

12/15/15

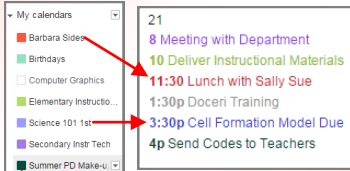
FlamingText.com

Tip Tuesday

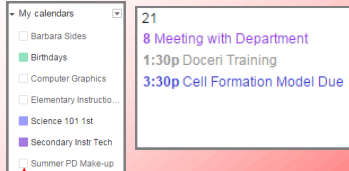
What Calendars Can I See, Anyway?

Many campuses & departments have already created calendars that you can view and add events!

1. Open Google Calendar (see last week's tip for directions).
2. On the left, under "My Calendars" is a list of calendars to which you have already been added. (Note: if you use Google Classroom, you'll see your classes' calendars and/or classes you've joined - like in tech training. Only see your name? You haven't been added to any calendars...yet!)
3. Click calendar names to "view" or "hide" in your calendar:

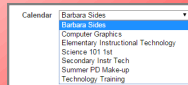


Box solid = view on Calendar



Box outline = hide on Calendar

4. When creating an event, choose which calendar it should be on.



Next Tech Tip Tuesday: Creating a Shared Calendar!