

Where Am I Supposed to Be in an Hour? or Using Your Electronic Calendar(s)

I was talking to a member after class one day and they mentioned how difficult it is to keep up with everything they and their spouse are doing, which led me to realize I hadn't ever written an explainer on electronic calendars, and how much easier they can make your life.

You are already familiar with paper calendars, and appointment books, and planners, an electronic calendar gives you all the options of all of the above, plus the ability to share calendars with your family, and even import appointments from websites.

Where Do I Get One of These Newfangled Electronic Calendars?

Here's the great thing! If you have Gmail or Hotmail or iMail or one of several other email programs—you already have an electronic calendar—all you need to do is start using it! If you aren't using Google or Microsoft or Apple, it's possible your current email provider has a calendar app, so you should check there first.

What Do All These Buttons and Icons Even Do?

Calendar apps tend to be very robust, which means they can be overwhelming with all their bells and whistles. The important thing to know is that you can ignore most of those options. All you really need is a date, a time, and a subject.

Why Do I Want to Mess with All This?

Isn't this more trouble than it's worth?

NO! Paper calendars and organizers are all well and good, but they won't send you an email or a text reminding you that you have a week to get a birthday gift for your nephew, or that your doctor appointment is in 30 minutes so you'd better already be in the car.

As I have more than twenty different kids I send birthday books to, I would never keep everything straight without email reminders (I'd also be lost without my spreadsheet that tracks what book I've gotten each family, but that's a different matter entirely).

Additionally, if you share your calendar with your loved ones, it's easier to see when everyone is available for a family dinner, or that your spouse has a haircut and so will be late for dinner, or that you can't schedule a dentist appointment on Thursday morning because you already have a doctor appointment.

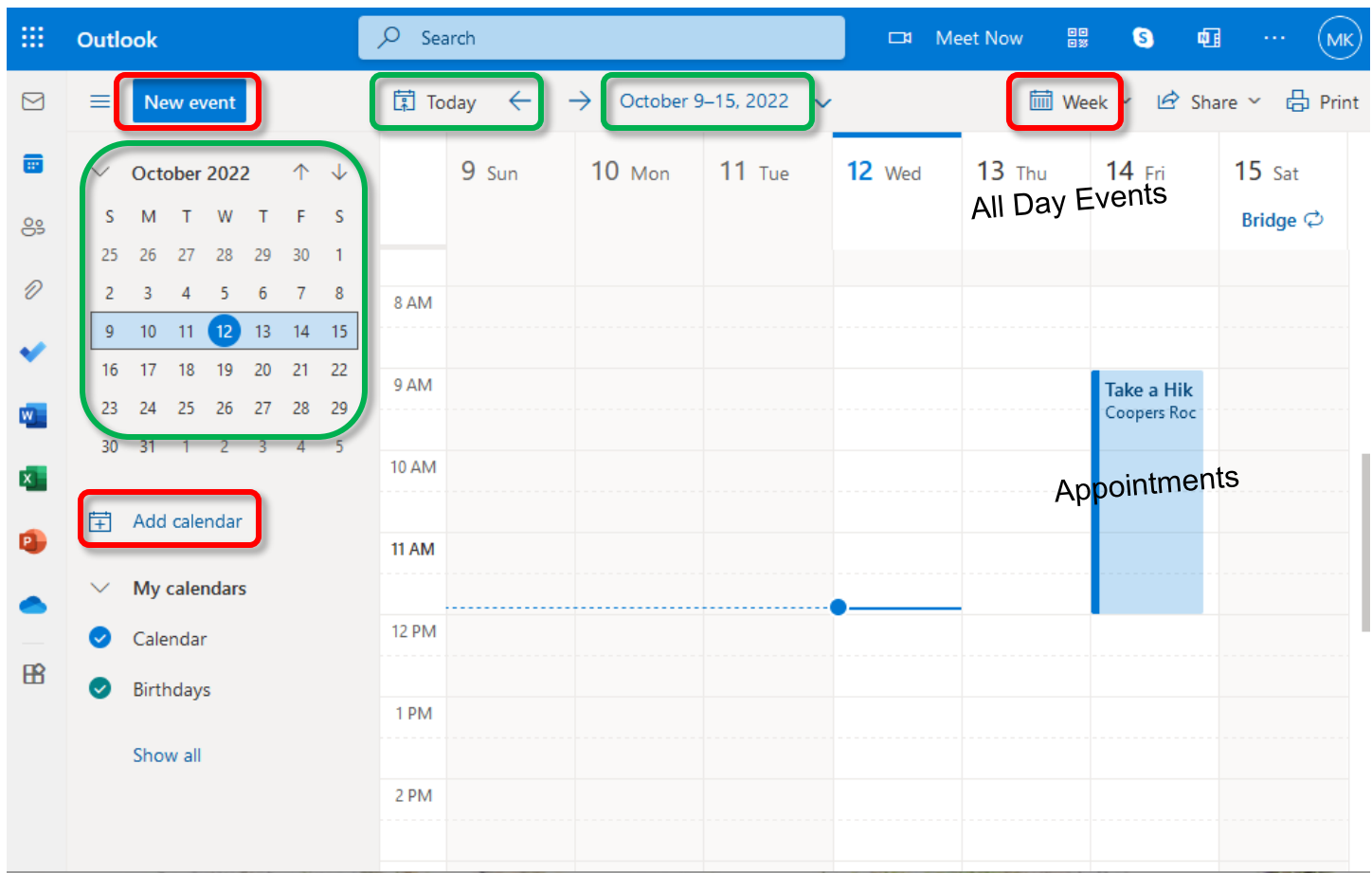
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Important Note About Shared Calendars

In general, you can only share calendars within an ecosystem.

This means that you all need to be using the same email program (iMail, Outlook, Google) to be able to fully share and view calendars; if you are using Outlook and your spouse is using Gmail, you won't be able to view each other's calendars, although you can create appointments for each other.

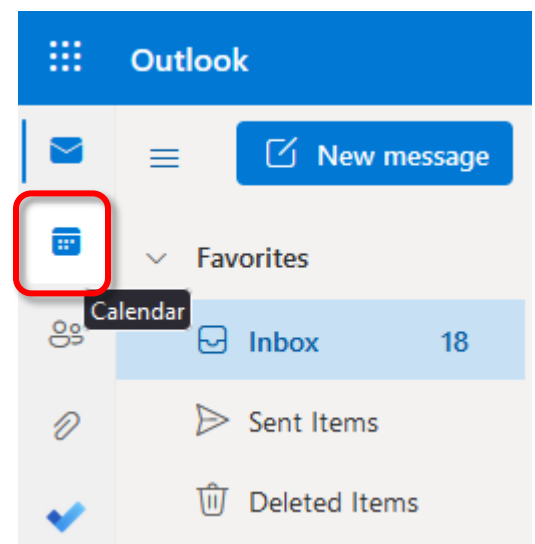
Outlook Calendar



The buttons you'll use frequently are highlighted in the picture above. Navigation options are in green, creation and view options are in red.

