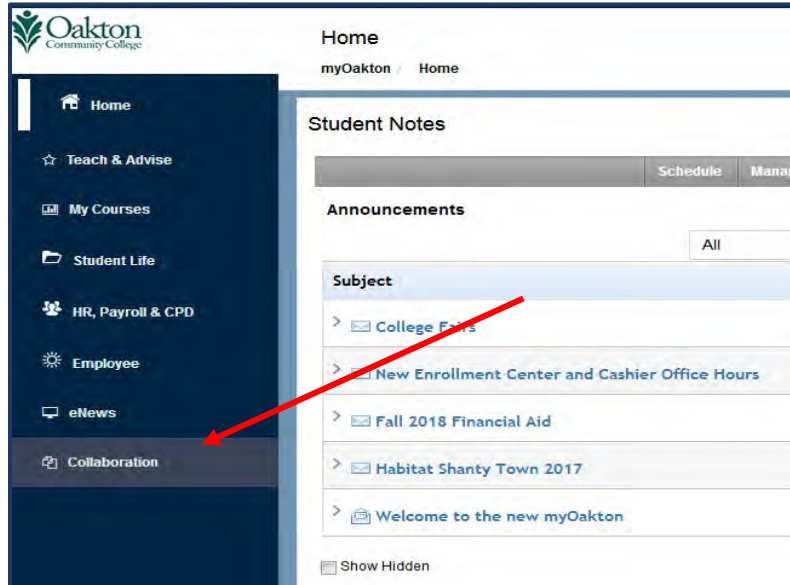


# GSuite: Calendar

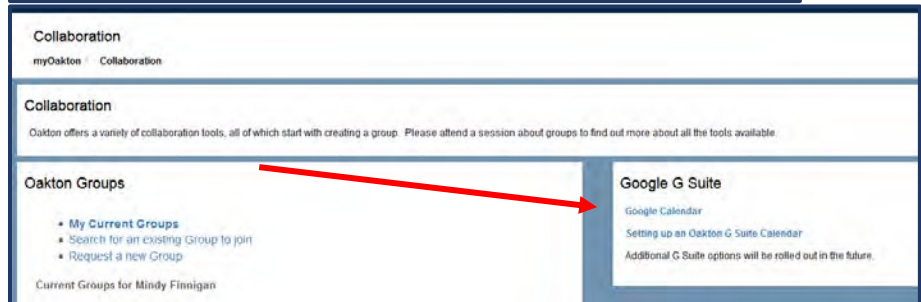
## SETTING UP YOUR PERSONAL OAKTON GOOGLE CALENDAR

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

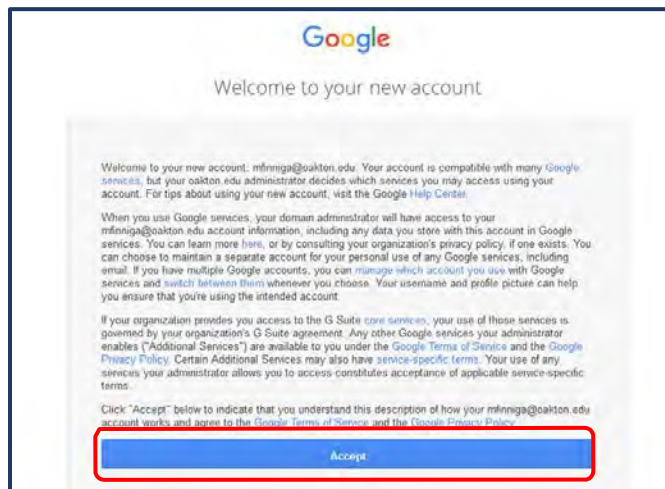
1. Login to [my.oakton.edu](http://my.oakton.edu)
2. Click the **Collaboration** link on the right side of the page



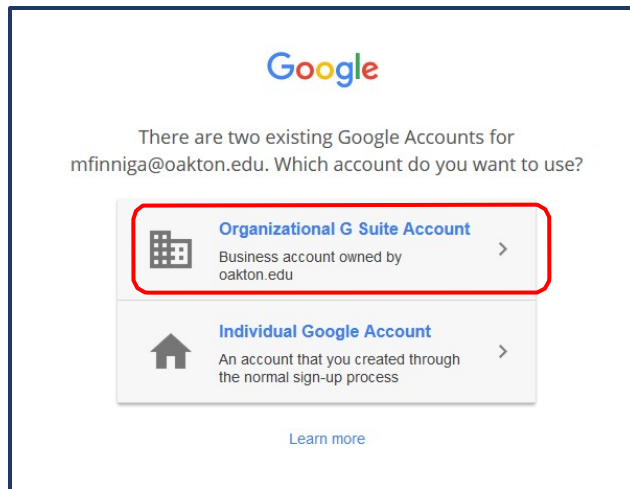
3. Click the **Google Calendar** link to get started.



