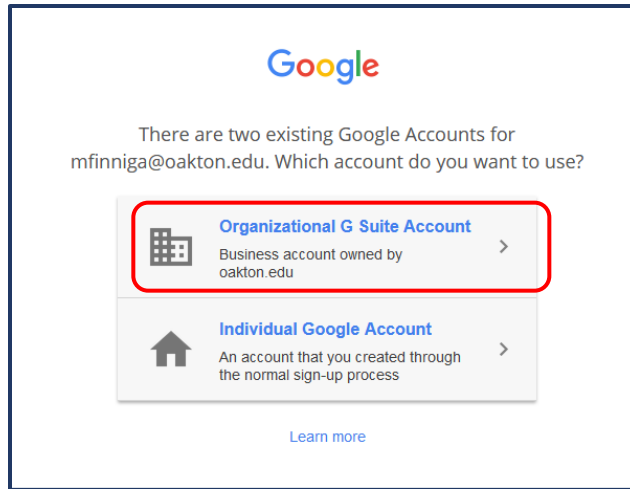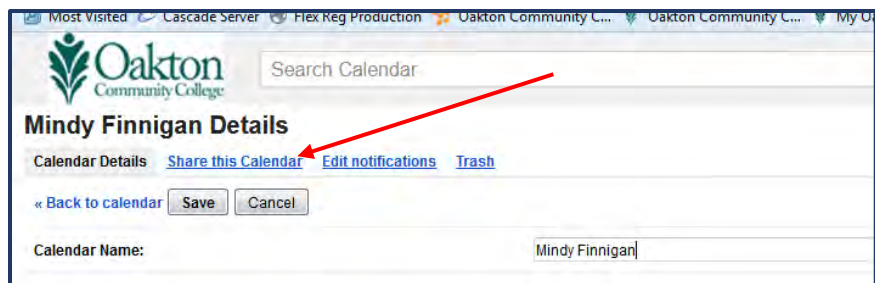

6. You will be prompted to login, if you have not done so already, with the standard Oakton sign-in screen.


7. The Google Calendar will be displayed.
8. On the left side of the page, click **My calendars.**
9. To the right of your calendar, click the Down arrow ▼ ⟩ **Calendar settings**
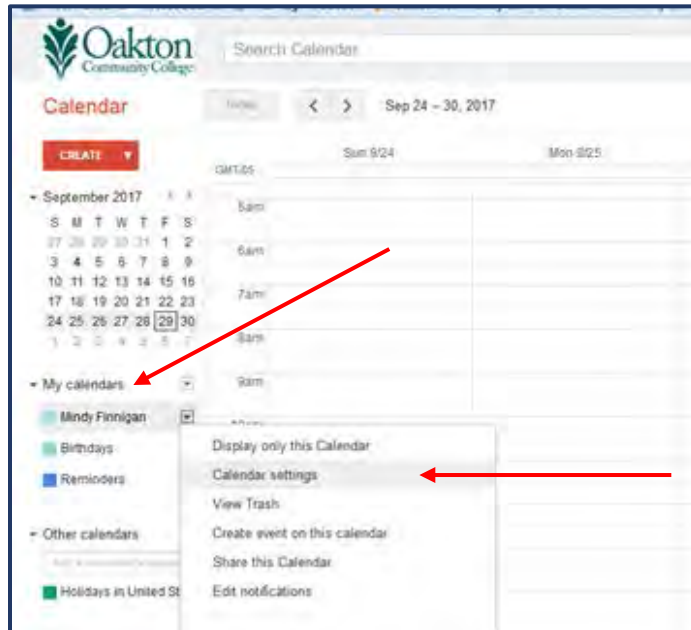
10. Click the **Share this Calendar** link.

