

## Google Email and Calendar

Course length: 1 Hour

Course type: Instructor led, hands-on learning

---

### Course Details

During this one hour, hands-on session, you will learn UD Google Email and Calendar best practices. Topics include:

- Dragging and dropping attachments
- Remove formatting button
- Using the Gmail Search Options
- Gmail Labs
- Canned Responses
- Creating events and meeting invitations
- Checking participants availability
- Adding other calendars
- Calendar Labs
- Notifications
- Emailing yourself a daily agenda