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

 Click the Google Calendar link to get started.

 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.



Click "Accept" below to indicate that you understand this description of how your minniga@oakton.edu

- 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.





- Other calendars	Create event on this calendar Share this Calendar	
Holidays in United St	Edit isotifications	
Most Visited 🤛 Casca	ide Server 🦁 Flex Reg Production 👔 Oaktor	n Community C 😻 Uakton Community C 😻 My Ui
V Oakto	n Search Calendar	
Mindy Finnigan	Details	
« Back to calendar Sa	ve Cancel	
		Para la constante de

Mindy Finnigan

Birthdays

Reminders

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Display only this Calendar

Calendar settings

View Trash

- 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**

- Q		
See all event defails		
See all event details		
See all event details		
See only tree/busy (hide defails)		
Permission Settings Learn more		
See all event details Add Person		
Make changes AND manage sharing		

- 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**".

Default event duration:	Speedy meetings Encourage meeting efficiency and get to your next meeting on time. 30 minute meetings end 5 minutes early, 1 hour and longer meetings end 10 minutes early.
Week starts on:	Sunday 🔸
Working hours:	If Show a warning to other people when they invite me to an event outside my working hours Sun I Mon I Tue I Wed I Thu I Fri I Sat
	8:15am to 5:00pm 8.75 hours

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.

V Community College	
lindy Finnigan Details	
alendar Details Share this Calendar Edit notifications Irash	
Back to calendar Save Cancel	
Share this calendar with others	
offare this caleficar with others	
Make this calendar public Learn more	See all event details
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Make this calendar public Learn more Share this calendar with everyone in the organization Oakton Community Colleg Share with specific people Person rehmer@oakton.edu mfinniga@oakton.edu	See all event details → e See only free/busy (hide details) Permission Settings Learn more See all event details Make changes AND manage sharing Make changes to events See all event details

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.

Calendar	Today	< > Oct 15 -	21, 2017			Day	Week	Month	4 Days	Age
CREATE V		Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19		Fri 1	10/20	
					Cynthia out of office	Not in CPD	a.,			
October 2017 <>	GMT-05									
SMTWTFS	5am									
24 25 26 27 28 29 30	Law State									
1 2 3 4 5 6 7	6am									
8 9 10 11 12 13 14										
15 16 17 18 19 20 21	7am									
22 23 24 25 26 27 28										
29 30 31 1 2 3 4	8am									
A. estadais										
wy calendars	9am		s - Roxanne Weekly Meeting							
Mindy Finnigan					9:30 - 11 HR/CPD meeting					
Didbdove	10am				Student Affairs Conf Room	10 – 12p Admin Meeting to demo Group	19			
Direituaya			10:30 - 11:30 Mary for Fac Dev			& Calendars				
Futures Unlimited	11am		mary for r de bler							
Reminders					11:30 - 12:30p Katherine Schuster -					
	19pm				International Ed Week		_			
			12:30p - 1:30p Student Veterans Club Meeting			12:30p = 1:15p CPD Staff Meeting			_	
Other calendars	1pn		Character total and and and and	1p - 2:30p NIN SE Pren		or o clair mooning	1p - 2p	peeti staff	ip + 1p-	2p
Add a coworker's calendar	1			Room 2735	1:30p - 2:30p SPDT Meeting		or construction of the	COU COURT	meetin	na
Lielidovo in Lipited Ot	2pn				or br meening					
Holidays In Onlited St	And the second									
📒 rehmer@oakton.edu	Зpn		3p - 4p Meet with Julia		-					
rescobar@oakton.edu			in our man ound	3:30p - 4:30p Conference Call with Kathy						
- ressessing value in e da	4pn			Obear						

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.

SET UP A GROUP CALENDAR – NO EVENTS TO IMPORT

Carton

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.

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

calendar.	

Calendar	Today	Sep 24 – 30, 20	017
CREATE T	GMT-05	Sun 9/24	Mon 9/25
▼ September 2017 <	Fam		
SMTWTFS	Jain		
27 28 29 30 31 1 2	6am		
3456789	, and		
10 11 12 13 14 15 1	7am		
1/ 18 19 20 21 22 2			
1 2 3 4 5 6 7	8am		
My calendars] 9am		
b Other colondare	Create new ca	lendar	
P Other Calendars	Settings		
	e e consige		

4. Complete the "Create New Calendar" screen

Search Calendar	- <mark>م</mark>				
Create New Calendar					
Calendar Details					
« Back to calendar Create Calendar Cancel					
Calendar Name:	CPD Internal				
Organization:	Oakton Community College				
Description:					
Location:	e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)				
Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead.	Country: United States				
Share this calendar with others Make this calendar public Learn more Share this calendar with everyone in the organization Oakton Co	See all event details				
Share with specific people					
Person	Permission Settings Learn more				
cpdinternal@oakton.edu	Make changes AND manage sharing 🚽 Add Person				
mfinniga@oakton.edu	Make Changes Avid Thange sharing Make changes to events See all event details See only free/busy (hide details)				

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.

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.

Source Community College	Search	n Calendar			
Calendar	Today	< >	Oct 1 – 7, 2017		
CREATE V	GMT-05	Sun	10/1	Mon 10/2	Tue
	5am				
24 25 26 27 28 29 30 1 2 3 4 5 6 7	6am				
8 9 10 11 12 13 14 15 16 17 18 19 20 21	7am				
22 23 24 25 26 27 28 29 30 31 1 2 3 4	8am				

- 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.

