

# HOW TO USE GOOGLE CALENDAR (PHONE APP)

BY DELIA P

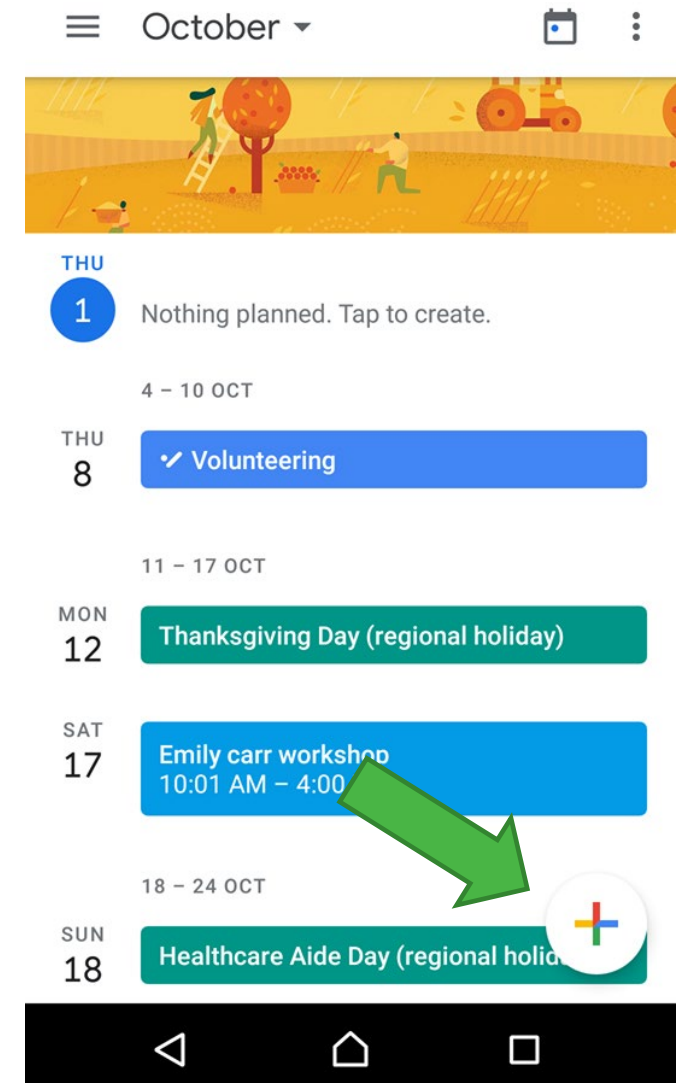
# WHAT IS THE GOOGLE CALENDAR

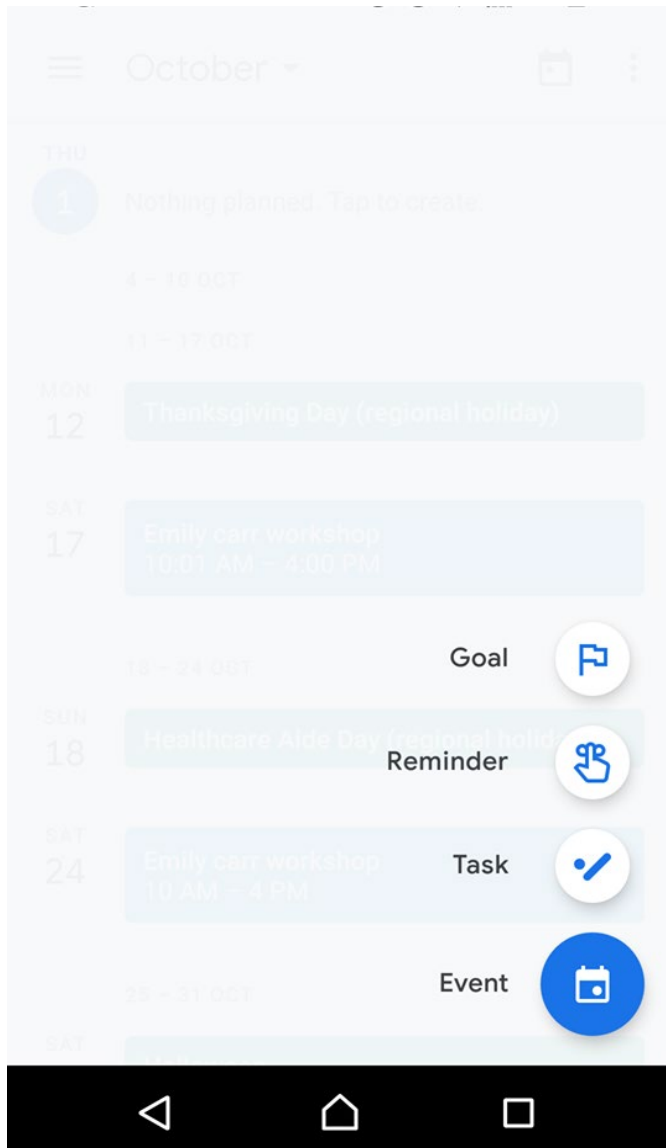


GOOGLE CALENDAR IS A DIGITAL CALENDAR THAT ALLOWS TO YOU RECORD IMPORTANT DATES IN. YOU CAN SCHEDULE MEETINGS AND CREATE MULTIPLE REMINDERS THAT CAN ALSO BE SHARED TO OTHERS.

# HOW TO CREATE IMPORTANT DATES IN YOUR GOOGLE CALENDAR?

- WHEN YOU OPEN UP GOOGLE CALENDAR, YOU WILL SEE THE CREATE SIGN LOCATED IN THE LOWER RIGHT SIDE OF YOUR FOLDER
- THE PLUS SIGN IS THE SAME AS IF YOU WERE TO CREATE A NEW MAIL ON GMAIL