Accessing your Outlook Calendar

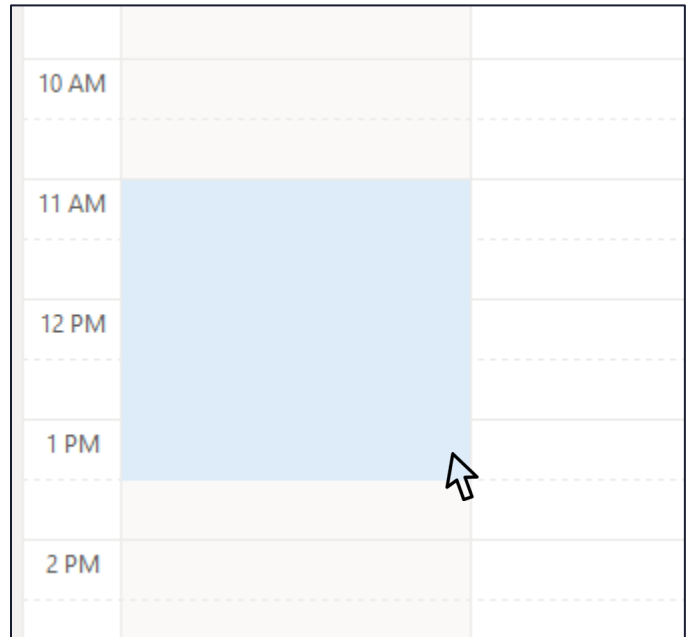
1. Log into your hotmail, live, outlook, or other Microsoft email.
2. In the upper left portion of the window, click the **Calendar** icon.



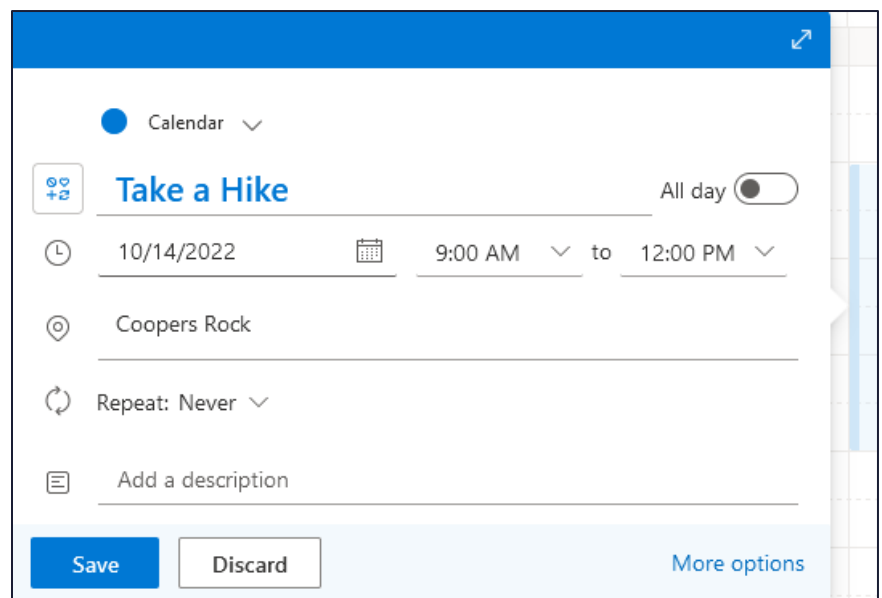
Creating an Appointment in Outlook

There are multiple ways to create an appointment—and there is no wrong way, just the way you are most comfortable with or can remember most easily.

1. Click on the blue New Event button.
2. Click in the All Day Events Area.
3. Click and drag in the body of the calendar to select the date and time for the appointment.

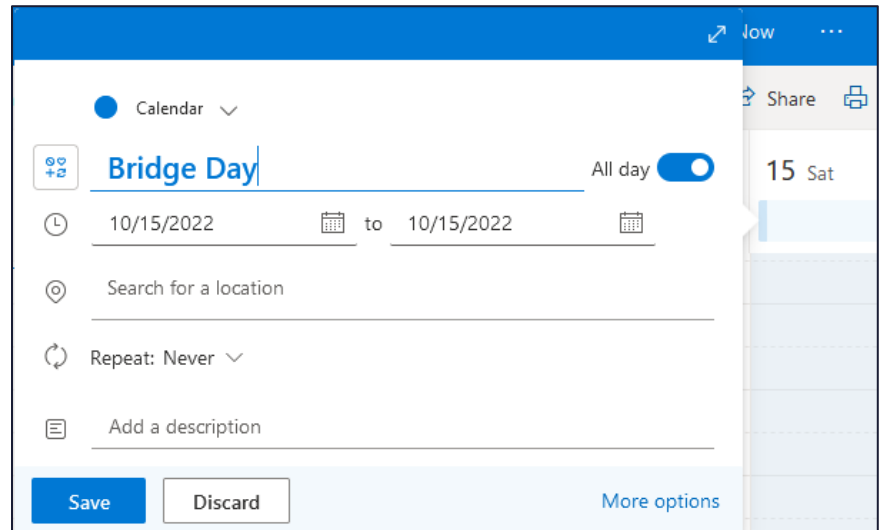


4. A window pops up.
5. Enter the name for your appointment.
6. Enter (if you want) the location for the appointment. Adjust (if necessary) the date and time for your appointment.
7. Add (if you want) a description for your appointment.
8. Click **Save**.

A screenshot of the Outlook appointment creation dialog box. The title is "Take a Hike" and it is marked as an "All day" event. The date is set to 10/14/2022, and the time is 9:00 AM to 12:00 PM. The location is "Coopers Rock". The repeat setting is "Repeat: Never". There is a field for "Add a description". At the bottom, there are three buttons: "Save", "Discard", and "More options".

Creating an All-Day Event

1. Click in the top area of the day or week view.
2. A window pops up. Enter the name of your event.
3. Enter (if you want) the location of your event.
4. Enter (if you want) a description of your event.
5. If the event reoccurs, click **Repeat**.