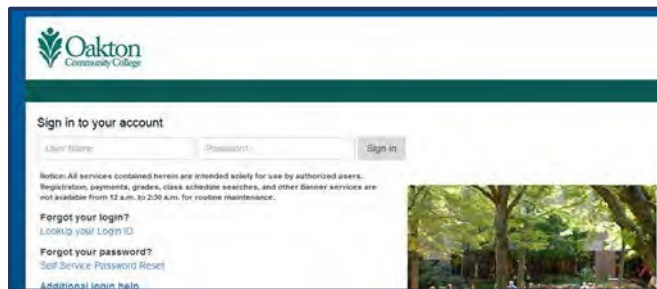
4. The first time you login with your Oakton Google account, you will see the following "Welcome" screen to accept terms and conditions. Click the **Accept** button.



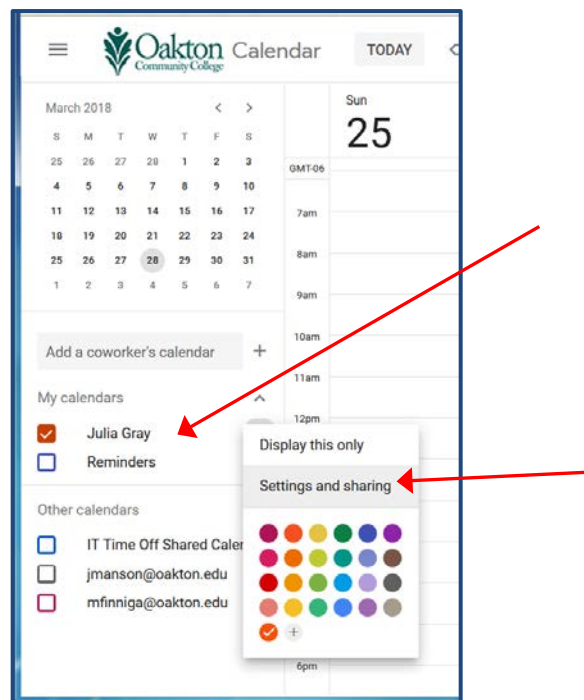
- If you already have a Google account set up with your Oakton email address (e.g. yourname@oakton.edu), you will be prompted to choose one of two accounts. Choose the **Organizational G Suite Account**. If you do not have an account already created, you will not see this screen.



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

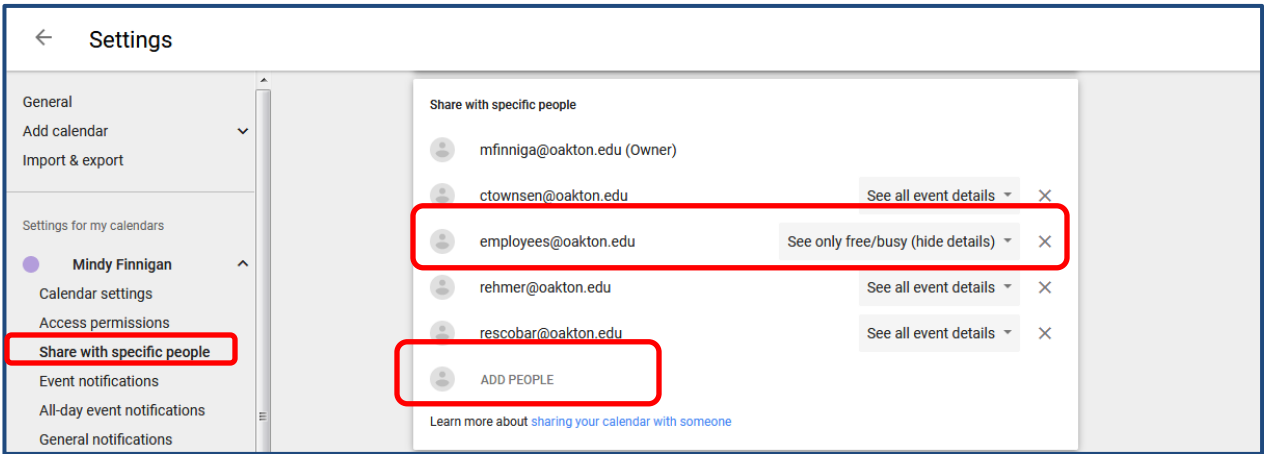


- The Google Calendar will be displayed.
- On the left side of the page, click **My calendars** and select the one with your name.
- To the right of your calendar, click the three dots, then click on **Settings and Sharing**