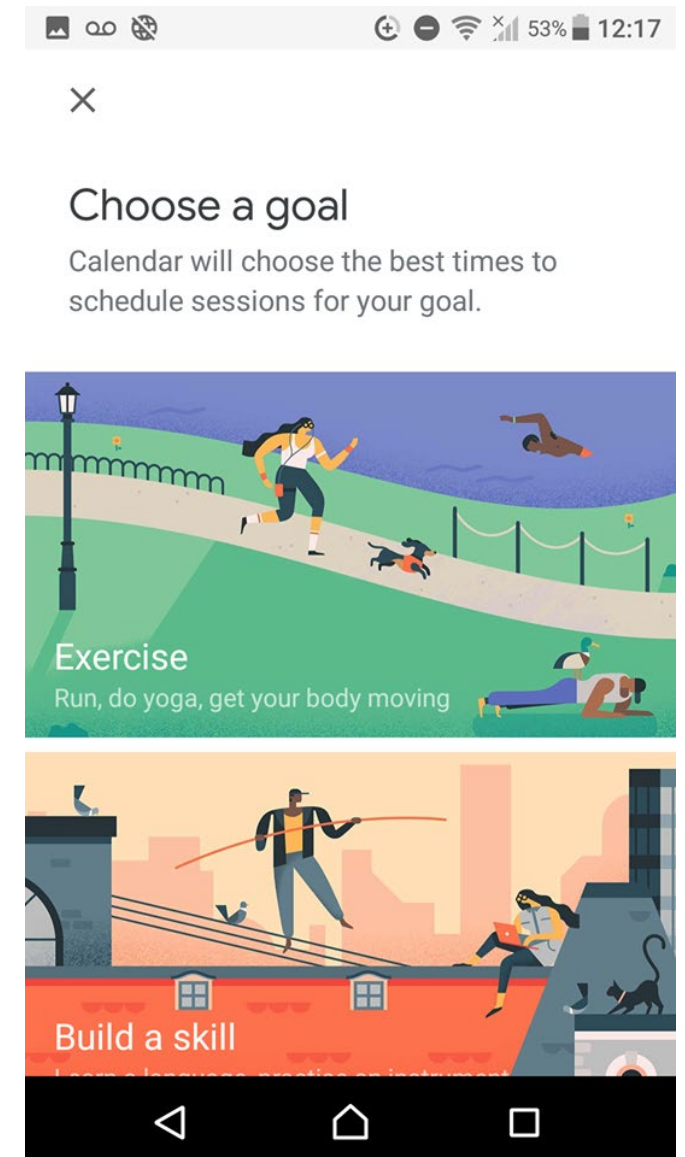


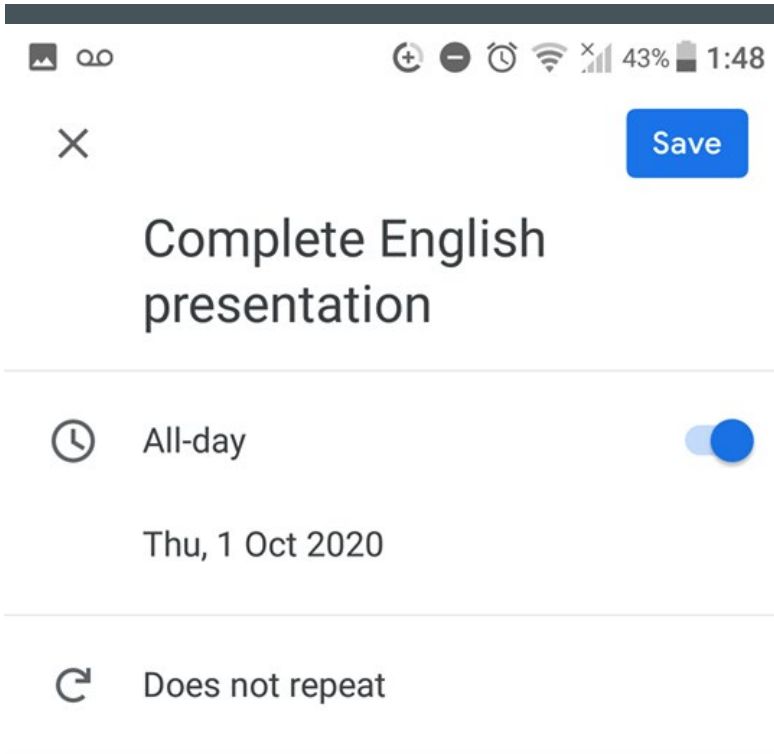
## THE MENU BAR

After pressing the create or add sign, you will the option to create a Goal, Reminder, Task or Event.

# GOAL

- THE GOAL OPTION ALLOWS THE USER TO KEEP IN TRACK OF THERE GOAL THROUGH THIS APP. TRACK THE DATES AND WHEN YOU ARE AIMING TO REACH YOU GOAL.