Calendar

Bridge Day All day

10/15/2022 to 10/15/2022

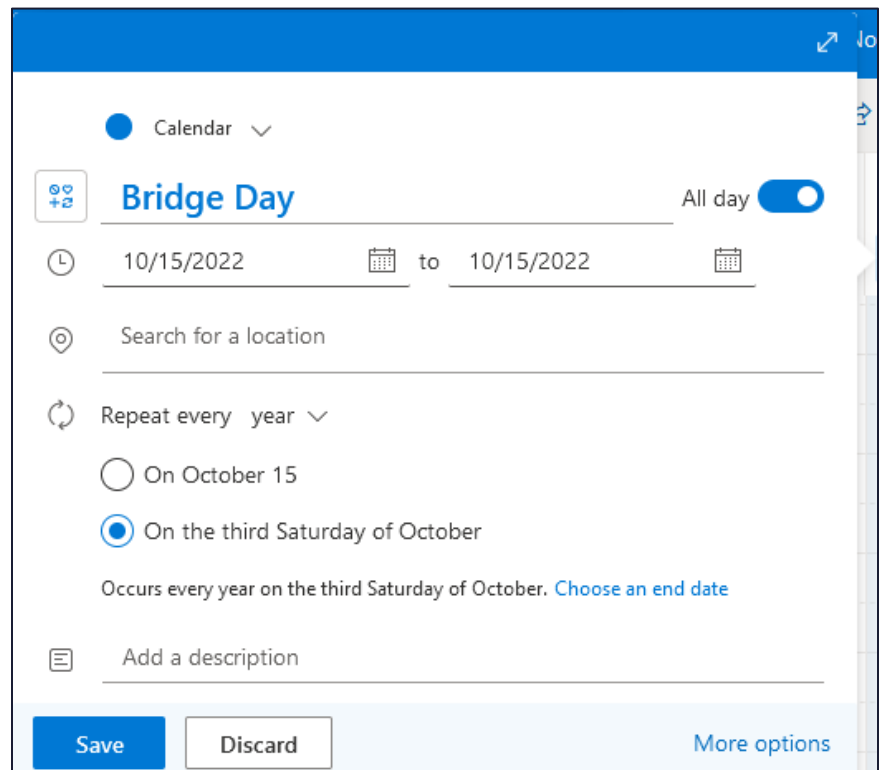
Search for a location

Repeat: Never

Add a description

Save Discard More options

6. Select how often the event should repeat: Daily, weekly, monthly, yearly, or custom.
7. Depending upon how often the event repeats, select a pattern.
8. Click **Save**.



Calendar

Bridge Day All day

10/15/2022 to 10/15/2022

Search for a location

Repeat every year

On October 15

On the third Saturday of October

Occurs every year on the third Saturday of October. [Choose an end date](#)

Add a description

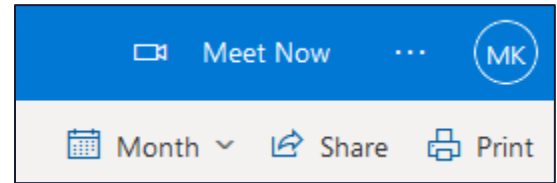
Save Discard More options

Calendar Sharing with Outlook

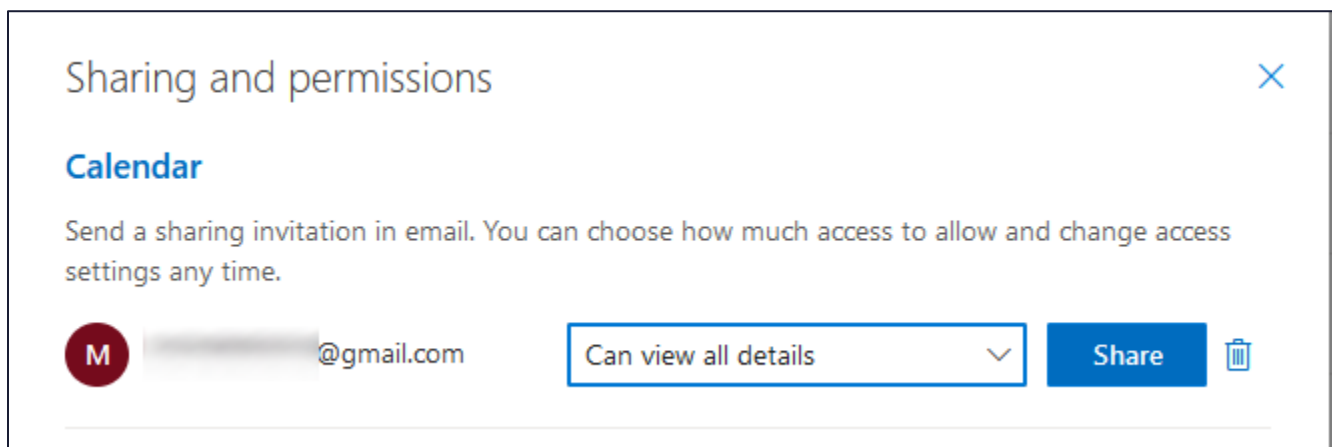
Chances are there is someone with who you will want to share your calendar. This can (sometimes) keep you from being double booked. It's also helpful when setting up an appointment for someone else (like a spouse) who is also busy.

Sharing Your Calendar

1. At the top right of the calendar, click the **Share** button.



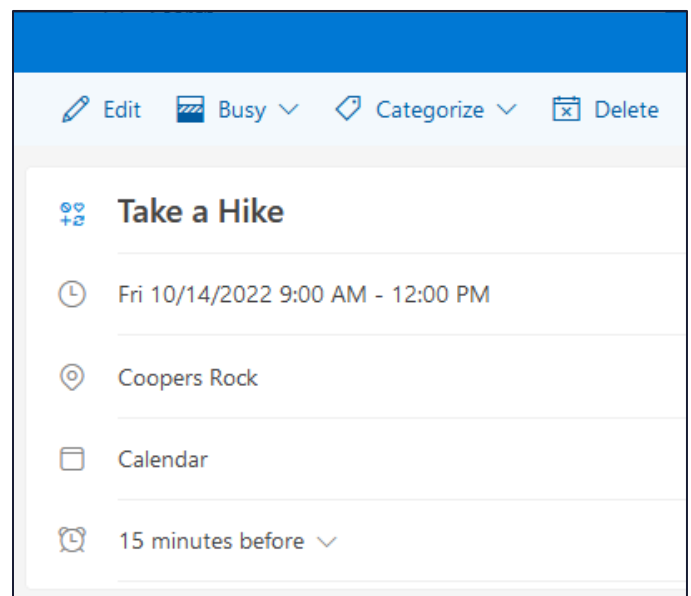
2. A window opens. Enter the email address of the person with whom you want to share your calendar. (Copy and paste is very helpful here.)



3. In the box, select either **Can view all details** or **Can edit**.
4. Click **Share**.

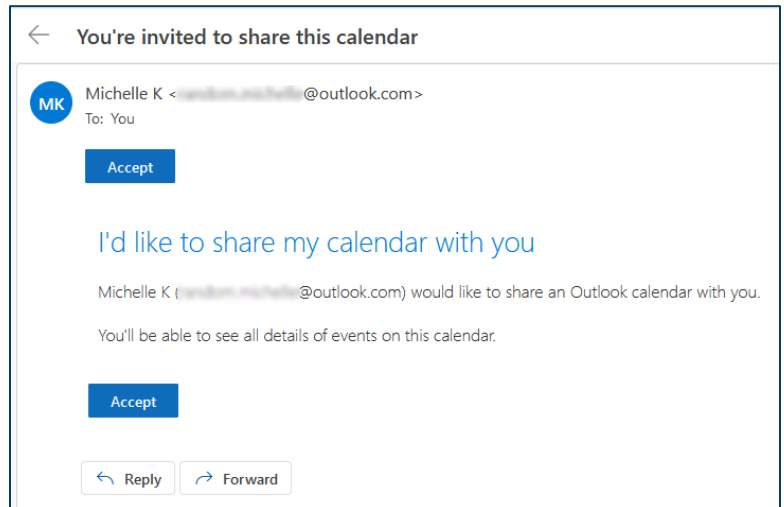
Reminders

1. Open the event you want an alarm for (tap on the event and choose edit or double click on the appointment).
2. Tap beside the alarm clock icon, where it says **Don't remind me** or displays an existing reminder.
3. Select the desired time or choose **Add and email reminder**.