11. Complete the "Share this Calendar" screen
    a. So that Oakton can use all the features of Google Calendar, **Select Share this calendar with others**
    b. Select **Share this calendar with everyone in the organization Oakton Community College**, with the option **See only free/busy (hide details)**
    c. If there are particular people at Oakton who you want to have access to more details about your calendar, or to add events to your calendar, you can do so under **Share with specific people** (see more detail in the next section of this document).
    d. At the bottom of the page, click **Save**
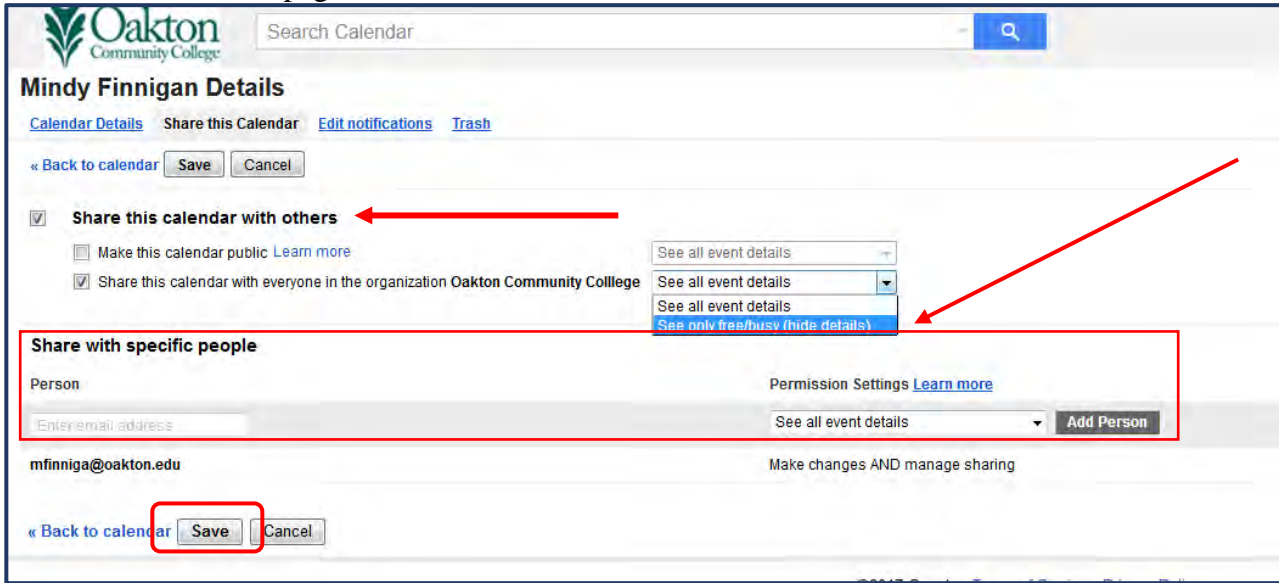
12. As part of sharing your calendar and showing your availability, you'll want to also set your work hours. In the calendar view click on the gear icon ⚙ in the upper right corner, which will bring up a page for general settings for all calendars.

13. As you scroll down, you'll see a choice to set "Working hours", as well as a few other options you may want to set. In the example above, the working hours are set from Monday-Friday from 8:15 a.m. – 5:00 pm. Once you have this set, choose "**Save**".
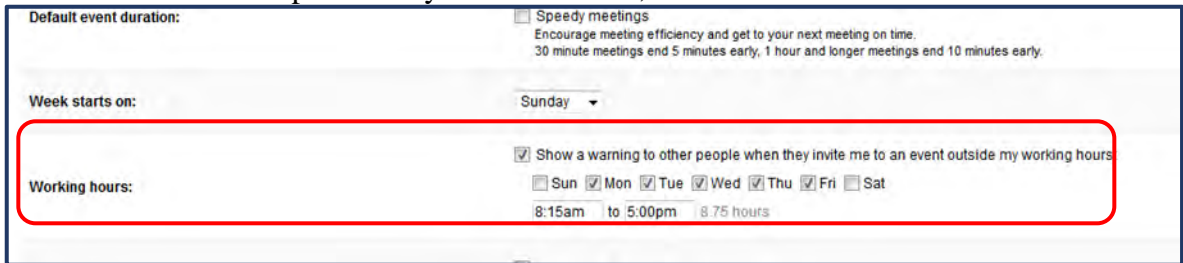

SHARING CALENDARS WITH OTHER OAKTON EMPLOYEES

Once you have set up your calendar according to the steps above, all Oakton employees will be able to see your free/busy time in order to book appointments with you.

If you wish to allow certain people to be able to simultaneously view your calendar whenever they view their own or to give them the ability to manage appointments for you, please review the following instructions.

