

Google Calendar

Course length: 1 Hour

Course type: Instructor led, hands-on learning

Course Details

During this session, you will learn Google Calendar best practices. Topics include:

- Exploring the Calendar - Components and Views
- General Calendar Settings
- Creating events and meeting invitations
- Checking participants availability
- Adding Other Calendars
- Adding Calendars by a URL (UD Holidays, UD Academic Calendar)
- Settings for My Calendars
 - Sharing
 - Notifications
 - Emailing yourself a daily agenda
- Viewing and Recovering Deleted Events