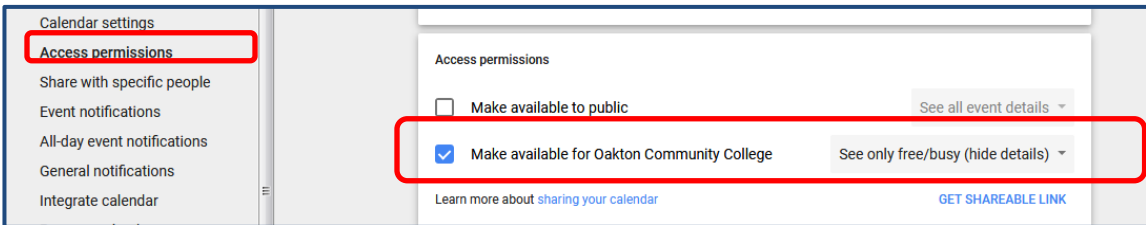


10. Complete the **options to share your calendar with the Oakton Community College organization**

- a. To enable all the features of Google Calendar, you will want to set the permissions as explained below.
- b. To allow your calendar to be viewed by Oakton employees ONLY (and not students), complete the section: **Share with Specific People**
  - Click on ADD PEOPLE, and in the pop up window that appears, type the email address: [employees@oakton.edu](mailto:employees@oakton.edu)
  - Select the option "See only free/busy (hide details)"
  - Note that while employees@oakton.edu is an email address, it will not deliver email to all employees.

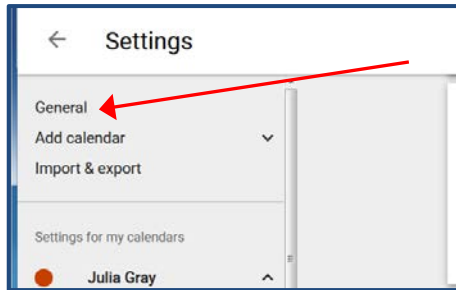


- c. If you wish **all employees and students at Oakton** to be able to view your calendar, complete the section: **Access permissions** (link located right above **Share with specific people** in the left hand menu pane):
  - Check **Make available for Oakton Community College**
  - Select the option **See only free/busy (hide details)**
  - NOTE: To repeat, if you do not want students to be able to view your calendar, please make sure that **Make available for Oakton Community College** remains **UNCHECKED** and follow the instructions above for sharing your calendar with employees only.

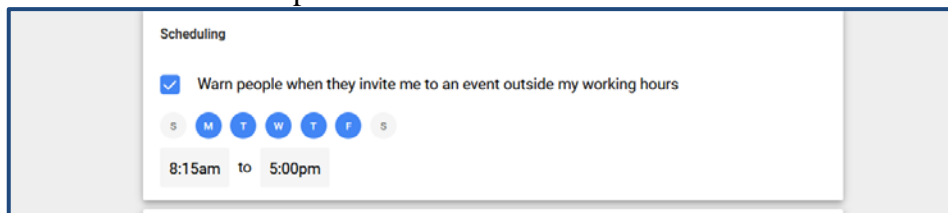


- d. If there are particular people at Oakton who you want to have access to more details about your calendar, or to add events to your calendar, you can do so under **Share with specific people**. There are additional details about this feature in the next section of this document.

12. As part of sharing your calendar and showing your availability, you'll want to set your work hours. Above the "Settings for my Calendars" section on the left side, you'll see an option for **General Settings** – please click on this.



- a. As you scroll down, you'll see a section for **Scheduling** which allows you to set a regular daily schedule. In the example below, the working hours are set from Monday-Friday from 8:15 a.m. – 5:00 pm.



NOTE: There is no "save" option on these pages; as you set these up, they are applied to your calendar almost immediately.

