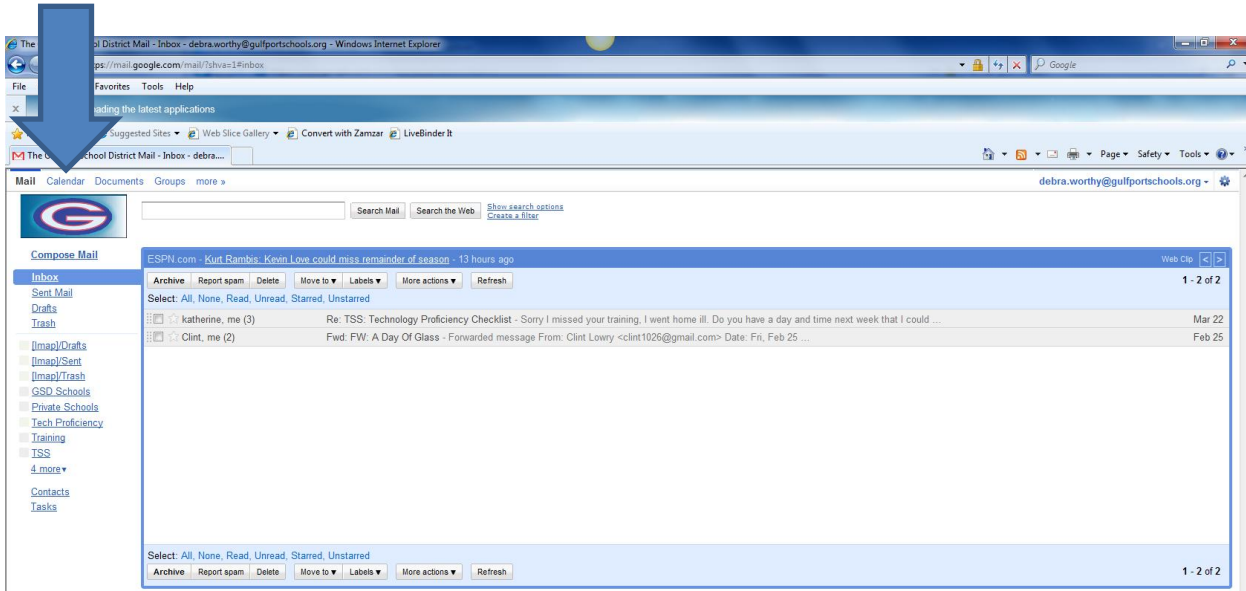
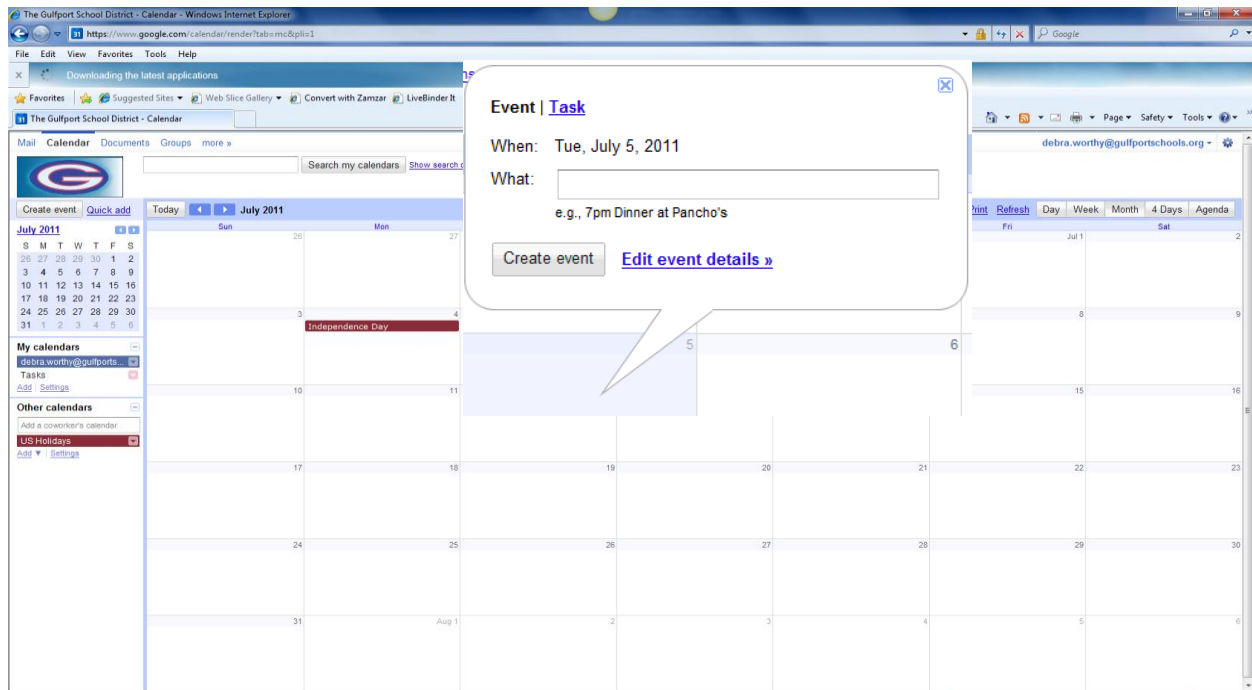


## GSD GMAIL CALENDAR

1. To use your calendar, open your gmail and click on the **Calendar** link.



2. This will open your calendar. To add an event click on the date on the calendar. A create event box will open. Type the event in the **What:** box then click **Edit event details** to select a time, to enter a location, to set-up alerts /reminders and / or invite others to the event.



- The Edit Window will open. In this window you can assign the event as all day or choose specific times. To choose specific times **uncheck the All Day Box**. You can also add event details and reminders.

Mail Calendar Documents Groups more » debra.worthy@gulfportschools.org

Search my calendars Show search options

Back to calendar Save Discard

Click to add a title

7/5/2011 to 7/5/2011

All day  Repeat...

Event details Find a time

Where

Calendar debra.worthy@gulfportschools.org

Description

Attachment Add attachment

Reminders Email 10 minutes Pop-up 10 minutes Add a reminder

Show me as Available Busy

Privacy Default Public Private Learn more about private vs public events

Back to calendar Save Discard

- You can also add guests for this event by adding their email address in the **Add Guests** box. When finished click on the **SAVE** button. If you have added guests, clicking the save button will not only save the event, it will also display a “send Invitation” box asking if you want to send an invitation to the guests that you previously entered. Select Send to send an e-mail invite to your guests. Your guest will have an opportunity to reply to the invitation. Their reply will be sent to you.

Where

Calendar debra.worthy@gulfportschools.org

Description

Attachment Add attachment

Reminders Email 10 minutes Pop-up 10 minutes Add a reminder

**Add guests**

Enter email addresses

Add

**Guests can**  modify event  invite others  see guest list

- Another way to share the calendar with others is to click on the down arrow by your calendar name on the left. Choose Share this Calendar.

Create event Quick add Today July 2011 Sun

July 2011

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	

**My calendars**

debra.worthy@gulfp... Calendar

Tasks

Add Settings

**Other calendars**

Add a coworker's calendar

**US Holidays**

Add Settings

Calendar settings

Create event on this calendar

Share this Calendar

Notifications

Color selection grid