1. As described in steps 1 - 10 above, log into your Google Calendar, go to My Calendar settings, and click on the link to "**Share this Calendar"**
   a. Under the **Share with specific people** heading you will be able to enter the email address of the person who should have access to your calendar and select the level of access needed.
   b. When completed, click the **Add Person** button and the **Save** button.
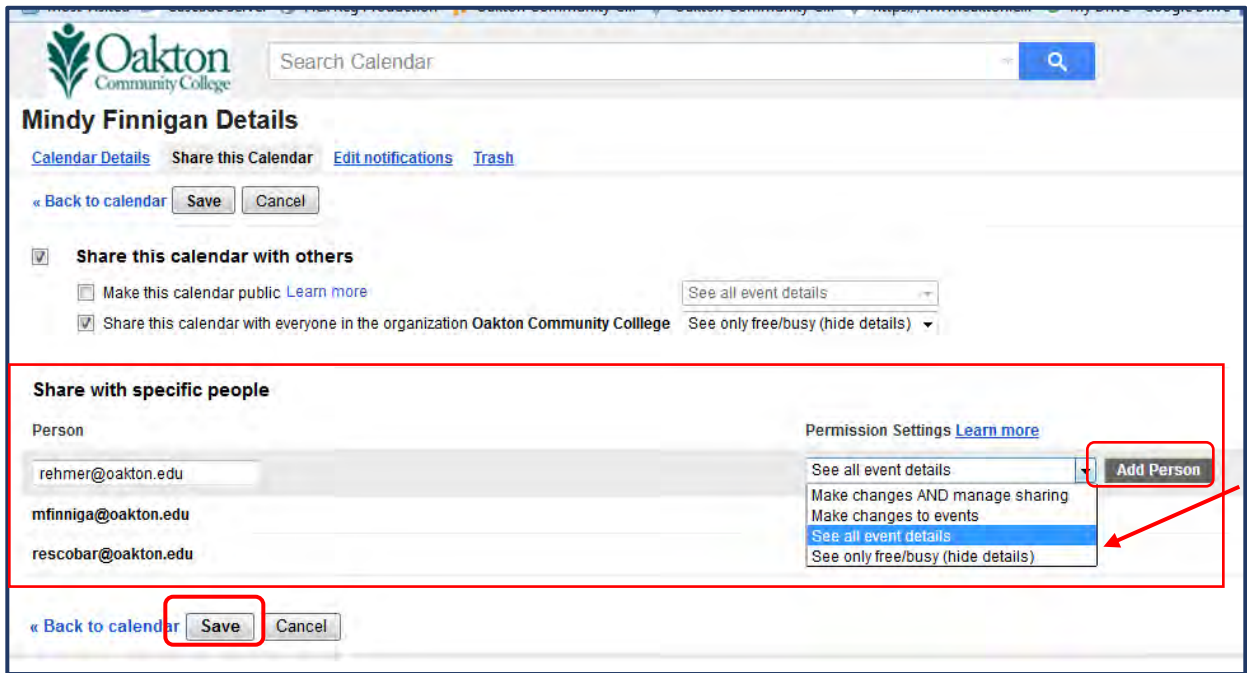
2. When you have been granted access to someone else's calendar, you will be able to see their events on the Google calendar in a color different from your own events in order to distinguish them. You will be able to easily toggle on and toggle off the ability to see the calendar by clicking the colored box next to the person's name. This will not remove your permissions to access their calendar, just hide it from view until you wish to see it again. The box will be white when you are not viewing the calendar, but the person's name will still be displayed.
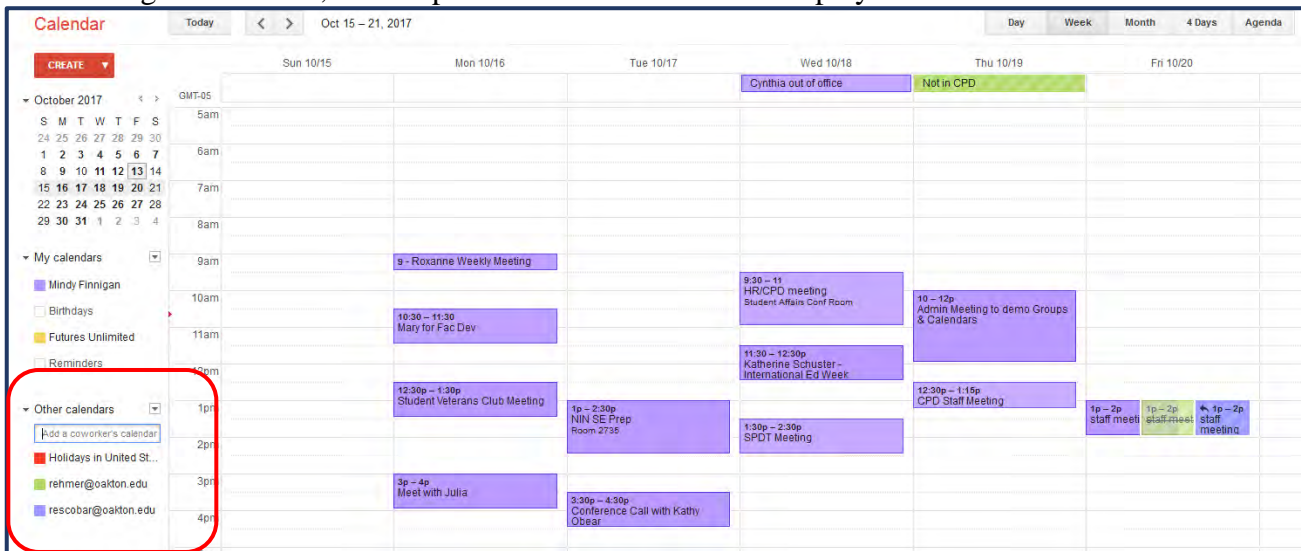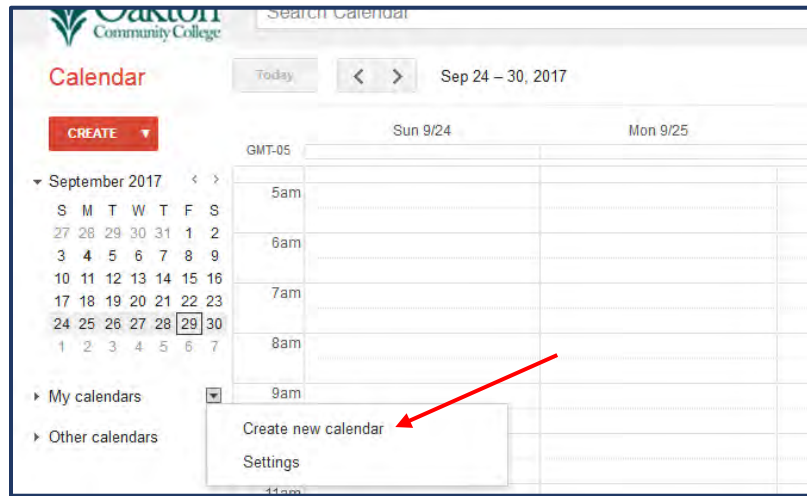

