



Calendar

No more lost appointment books! Here's one you can access anywhere, anytime. You can set up email reminders for appointments and birthdays, sync it with your iPhone or share your calendar with others.

App

1. Click on Calendar.

If you added the official Google calendar on your iGoogle, click on the Calendar box. Or click CALENDAR on the Google menu.

2. Move the items around

Click, hold, drag and drop items off to another area on your screen.

3. Delete an item

Click on the down arrow on the corner of any box to make changes.

Next Steps

1. Change Theme

Click on Change Theme and find one you prefer.

2. Add Stuff

Click on Add Stuff and you'll find gadgets you can add on your iGoogle page.

Add a Google Calendar (our next activity.) Be sure to select the official Google calendar.

Ops

Share your Calendar

Look for "My Calendar" box located on the left hand side of the screen. Click on Settings. Click on Share this Calendar. Select the settings you want.

Add a Public Calendar or a Friend's Calendar

Look for "Other Calendars" box located on the left hand side of the screen. Click on ADD and follow the prompts.

Create a class calendar

You can embed your calendar or a class calendar on a Google site you create.