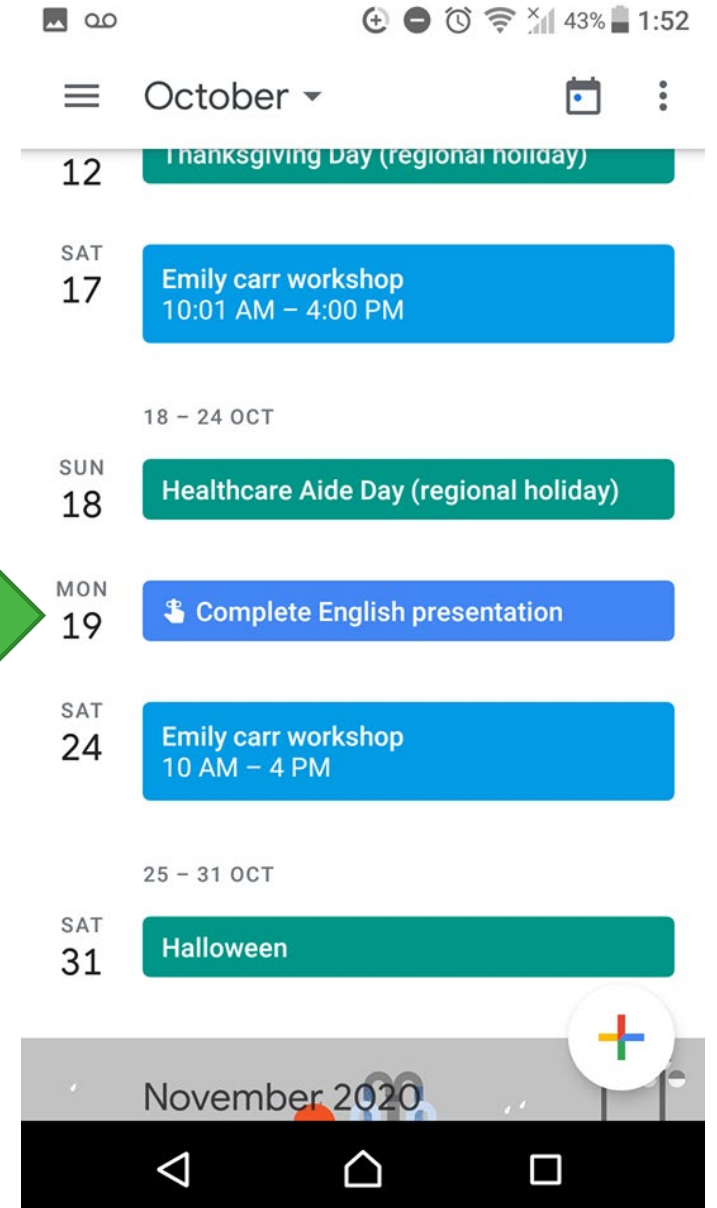
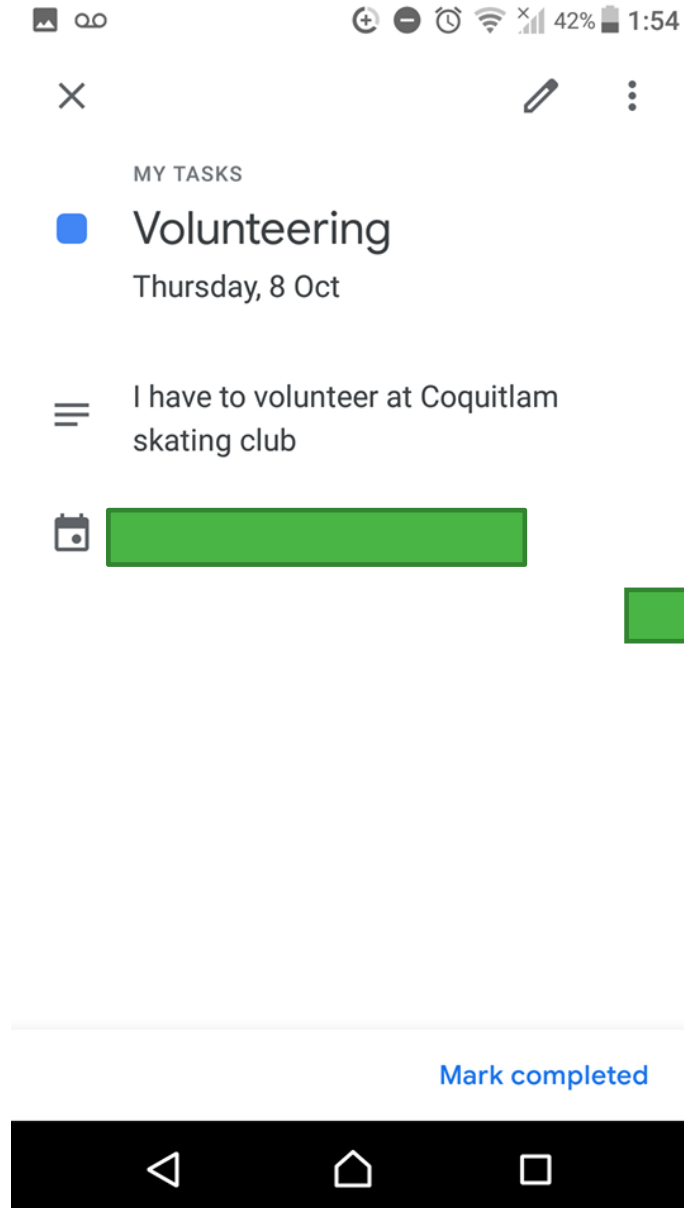