3. To request access to someone else's calendar, type their email address under "Other calendars" and hit the enter key. If this is a person within the Oakton organization, their calendar will appear with the default permissions they have set (usually free/busy). If this person is not within the Oakton organization, an email will be generated to ask for permissions to access the calendar.
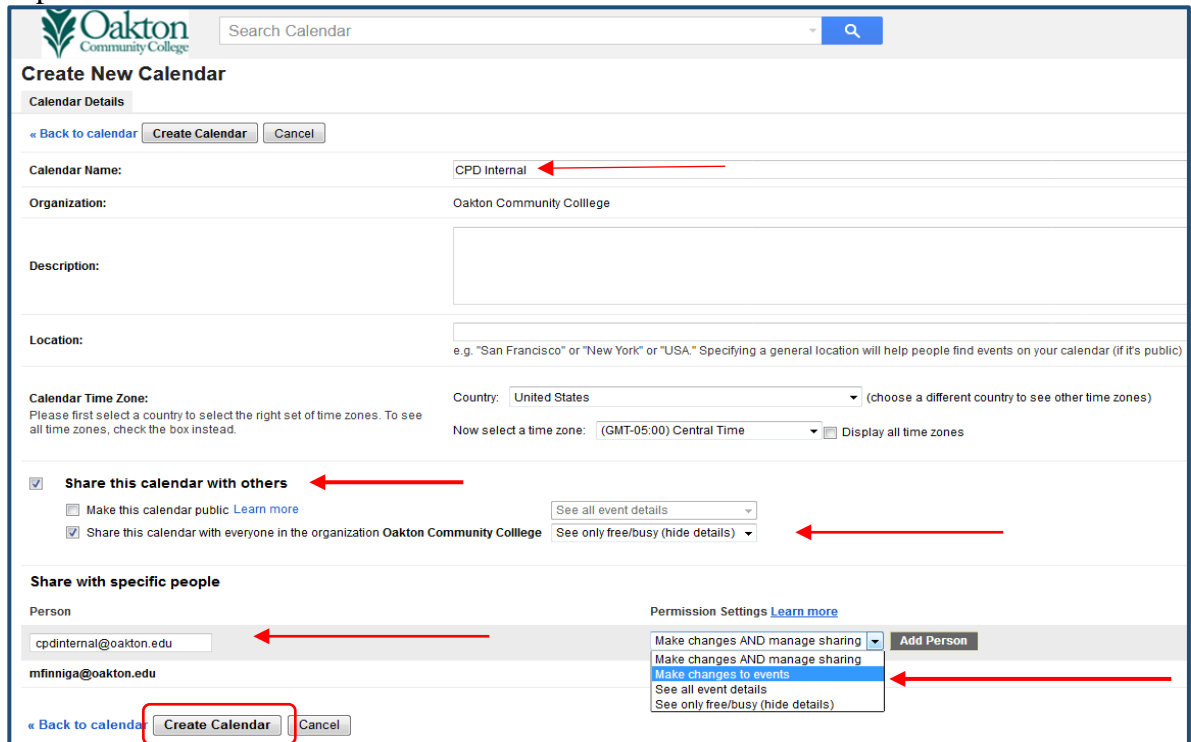
4