Commu	kton Search Cale	- Q	
+	SAVE Discard		
Untitled ev	vent		
10/3/2017	4:00pm to 5:00pm	10/3/2017 Time zone	
All day 🔲	Repeat		
Event details	Find a time		Guests
Event details Where	Find a time Enter a location		Guests gray@oakton.edu, jwade@oakton.edu
Event details Where Video call	Find a time		Guests gray@oakton.edu, jwade@oakton.edu Guests can

- 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.

GU	lesis				
Α	dd guests				
Pa	rticipants				
:	Mindy Finnig	an			
:	blucas@oak	ton.edu			
-	jgray@oakto	n.edu			
-	jjkkIII@oakto	n.edu * 🔨	5	×	
-	jwade@oakt	on.edu	۰ ۱	Remove this guest from the event	
* Ci	alendar cannot be	e shown. <u>Why?</u>	L.		
Su	ggested times			_	
Gu	losts can				
	modify event				
	invite others				
1	see quest list				
	j				
				Guests Add guests	
				Guests Add guests Participants	
				Guests Add guests Participants Mindy Finnigan	
				Guests Add guests Participants Mindy Finnigan jgray@oakton.edu	
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				Guests Add guests Participants Mindy Finnigan jgray@oakton.edu jkdjjkl@okton.edu *	
administr	ator. Learn mo		-	Guests Add guests Participants Mindy Finnigan jgray@oakton.edu jkdjjkl@okton.edu * jkijjs@oakton.edu * jkijs@oakton.edu *	
administr	ator. Learn mo Monday 10/ All participan			Guests Add guests Participants Mindy Finnigan jgray@oakton.edu jkdjjkl@okton.edu * jkdjjkl@okton.edu * jwade@okton.edu * jwade@okton.edu *	
administr	ator. Learn mo Monday 10/ All participan Monday 10/ All participan	re 2 1:30pm ts can attend 2 2:00pm ts can attend		Guests Add guests Participants Mindy Finnigan jgray@oakton.edu jkdjjkl@okton.edu * jkdjjkl@okton.edu * jwade@okton.edu * rescobar@oakton.edu * Calendar cannot be shown. <u>Why?</u>	
administr	ator. Learn mo Monday 10/ All participan Monday 10/ All participan Monday 10/ All participan	re 2 1:30pm ts can attend 2 2:00pm ts can attend 2 2:30pm ts can attend		Guests Add guests Participants Mindy Finnigan Jigray@oakton.edu Jikdjjkl@okton.edu * Jikijis@oakton.edu * Jikijis@oakton.edu * Jikijis@oakton.edu * Calendar cannot be shown. Why? Suggested times	
administr	ator. Learn mo Monday 10/, All participan Monday 10/, All participan Monday 10/, All participan Monday 10/, All participan	re 2 1:30pm ts can attend 2 2:00pm ts can attend 2 2:30pm ts can attend 2 3:00pm ts can attend		Guests Add guests Participants Mindy Finnigan jgray@oakton.edu jkdjjkl@okton.edu * jkjjs@oakton.edu * jkjjs@oakton.edu * jwade@okton.edu * calendar cannot be shown. <u>Why? Suggested times Guests can modify event</u>	

 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.

W Oak	tion Search Calendar	- Q
+	SAVE Discard	
Untitled eve	ent	
10/10/2017	3:00pm to 4:00pm 10/10/2017 Time zone	
All day 🔲 F	Repeat	
Event details	Find a time	Guests
Where	Enter a location	Add guests
Video call		Participants
Calendar	Mindy Finnigan 👻	💄 Mindy Finnigan
Description		💄 jgray@oakton.edu
		jkdjjkl@okton.edu *
Attachment	Adding attachments has been disabled by your domain administrator. Learn more	jkjjs@oakton.edu *
		jwade@okton.edu * rescobar@oakton.edu
Event color		
Notifications	Notification - 10 minutes - ×	* Calendar cannot be shown. Why?
		Suggested times
Show me as	Available Busy	
Visibility	Calendar default Public Private	Guests can
	By default this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. Learn more	 ☑ invite others ☑ see guest list

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.

							Guests
201	17		Day Week			All guests ‡ 🕥	Add guests
	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7	Participants
						A.	 Mindy Finnigan jgray@oakton.edu
							2 rescobar@pakton.edu
	8:15 – 12:15p At Skokie		8:15 – 12:15p At Skokie		8 – 9 busy 8:15 – 12:15p At Skokle		Guests can ☐ modify event ☑ invite others ☐ one grant list
	10 – 12p Interviews	10 - 11:30 busy	10 - busy	10 - 11 busy 11 - 12p busy	10 - 11 busy		li jaa goasi uzi
		11:45 - DUSY 12:30p - 3p 12:30p - 3p		12:30p - 3p		F	
		Training Session		Training Session	1p - 2p busy		
		2;30p - 3: busy 2:30p - 3: busy	2n - hugy	2p - 4p busy	2p - 3p busy		
	4p - 6p busy	busy	ob one)				
	,						
	-						

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.

Commu	tity College	Search Cale	ndar		
Untitled ev	rent				
10/4/2017	1:00pm	to 2:00pm	10/4/2017	Time zone	
Event details	Find a tin	ne Oct 1 – 7, 2017			
Event details Today GMT-05	Find a tim	ne Oct 1 – 7, 2017 /1	Mon 10/2		Tue

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.