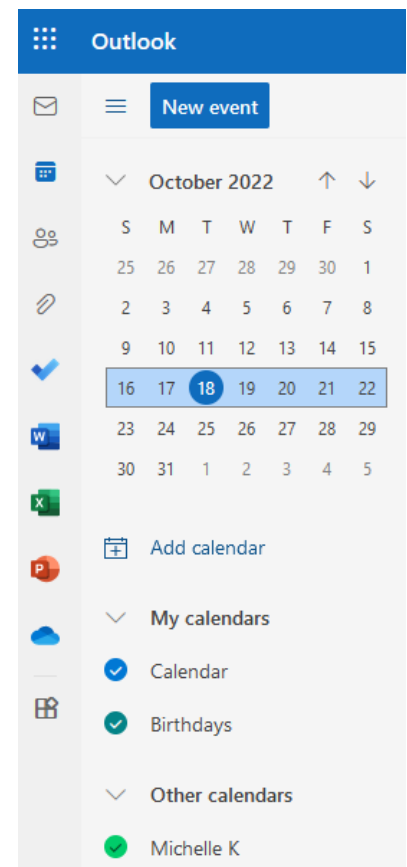
Adding a Shared Calendar

1. When someone shares their calendar with you, you will receive an email notification.
2. When you open the email you will see the name and email address of the person who has granted you access to your calendar.
3. Click **Accept**.

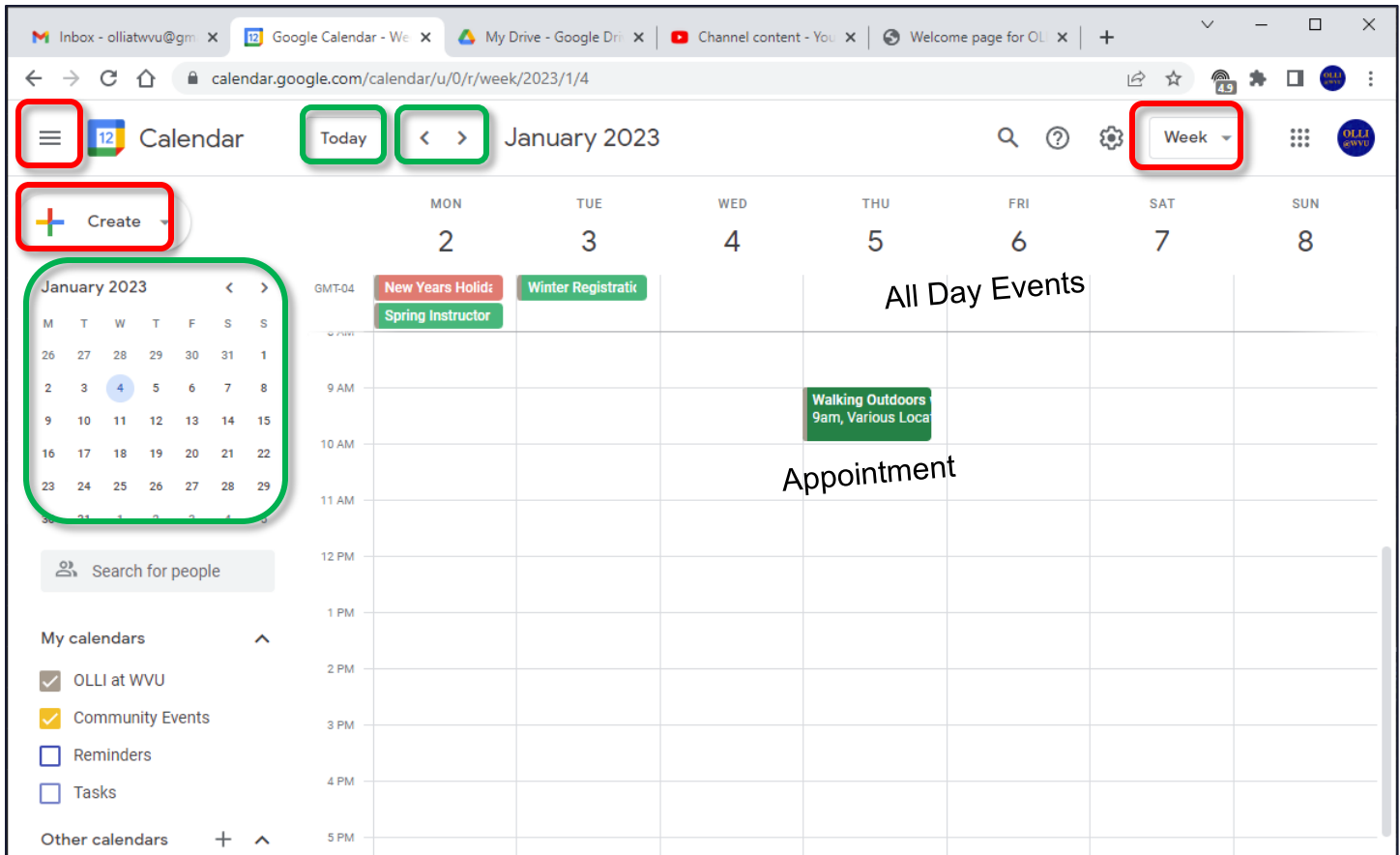


Viewing a Shared Calendar

Added calendars will appear in the left pane in your calendar list. Click the circle beside the calendar to toggle whether the calendar is visible or not.



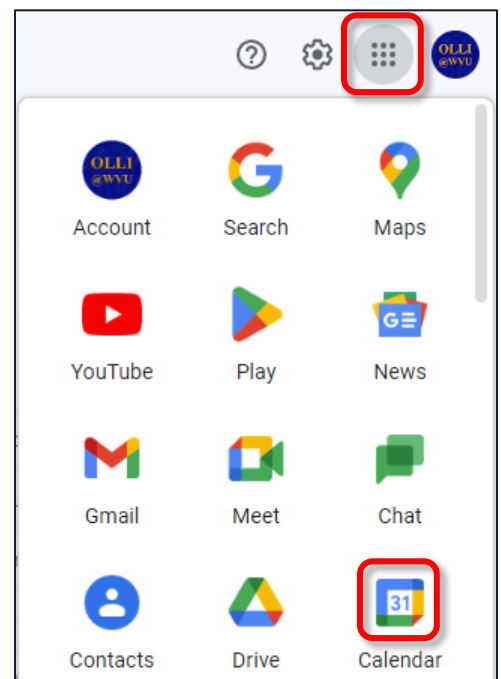
Google Calendar



The buttons you'll use frequently are highlighted in the picture above. Navigation options are in green, creation and view options are in red.