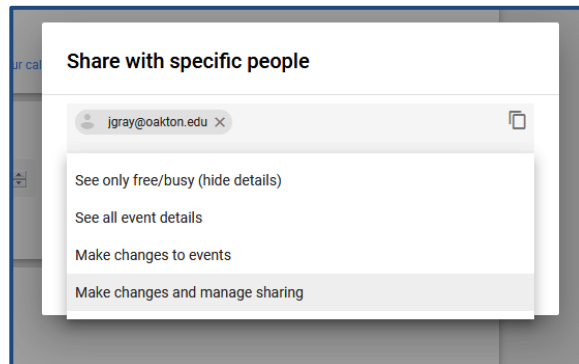
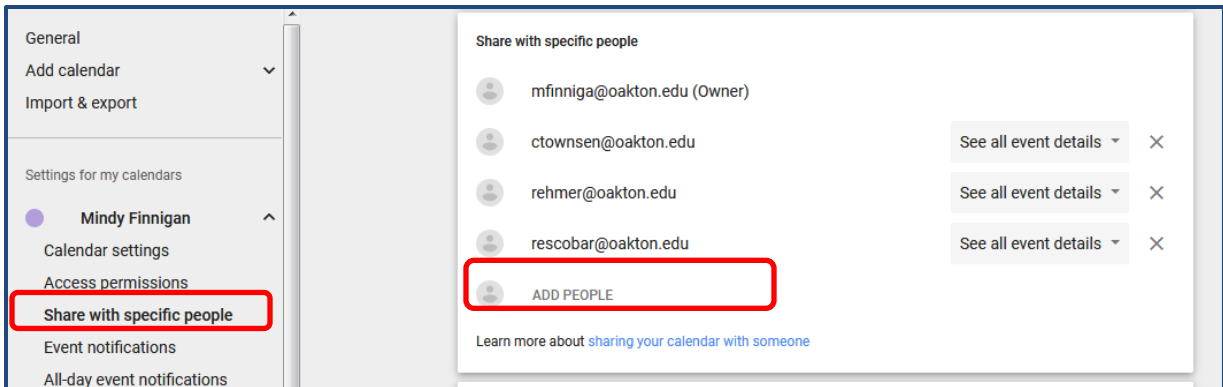
# SHARING CALENDARS WITH OTHER OAKTON EMPLOYEES

Once you have set up your calendar according to the steps above, all Oakton employees (and students if you chose that option) will be able to see your free/busy time in order to book appointments with you.

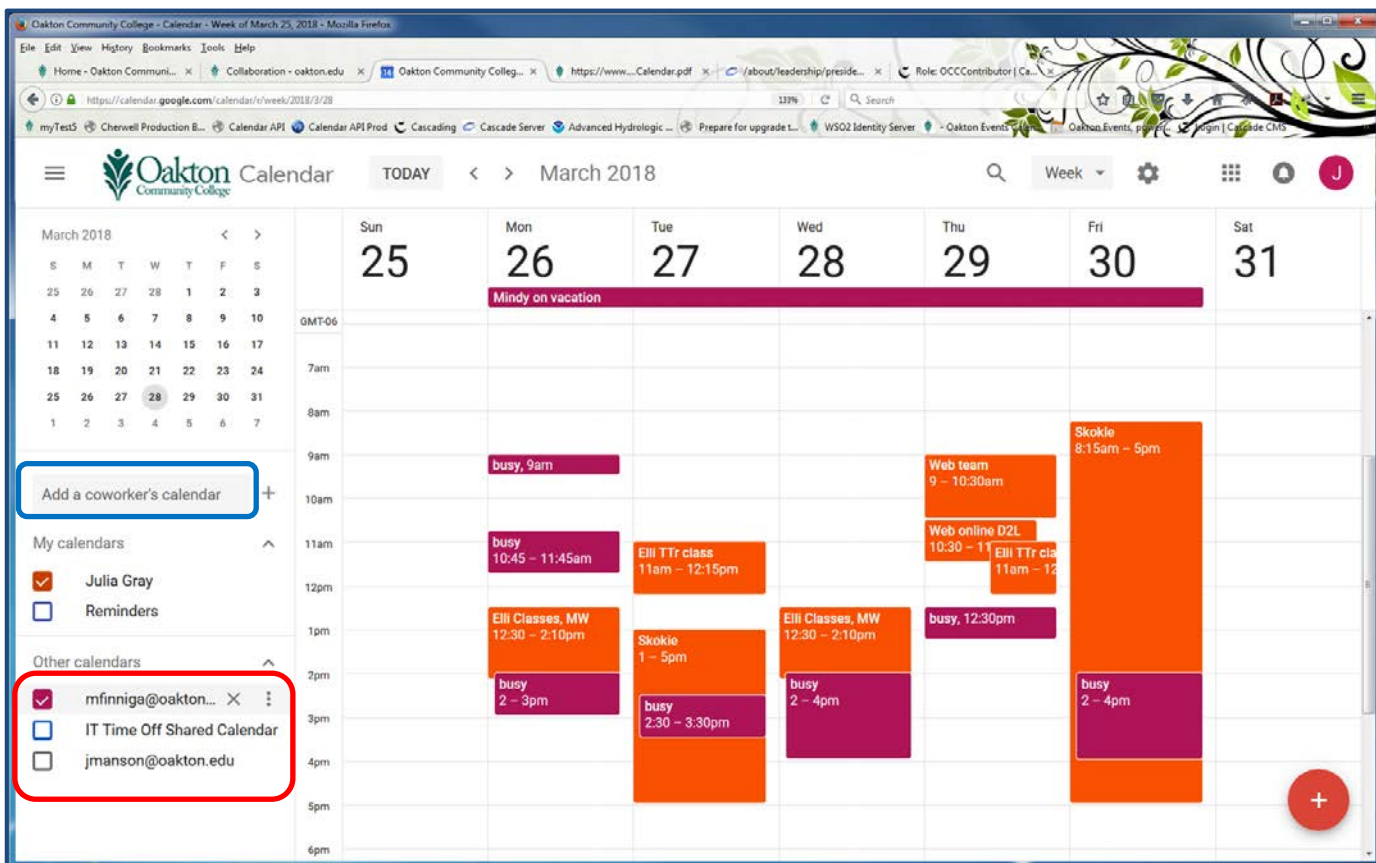
## 1. Granting Permissions to Other People to Manage Your Calendar