SET UP A GROUP CALENDAR – NO EVENTS TO IMPORT

Before you set up a group calendar, you MUST set up a new group using the new groups tool in myOakton. Groups can take up to 24 hours to be created, so please wait until you have a confirmation that the group is ready before you create a group calendar.

1. Sign in to your account and display your Google Calendar.
2. On the left side of the page, click **My calendars**.
3. To the right of "My calendars," click the Down arrow **Create new calendar**.

4. Complete the "Create New Calendar" screen

   a.
   Name your calendar the same as your group (e.g., Luminis Administrators) and add a calendar description, location, and time zone.
   b. Check the box to **Share this calendar with others** and then check the option to share with everyone in your organization. Click on the appropriate permissions setting.
   c. Under Share with specific people, type the name of the group email address in the Enter email address box.
   d. If desired, change the permissions. The default is to allow everyone in the group to See all event details for the calendar, but not make changes.
   e. At the bottom of the page, click **Create Calendar**.

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5. Your users will receive an email message about the calendar. They can simply click a link in the email to add the calendar to their **Other calendars** list. If users don't click the link, the calendar will not be automatically added.

SET UP A GROUP CALENDAR – IMPORTING EVENTS

Before you set up a group calendar, you MUST set up a new group using the new groups tool in myOakton. Groups can take up to 24 hours to be created, so please wait until you have a confirmation that the group is ready before you create a group calendar.

1. Sign in to your account and display your Google Calendar.
2. In the drop-down menu for **My calendars**, click **Create new calendar**.
3. Name your calendar the same as your group (e.g., Luminis Administrators) and add a calendar description, location, and time zone.
4. Check the box to **Share this calendar with others** and then check the option to share with everyone in your organization. Click on the appropriate permissions setting.
5. Under **Share with specific people**, type the name of the group email address in the **Enter email address** box.
6. If desired, change the permissions. The default is to allow everyone in the group to **See all event details** for the calendar, but not make changes.
7. Click **Save**.
8. Click on the down arrow to the right of **Other Calendars and** select **Import Calendar**
9. Browse to where you have saved your .ics file
10. Select the group calendar as the destination
11. Press **Import**. More events being imported means a longer time to import.

Your users will receive an email message about the calendar. They can simply click a link in the email to add the calendar to their **Other calendars** list. If users don't click the link, the calendar will not be automatically added.

SETTING UP AN APPOINTMENT WITH MULTIPLE ATTENDEES USING GOOGLE CALENDAR

If everyone attending the meeting has created and shared their calendar with organization as described above, you will be able to use this time saving tool to find available times on multiple calendars and create an appointment.