Accessing your Google Calendar

1. Log into Gmail account.
2. In the upper right corner, click the icon with nine squares.
3. From the drop down menu, click the **Calendar** icon.



Creating an Appointment

There are multiple ways to create an appointment.

1. Click on the Create button. This can be a multi-color plus sign, or also have the word **Create** beside it, depending upon whether the **Main menu** is expanded.

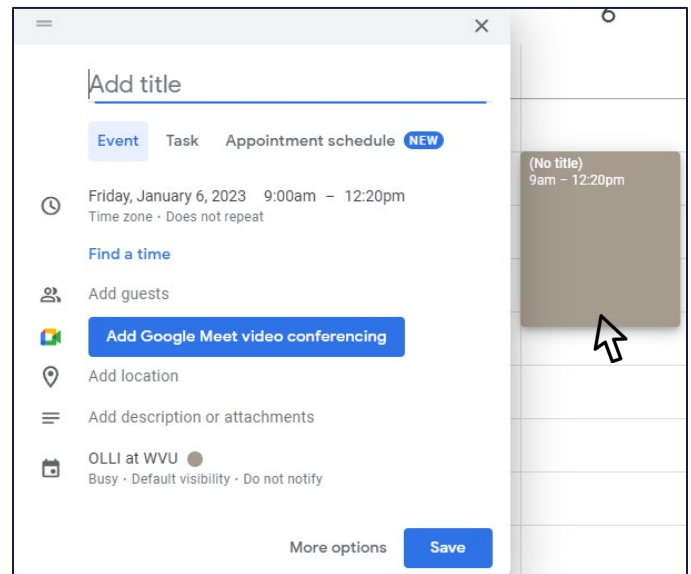
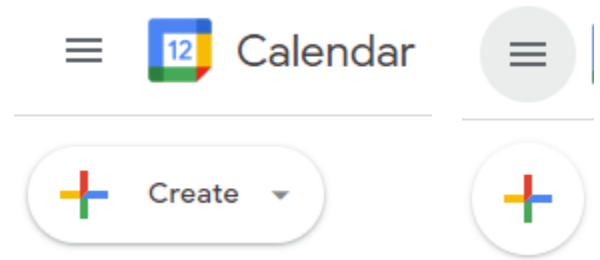
OR

Click in the All Day Events Area.

OR

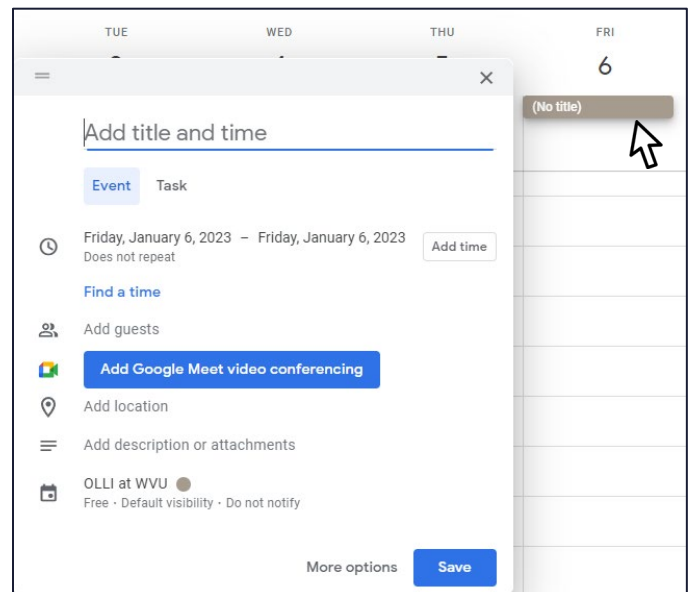
Click and drag in the body of the calendar to select the date and time for the appointment.

2. A window pops up.
3. Enter the title for your appointment.
4. Enter (if you want) the location for the appointment.
5. Add guests (if necessary).
6. Adjust (if necessary) the date and time for your appointment.
7. Click **Save**.



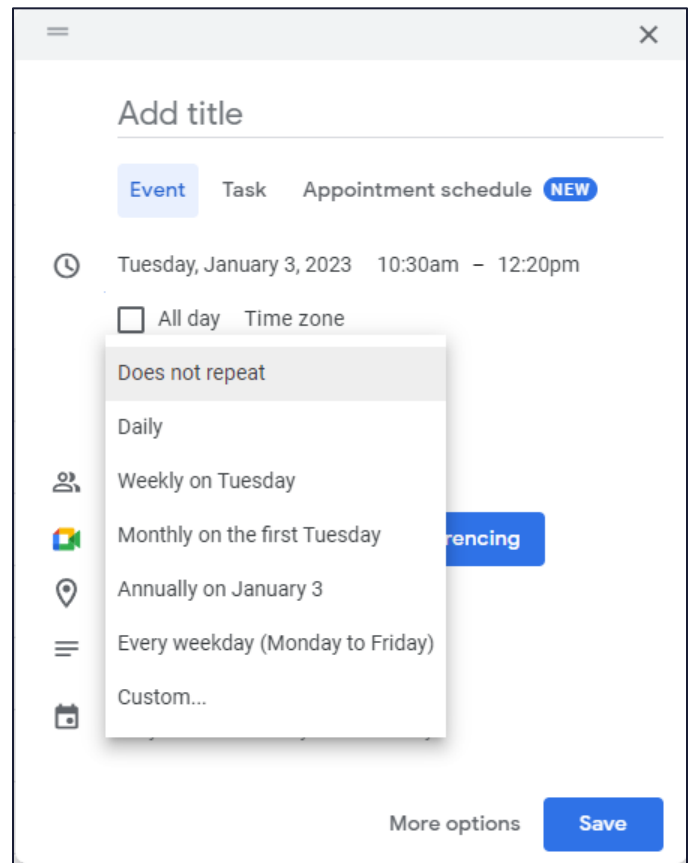
Creating an All-Day Event

1. Click in the top area of the day or week view.
2. Enter the title of your event.
3. Enter (if you want) the location of your event.
4. Enter (if you want) a description of your event.
5. If the event reoccurs, click **Does not repeat**.