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.

- a. As described in steps 1 - 11 above, log into your Google Calendar, go to My Calendar settings, and click on the link to **Share with Specific People**.
- b. In the **ADD PEOPLE** space, you will be able to enter the email address of the person (or people) who should have access to your calendar and select the level of access needed. NOTE: Any email address that does not end in 'oakton.edu' cannot be set to either "Make Changes to Events," nor "Make changes or manage sharing" (even though it looks like you can when you first set it up).
- c. When completed, click the **Send** button. If the person does not have a Google calendar, you will be asked if you want to invite them to set one up – this is your choice.



2. **When you have been granted access to someone else's calendar**, you will be able to see their events on your Google calendar in a color different from your own events in order to distinguish them (see red box below).
  - a. 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.
  - b. 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. Quick Access to View Oakton Employee Calendars

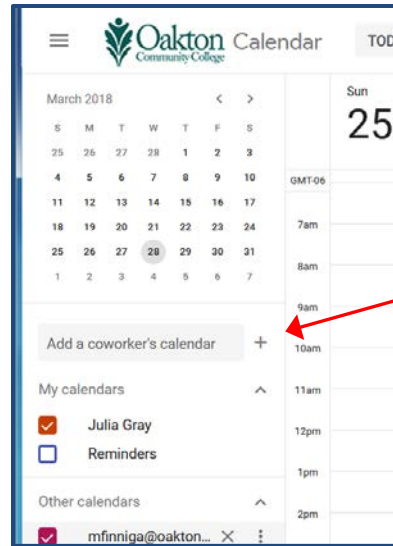
- a. To request access to someone else's calendar, type the coworker's email address into the box that says **Add a coworker's calendar**, which is above **My Calendars** (see blue box above).
- b. If this is a person within the Oakton organization, and they have set up their calendar with the default permissions as "free/busy," the calendar will appear in the "Other calendars" section.
- c. If this person does not have an "@oakton.edu address," or if they have set the permissions differently, you will be asked if you want an email sent to ask for permission to access the calendar.



## 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 a week 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 the plus sign next to **Add a coworker's calendar**.
3. Click **New Calendar**.



4. The first screen you see will request information for the very basic setup; name your calendar the same as your group (e.g., Luminis Administrators) and add a calendar description, location, and time zone. Click **CREATE CALENDAR**.

The calendar will then be created. In order to change the settings, you'll need to select the large arrow in the upper right corner to get back to your regular calendar view.