1. Login to your Calendar via my.oakton.edu.
2. Navigate to My Calendars and Click the **CREATE** button.
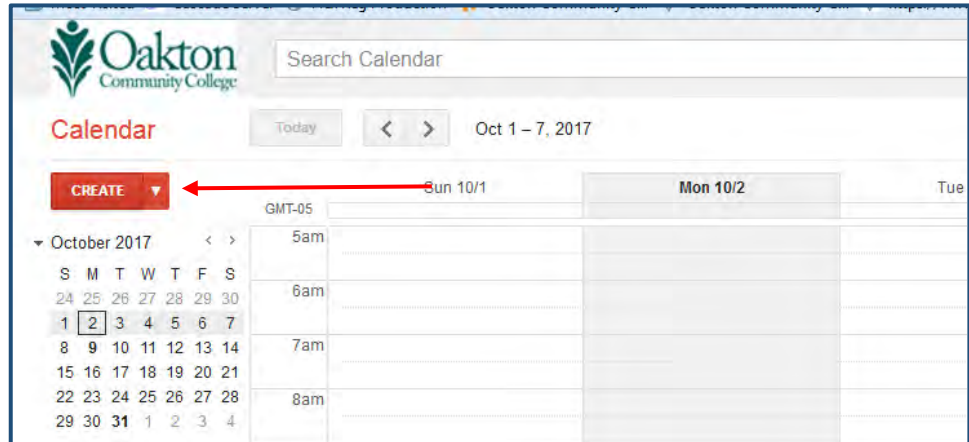
3. On the appointment details screen, type the email addresses of the attendees in the box under **Guests**. Email addresses can be separated with a space, a comma or entered individually. **Press the "Enter" key on your keyboard** when you are finished entering email addresses.
4. Uncheck the box labeled "invite others". This feature is not compatible with Oakton's email system and is not functional.
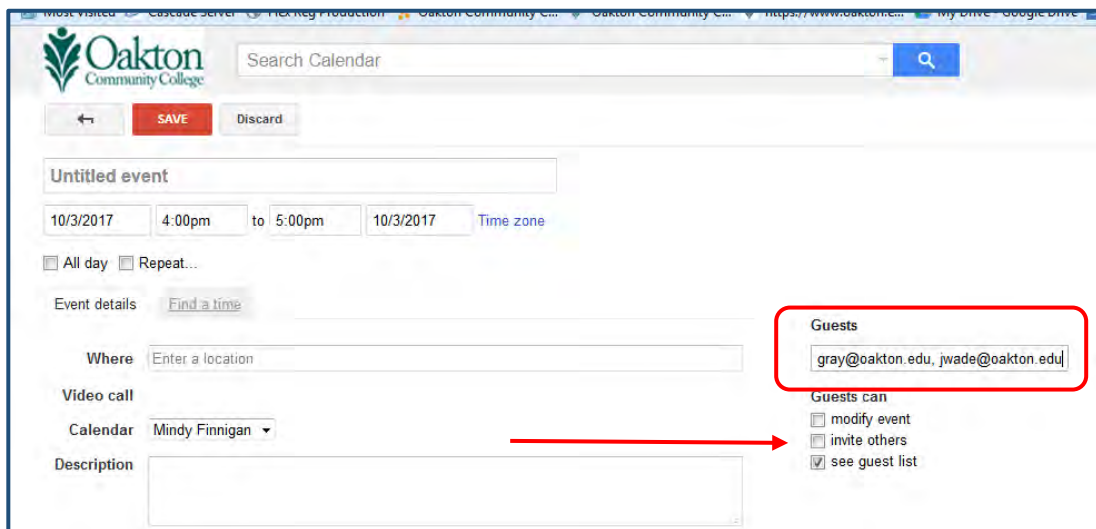
5. After the Enter key is pressed, Google will present the email addresses in a list under the Guests box. If there are typos or a guest has not allowed access to their calendar, you will see an asterisk following their email address.
6. If you have made a mistake, you can hover your cursor next to the email address and an "X" will appear, allowing you to delete the email address from the appointment.
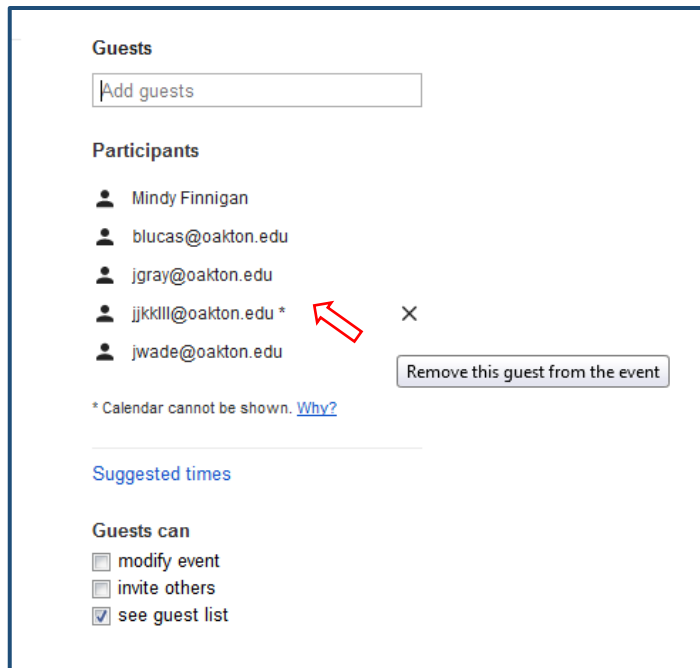

