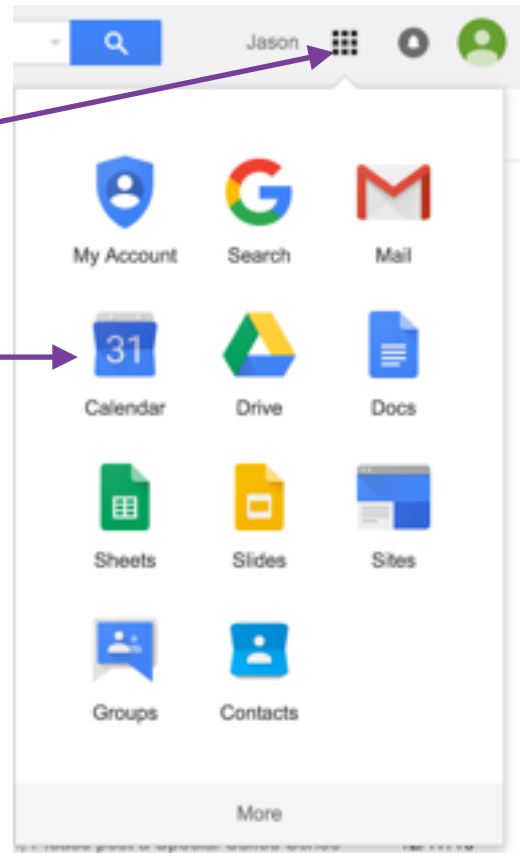


# Google Calendar : Scheduling Dates

## Step 1

Click the on the box of squares on the upper righthand side of your gmail to show the available google apps. Click the Calendar from the drop down menu.



## Step 2

Click the create button located on the top lefthand corner of the calendar page.



### Step 3 Event Info

Add a title for your event

Set date and time

Select appropriate Calendar to add event to

The screenshot shows the Google Calendar event creation page. At the top, there is a Google logo and a search bar labeled "Search Calendar". Below this are navigation buttons: a back arrow, a red "SAVE" button, and a "Discard" button. The main form area is titled "Untitled event" in a blue box. Below the title, there are date and time pickers: "1/6/2016", "8:30am", "to", "9:30am", "1/6/2016", and a "Time zone" link. There are checkboxes for "All day" and "Repeat...". Below these are tabs for "Event details" and "Find a time". The "Where" field is labeled "Enter a location". The "Video call" section shows "Join meeting: jbellows" with links for "Change name" and "Remove". The "Calendar" dropdown menu is set to "Jason Bellows". There is a "Description" text area. Below that is an "Attachment" section with a link to "Add attachment". The "Event color" section shows a row of color swatches with the first one (red) selected. The "Notifications" section shows "Pop-up" as the notification type, "10" as the duration, and "minutes" as the unit, with a link to "Add a notification". The "Show me as" section has radio buttons for "Available" and "Busy", with "Busy" selected. The "Visibility" section has radio buttons for "Calendar default", "Public", and "Private", with "Calendar default" selected. At the bottom, there is a note: "By default this event will follow the sharing settings of this calendar: event details who can see details of other events in this calendar. Learn more".