5. On the left side of the page, click on the three dots next to the group calendar you just created, then click on **Settings and Sharing**.
6. Complete the **Access Permissions**
  - a. Depending on the nature of the group, you may not want to make it available for Oakton Community College
  - b. If you do want everyone at Oakton to see it, you'll have to decide if you want them to only see free/busy, or all event details

7. To make this calendar available to your group, it is critical you complete the **Share with Specific People** section
  - a. In this section, please enter the email address of the new group you just created, e.g., [google\\_groups@oakton.edu](mailto:google_groups@oakton.edu).
  - b. Set the permissions you want everyone in the group to have. You will be asked if you want to invite this email address – you need to answer **YES**. This will create an email that goes to everyone in the group so they can subscribe to the calendar.
  - c. If you have particular people that need more permissions, add them individually with the higher permissions.
8. 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. If you have set the calendar to NOT be shared with Oakton Community College, they will not be able to add it using the group email address, and you will need to send the invitation again.

## 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 a week 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. Click on the + sign next to **Add a coworker's calendar**, then select **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. Select the large arrow in the upper right corner to get back to your regular calendar view.
5. Hover next to the name of the new calendar and click on the three dots.
6. Select **Settings and Sharing** on the menu that comes up.
7. In the section **Access**, decide if you want this group calendar to be shared with everyone at Oakton or not, and if shared, what people can see.
8. Under **Share with specific people**, type the name of the group email address in the **Enter email address** box.
9. 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.
10. In the upper part of the left hand column, select **Import & Export**.
11. Browse to where you have saved your .ics file
12. Select the group calendar in the **Add to calendar** section
13. Click **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.

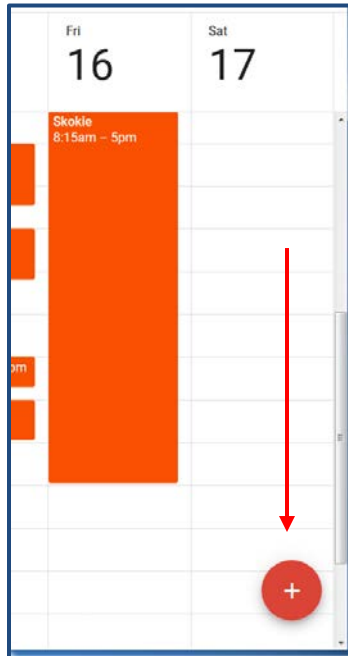


## SETTING UP AN APPOINTMENT WITH MULTIPLE ATTENDEES USING GOOGLE CALENDAR

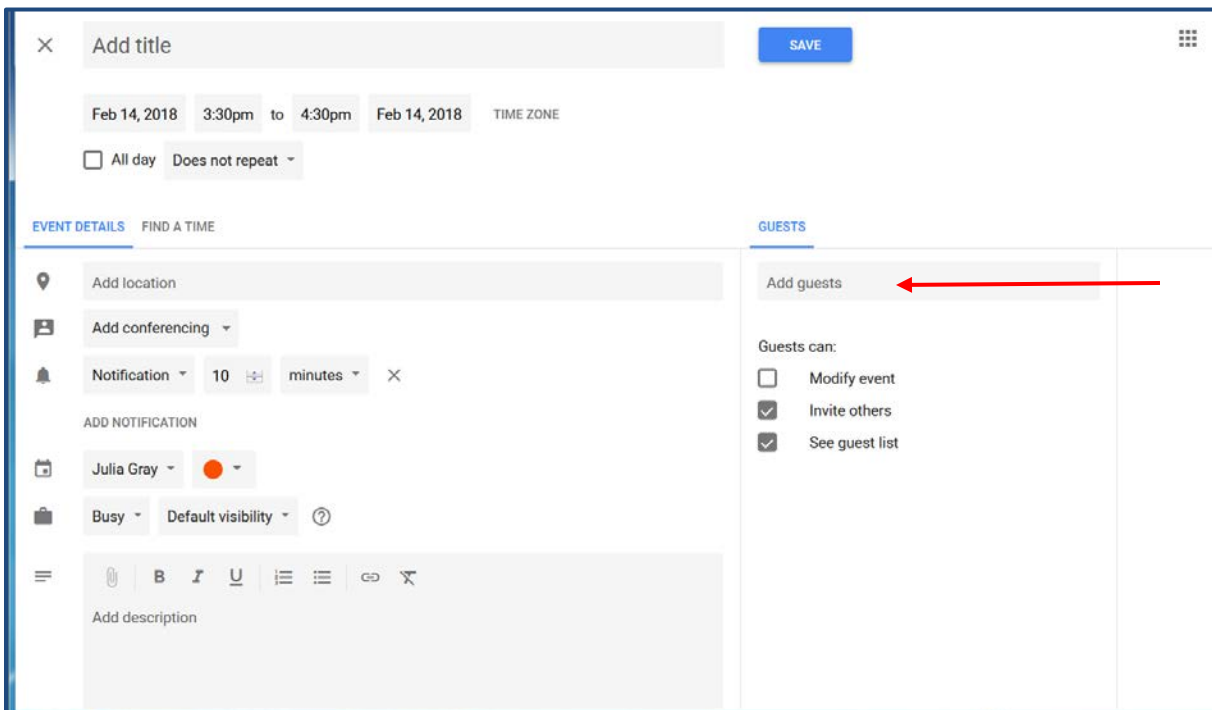
*If everyone attending the meeting has created and shared their calendar with the organization as described above, you will be able to use this time saving tool to find available times on multiple calendars and create an appointment.*