6. Click **Does not repeat** a second time.

7. Select how often the event should repeat: Daily, Weekly on , Monthly on, Annually on, or Custom.
8. Click **Save**.

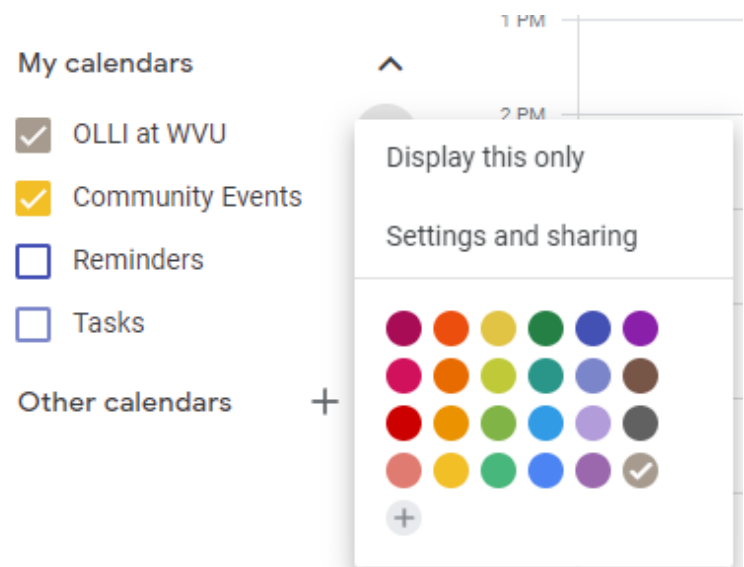


Calendar Sharing with Gmail

Chances are there is someone with who you will want to share your calendar. This can (sometimes) keep you from being double booked. It's also helpful when setting up an appointment for someone else (like a spouse) who is also busy.

Sharing Your Calendar

1. If it is now already expanded, click the triple line icon to display the Main menu.
2. In the left pane, click the three dots that appear when you hover over the calendar you want to share.
3. Click Settings and sharing.



4. Scroll down to **Share with specific people**.

Share with specific people

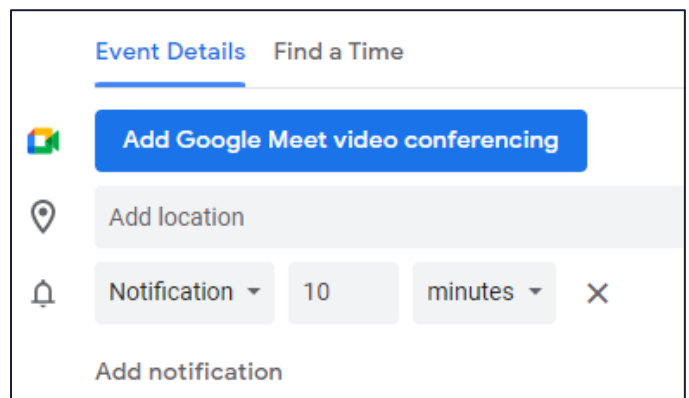


Learn more about [sharing your calendar with someone](#)

5. A window opens. Click the + **Add people** button.
6. Enter the email address of the person with whom you want to share your calendar. (Copy and paste is very helpful here.)
7. In the **Permissions** box, select **See all event details** or **Make changes to events** or **Make changes and manage sharing**.
8. Click **Send**.

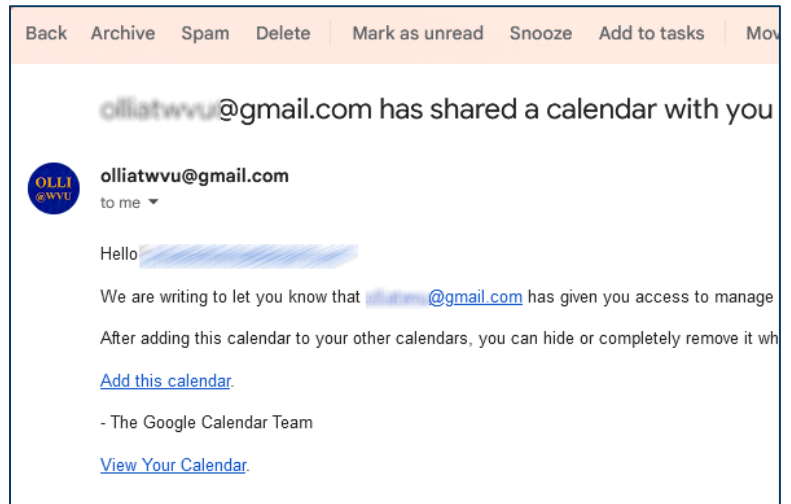
Notifications

1. Open the event for which you want to create a reminder.
2. Tap **Add notification**.
3. You can choose between a “notification” which appears on your phone or pops up in your calendar, or an email.
4. **Minutes** you can select between minutes, hours, days, or weeks.
5. Tap in the number text box to set the number of minutes (or hours or days) before the event you want to be notified.
6. You can set multiple notifications for an event. Such as an email a week before the event and a notification 30 minutes before.



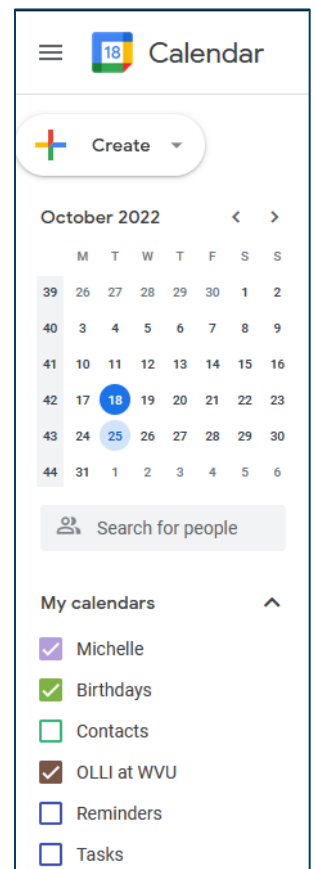
Adding a Shared Calendar

1. When someone shares their calendar with you, you will receive an email notification.
2. The email will show you who has shared their calendar with you. If you would like to be able to easily view this calendar, click **Add this calendar**.