7. When you click the "**Suggested times**" link, Google will present a list of times when all participants are available on their calendars. You can select a date and time from this list, click on it, and the resulting date and time will be filled in on the meeting details.
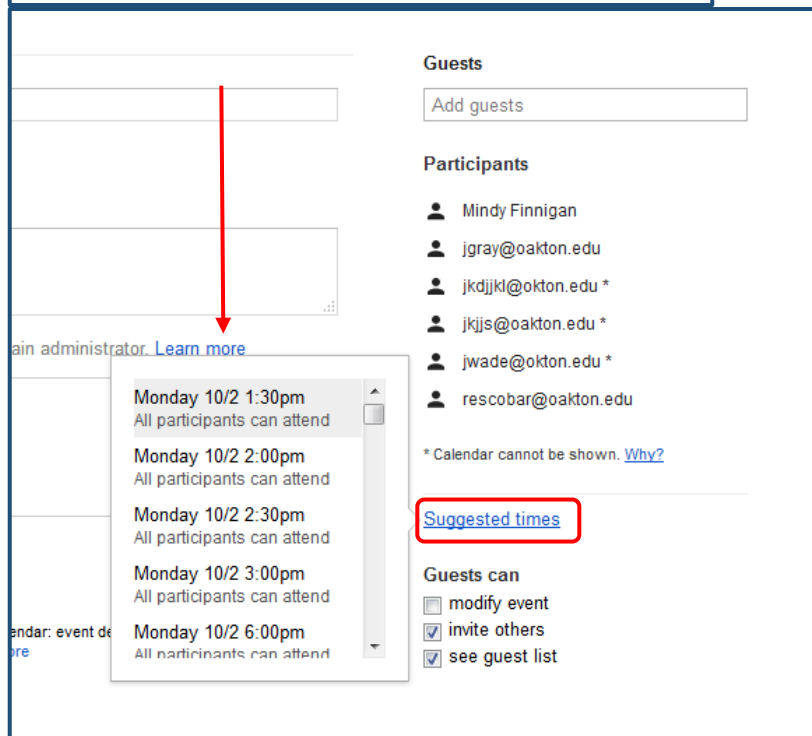
8. Alternately, if you wish to search for a time yourself, you can click the "**Find a time**" link to access this tab to view the participants' calendars and search for a suitable day and time. A full calendar screen will appear as shown below.
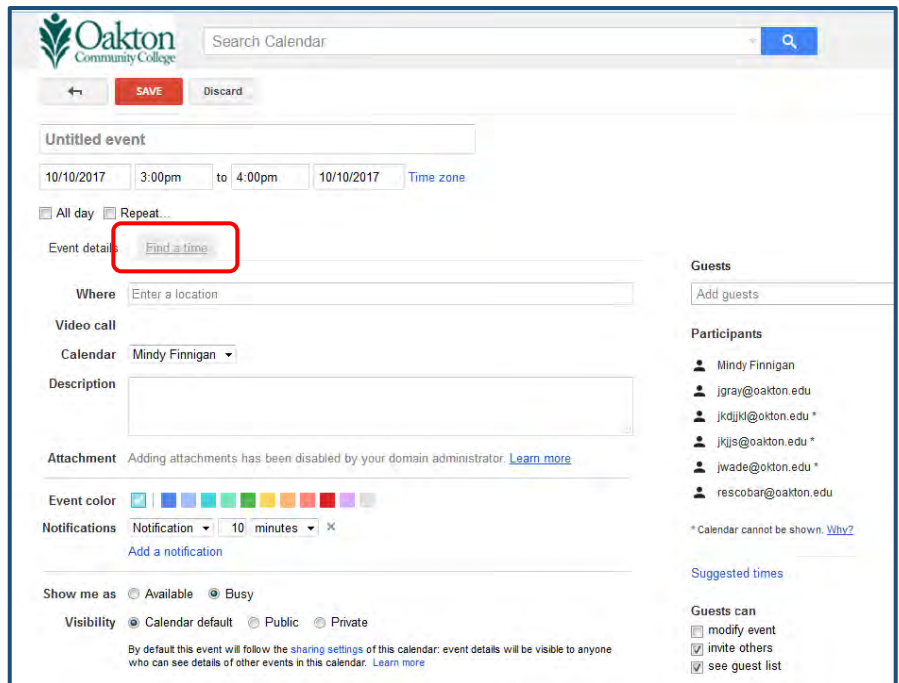
9. The full calendars will be displayed and color coded by participant. You can find a time that is open, indicate and select it on the calendar, then