## REMINDER

- THE REMINDER OPTION ALLOW THE USER TO CREATE REMINDERS TO KEEP TRACK OF IMPORTANT DATES AND TIME. YOU CAN CHOOSE WHEN TO RECEIVE THE REMINDER. THIS IS VERY USEFUL FOR ANDROID PHONES, AND IT IS JUST LIKE THE REMINDER APP ON AN IPHONE.
- CLICK SAVE IN ORDER TO RECEIVE THE REMINDER

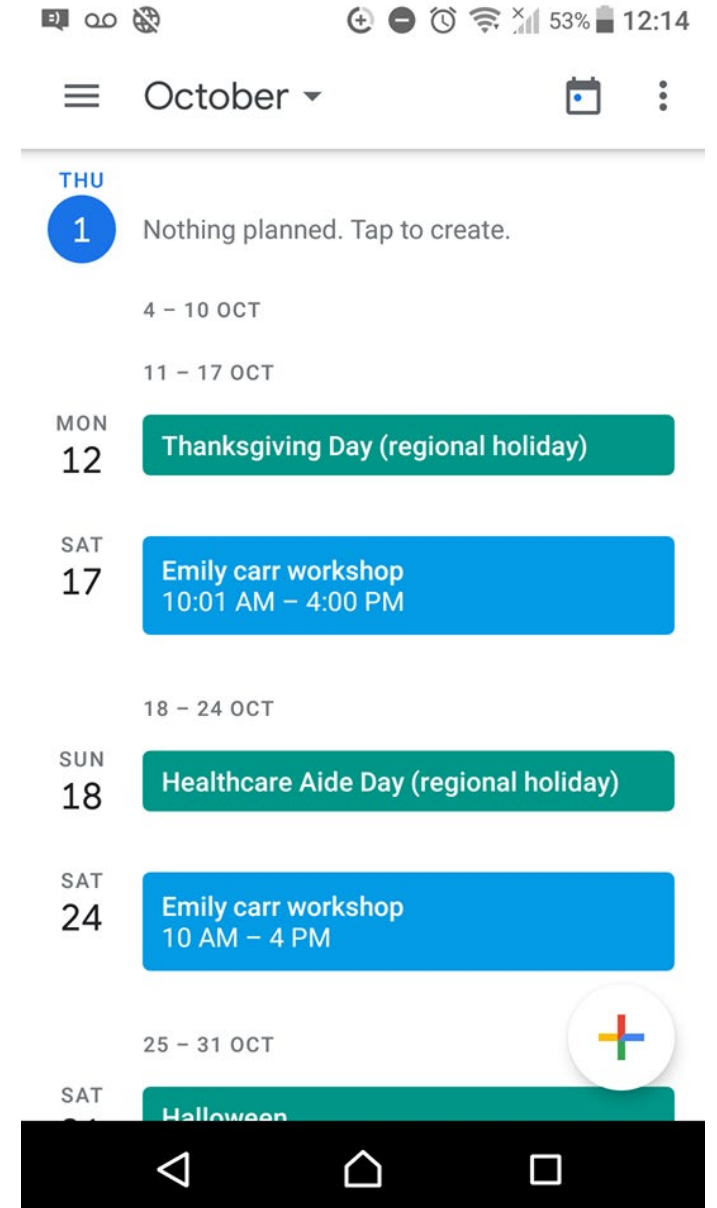
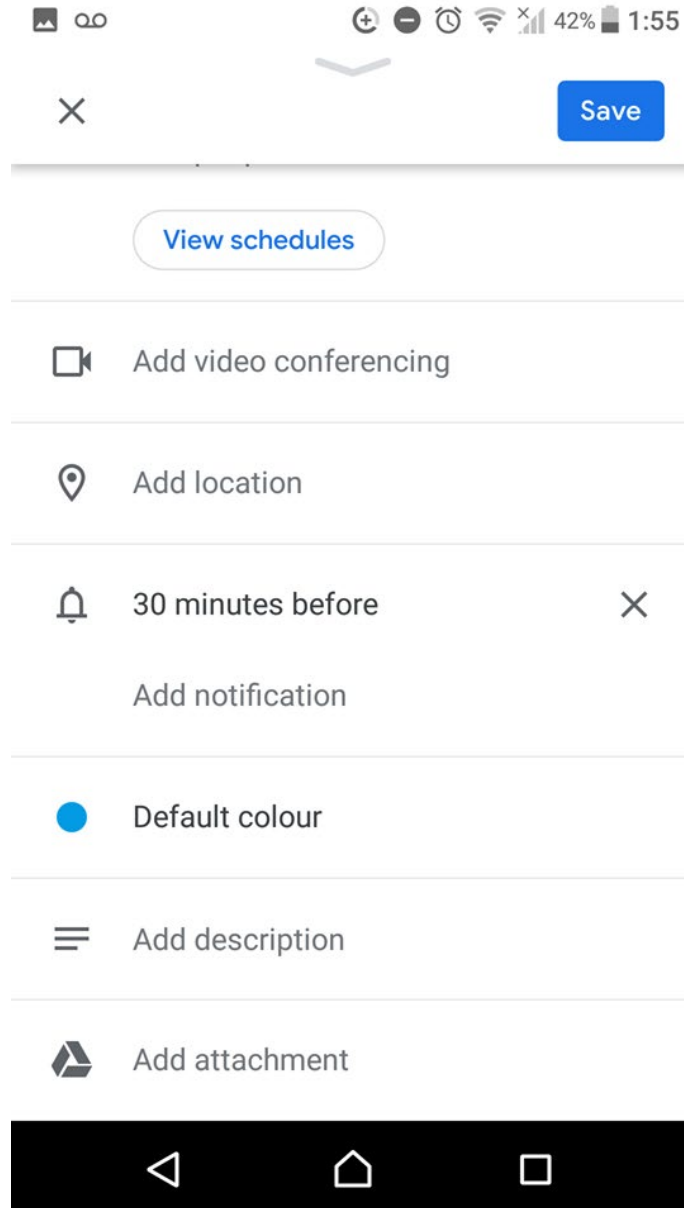
# TASK

- THE TASK OPTION ALLOWS YOU TO INTERFRATE TASK LIST WITH GOOGLE CALENDAR. AFTER CLICKING THE TASK ICON, YOU CAN ADD DESCRIPTION THE TASKS THAT YOU ARE WANTING TO COMPLETE. SET A TIME. WHEN YOU RETURN TO SEE YOUR CALENDER, YOU WILL SEE A LITTLE TASK ICON TO THE LEFT OF THE DESCRIPTION.



# EVENT

- THE EVENT OPTION ALLOWS YOU TO SCHEDULE AN EVENT WITH OTHER AND RECEIVE REMINDERS BEFORE THE EVENT. YOU CAN CHOOSE THE COLOUR OF THE EVENT SO THAT THE COLOUR WILL SHOW UP IN YOUR CALENDAR.





YOU CAN SHARE YOUR CALENDAR EVENT WITH OTHERS BY ADDING PEOPLE BELOW. AND CHANGE PICK A COLOUR FOR THE BACKGROUND THAT WILL SHOW UP IN YOUR CALENDAR.