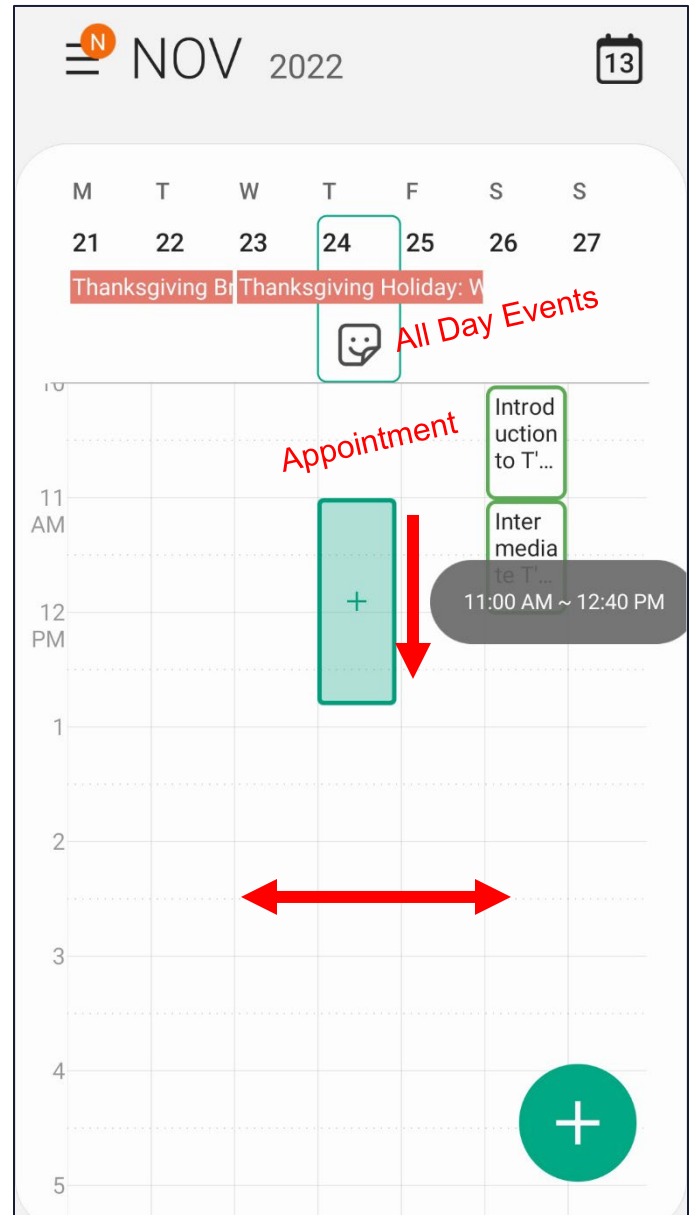



Viewing Shared Calendars

Added calendars will appear in the left pane in your calendar list. Click the checkbox beside the calendar to toggle whether the calendar is visible or not.



Android Calendar



 Navigation drawer

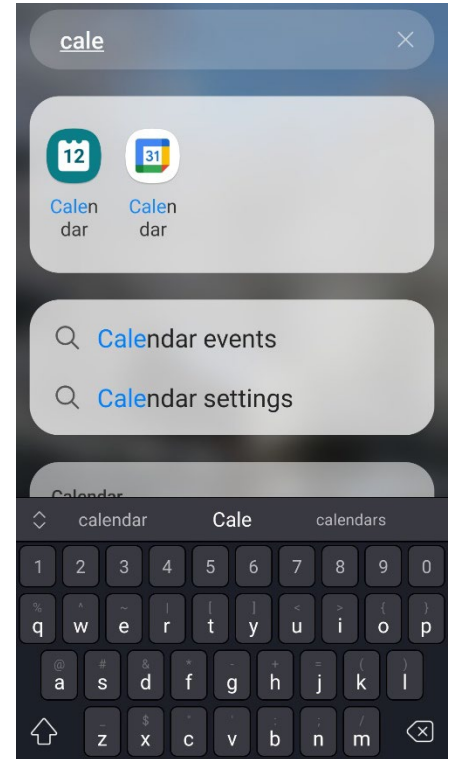
 Today

OCT 2022 Date Picker

The following steps are for Android calendar; if you use Google calendar the steps will be similar but the screen will look slightly different.

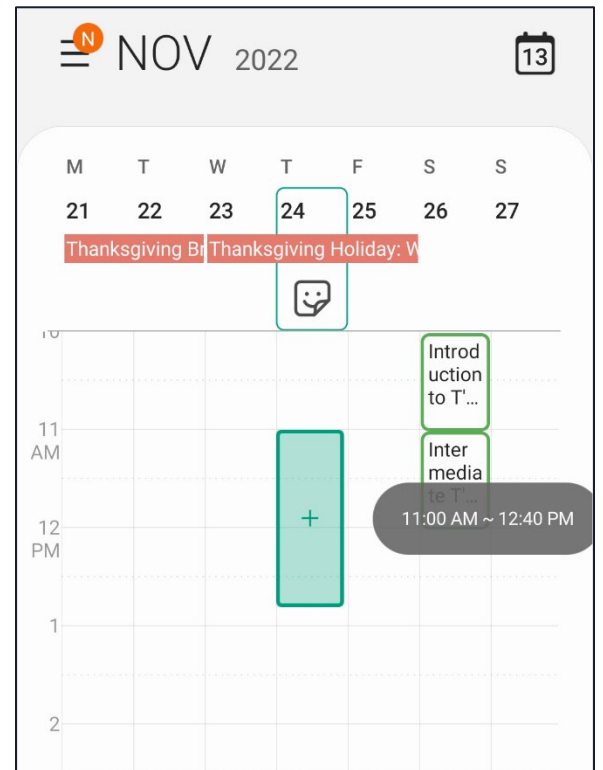
Accessing Your Calendar

1. Swipe up from the middle of the screen to open the app drawer.
2. In the Finder, start to type in “calendar” when you see the calendar app appear, tap to launch it.



Creating an Appointment

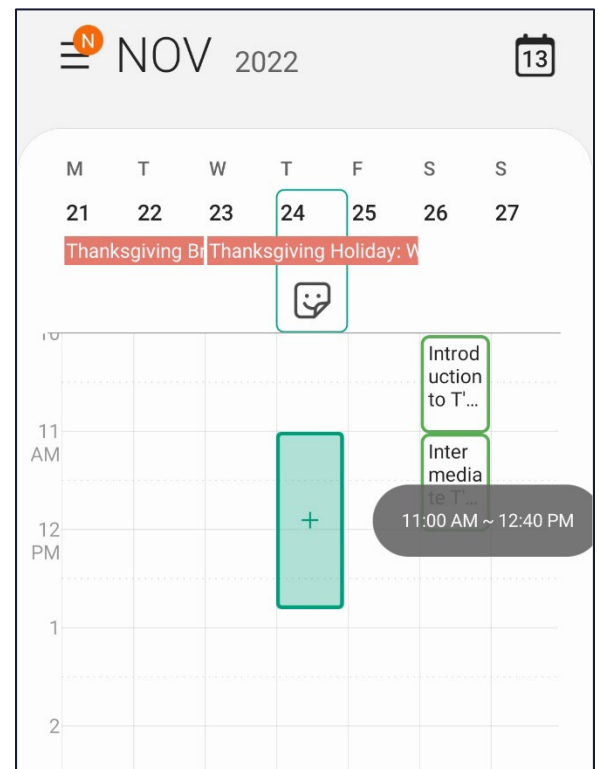
1. Switch to week or day view.
2. Move to the date of the appointment you want to create.
3. Tap with a finger a the start time for the appointment, and drag down to the end time.



4. Enter a title for the appointment.
5. Adjust (if necessary) the time of the appointment.
6. Enter (if needed) the location of the appointment.
7. Add an alert (reminder) if needed.
8. Tap **Save**.

Creating an All-Day Event

1. Switch to week or day view.
2. On the date on which you want to create an event, tap in the All Day Event area at the towards the top of the calendar, just below the date.



3. You can switch between an appointment and an all day event by clicking **Time** or **All day**.
4. Create a title for the event.
5. Create a location for the event (if needed).
6. If it is a recurring event, tap **Don't repeat** and set the pattern (Every day, Every Week, Every month, Every year, Customize).
7. Tap **Save** to finish adding the event to your calendar.