1. Login to your Calendar via my.oakton.edu.

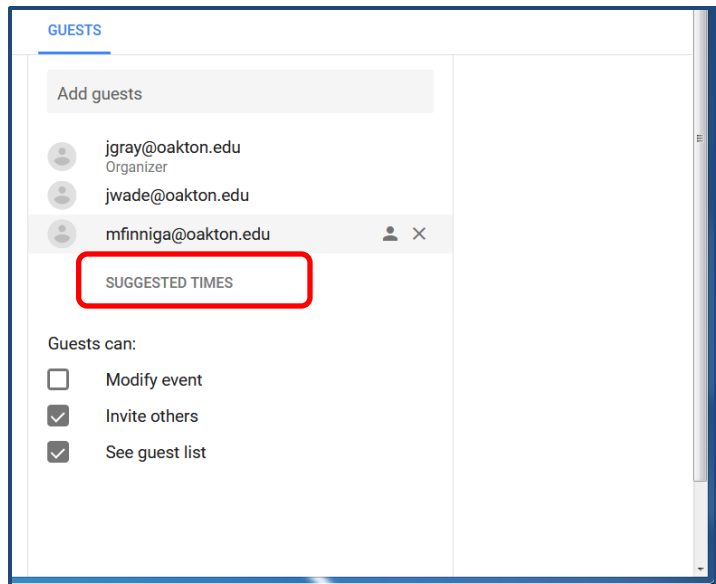
2. Navigate to My Calendars and Click the **big + button in the lower right corner.** (Note: if you click while your mouse is on the calendar to do the quick event add, you won't get all the options needed; you'll want to select **More Options** from the window that pops up.)



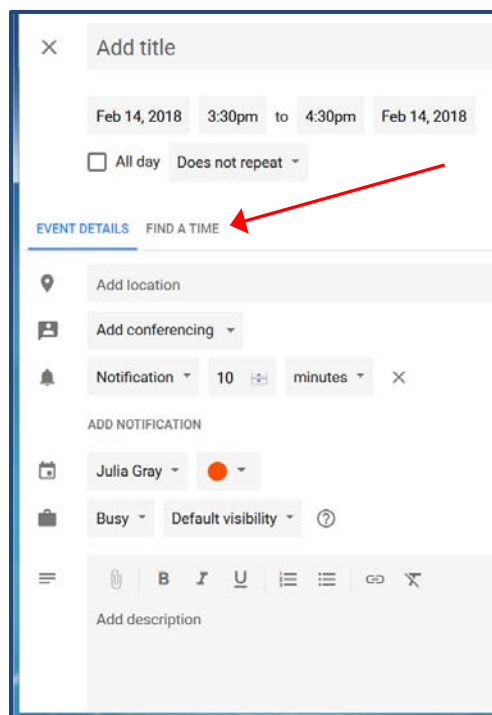
3. On the event screen, type the email addresses of the attendees in the box titled **Add guests.** Email addresses can be separated with a space, a comma or entered individually. **Press the “Enter” key on your keyboard** when you are finished entering email addresses.