proceed with the rest of the meeting details. If the person has set their working hours, you'll be notified if you're trying to schedule a meeting outside their work hours.
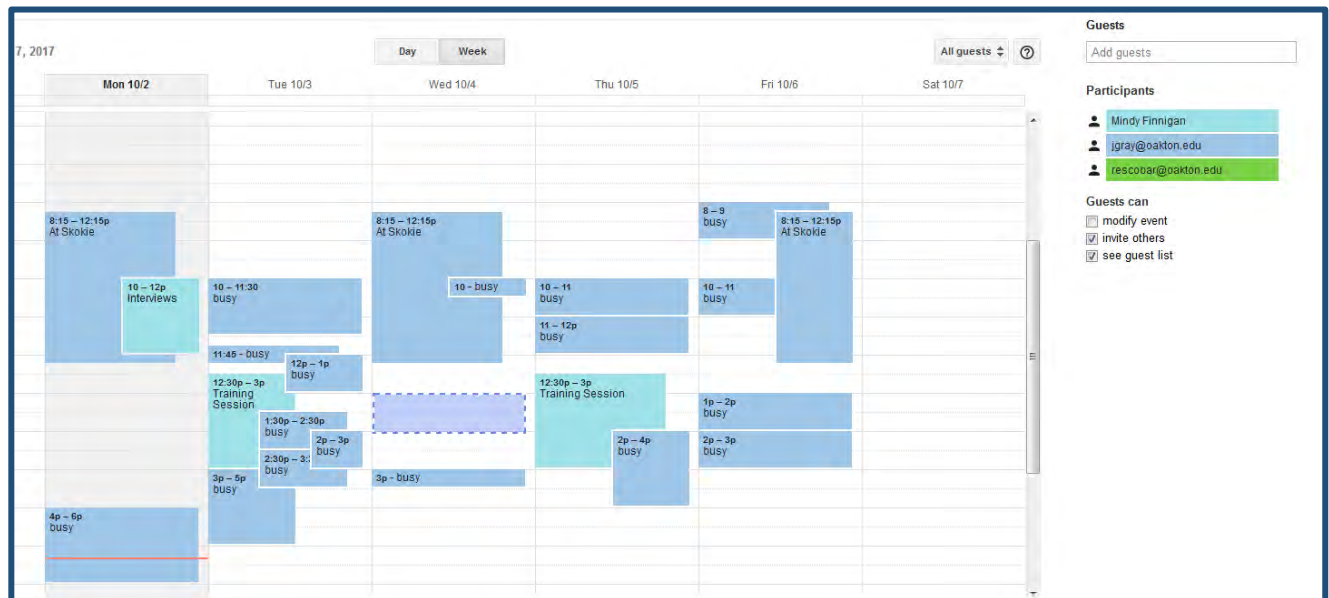
10. Enter the rest of the meeting detail information above the calendar area, such as the event title, repeating information, etc. If you want to specify location detail and notes, click the "**Event details**" tab to get to these form fields. Click the **SAVE** button.
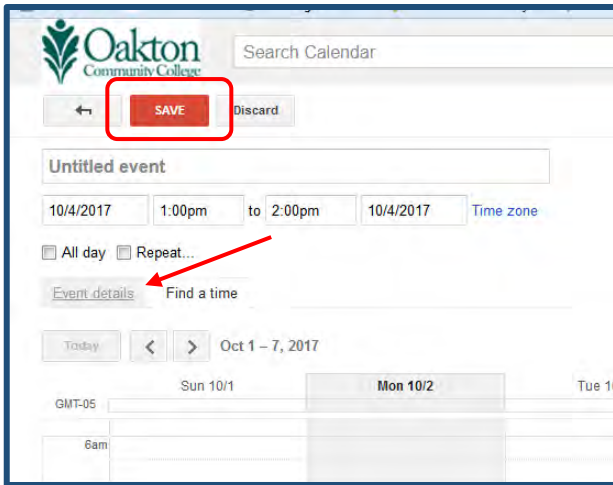
11. The meeting will be created on each individual person's calendar. NOTE: If you wish to notify the participants via email, you must create an email via Thunderbird or Oakton Squirrelmail to send to your meeting participants.