The screenshot shows the event creation interface. At the top, there is a 'Title' field with a placeholder icon of a smiley face and a purple dot. Below this, the 'Start' and 'End' dates are both set to 'Tue, Oct 11'. A toggle switch at the bottom right of this section is currently set to 'All day'. The lower section contains several options: 'Location' with a location pin icon, 'My calendars' with a calendar icon and a purple dot, 'Add alert' with a bell icon, and 'Don't repeat' with a calendar icon. At the very bottom, there are two buttons: 'Cancel' and 'Save', both in green text.

Alerts

1. Open the appointment or event you want to be reminded about.
2. Tap **Add alert**.
3. Select when you would like to be notified: At time of event, 10 minutes before, 1 hour before, 1 day before, or Customize.
4. Save the event

iOS Calendar

Adding a Reminder

1. Tap on the event to open it.
2. To the right of Alert select how far in advance you would like to be reminded of the event.

Adding a Reminder

1. Tap on the event to open it.
2. To the right of Alert select how far in advance you would like to be reminded of the event.

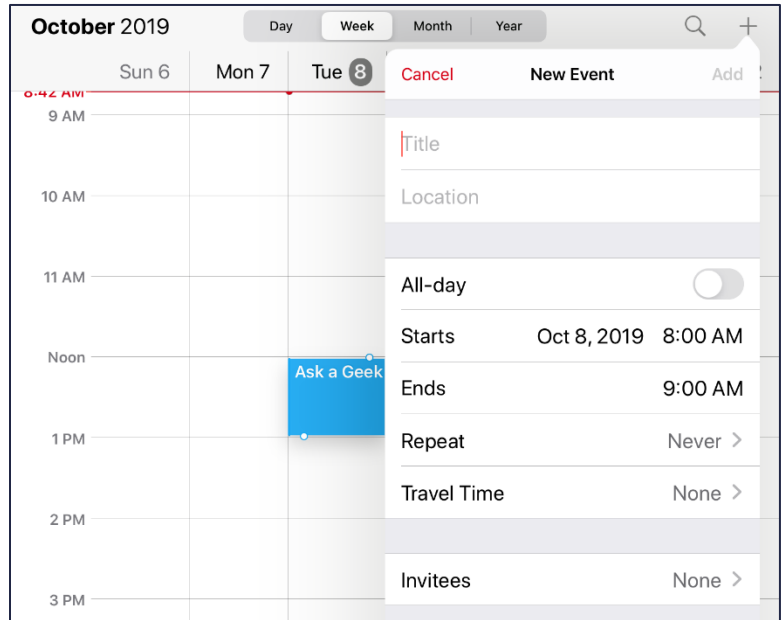
Adding an Event

1. **Long press** on the date/time, then enter the event information.

OR

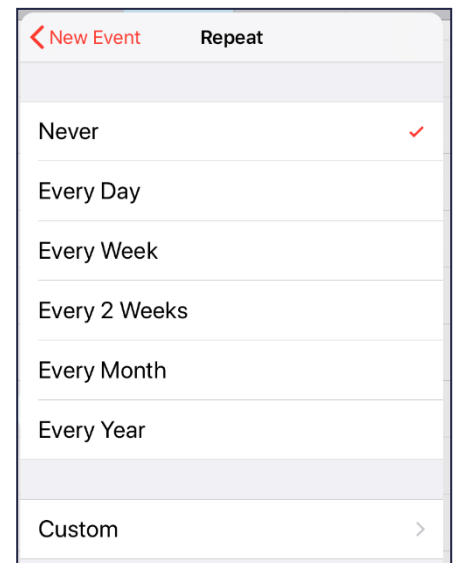
Tap the red plus sign in the top right corner.

2. Enter the Title for the event.
3. Enter the Location (if needed).
4. Modify the Starts time (if needed).
5. Modify the Ends time (if needed).
6. Tap **Add**.



Creating a Recurring Event

1. Create a new event or open an existing event.
2. In the Event dialog box, tap **Repeat**.
3. Select the frequency of recurrence.
4. Fine tune the frequency.
 - An event that repeats every Tuesday.
 - An event that occurs once a year on October 31st.
 - An event that occurs every two weeks.
5. Once you have set the frequency, tap the red **Repeat** in the top left corner.
6. If needed, set the **End Repeat** for the event. Birthdays generally don't have an end date, but an even such as a class, would finish at the end of a term etc.
7. Once everything has been set, tap **Add** or **Done**.



Adding a Reminder

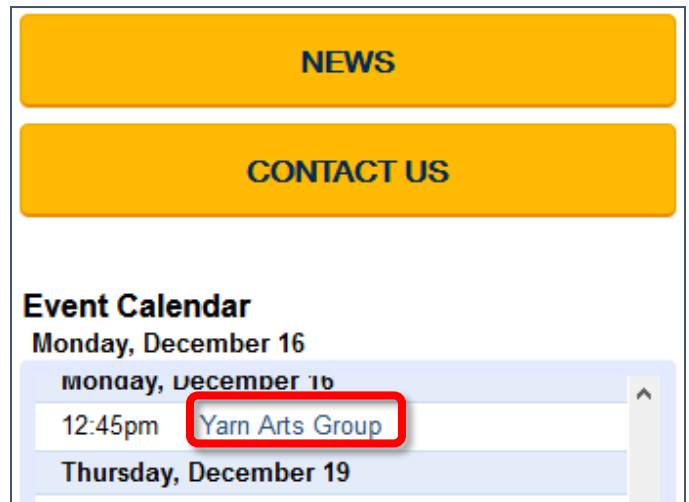
1. Tap on the event to open it.
2. To the right of **Alert** select how far in advance you would like to be reminded of the event.

OLLI's Google Calendar

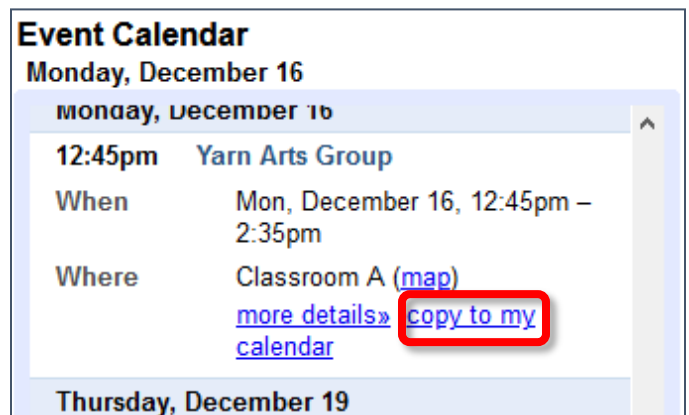
OLLI has a Google calendar that displays upcoming classes and events. You can copy these events directly to your own Google calendar. (Unfortunately, this doesn't work without Outlook.)

Adding OLLI Events to Your Calendar

1. Go to the OLLI website. (<https://olliatwvu.org>)
2. Scroll down to the Event Calendar.
3. Click on the name of the event you want to add to your personal calendar.



4. Click on the link for **copy to my calendar**.



5. If desired, modify or remove the notification.
6. Click **Save**.