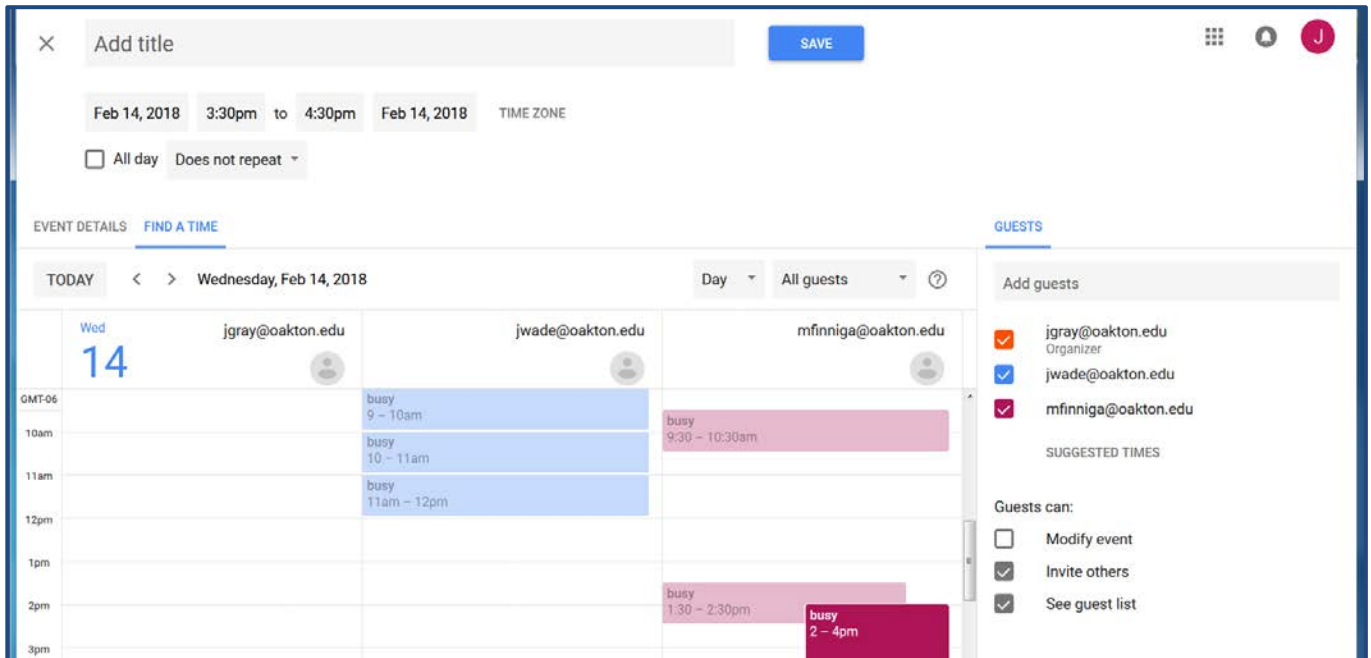
4. After the Enter key is pressed, Google will present the email addresses in a list under the **Guests** box. If there are typos or a guest has not allowed access to their calendar, you will see an asterisk following their email address.
5. If you have made a mistake, you can hover your cursor next to the email address and an “X” will appear, allowing you to delete the email address from the appointment.



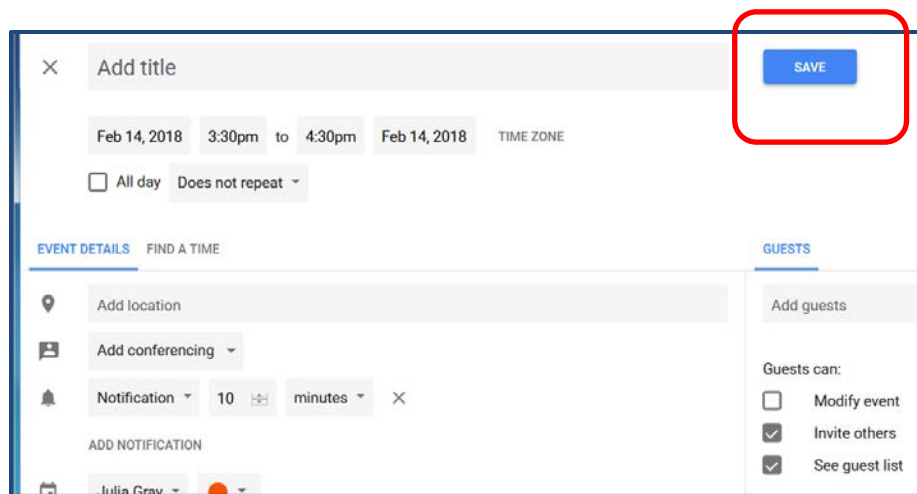
6. When you click the “**SUGGESTED TIMES**” link, Google will present a list of times when all participants are available on their calendars. You can select a date and time from this list, click on it, and the resulting date and time will be filled in on the meeting details.
7. Alternately, if you wish 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.



8. 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.



9. 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** link to get to these form fields. Click the **SAVE** button.



10. The meeting will be created on each individual person's calendar, slightly grayed out to show it is a tentative meeting, until they actually accept the invitation.