

# Google Calendar: the future of calendaring at CWRU

# Buh bye, Oracle. It's been nice.

- Oracle Calendar has not been supported by its manufacturer for many years
- Oracle Calendar will be turned off on July 31

# Hello, Google Calendar!

- Available to CWRU community since prior to the Google Mail transition in February, 2010.
- *[webcalendar.case.edu](http://webcalendar.case.edu)*



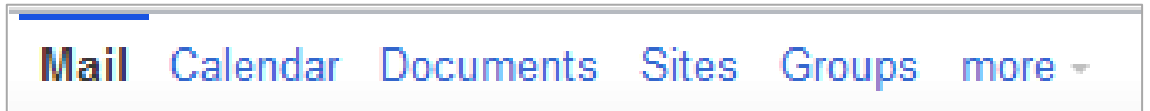
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# Google Calendar

- Easy to use
- Easy to customize
- Easy to share
- Easy to schedule

# Easy to use

- *webcalendar.case.edu*
- Access from Launchpad and CWRU Google Apps
- Access from any computer, smart phone or tablet with an internet connection
- View in iGoogle
- Offline capable




# Easy to use

- Outlook: sync using Google Apps Sync
- iCal
- Mobile calendar clients
  - Blackberry
  - iPhone
  - Nokia
  - Windows



# Easy to use

- Meetings with guests send invitations
- RSVP feature in invitations

☆ Kirsten to me [show details](#) Jun 3 (12 days ago) 

<p>Title: <b>New Team Meeting</b></p> <p>When: Thu Jun 9 1pm – 2pm (EDT)</p> <p>Where: Atrium - Thwing</p> <p>Who:</p> <p><a href="#">more details »</a></p> <p>Going? <b>Yes</b> - <a href="#">Maybe</a> - <a href="#">No</a></p>	<p><b>Your Agenda for Thu Jun 9, 2011</b></p> <p>8am <a href="#">Review Google Apps</a></p> <p>9:45am <a href="#">SIS Student Registration Info for Ori...</a></p> <p><b>1pm New Team Meeting</b></p> <p>4pm <a href="#">Status report to Dave</a></p> <p><a href="#">view my calendar »</a></p>
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## New Team Meeting [mc](#)

When Thu Jun 9 1pm – 2pm Eastern Time

Where Atrium - Thwing ([map](#))

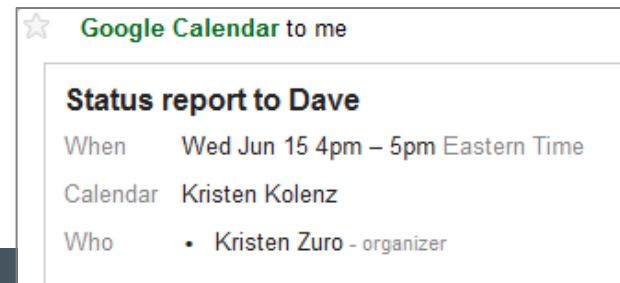
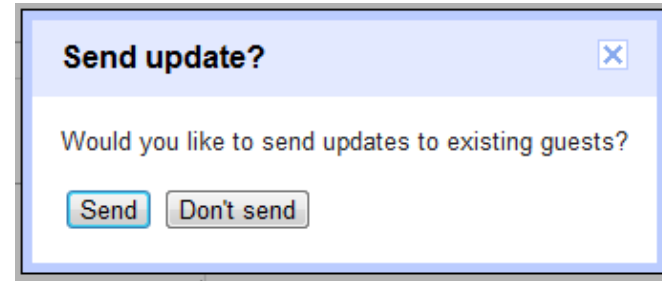
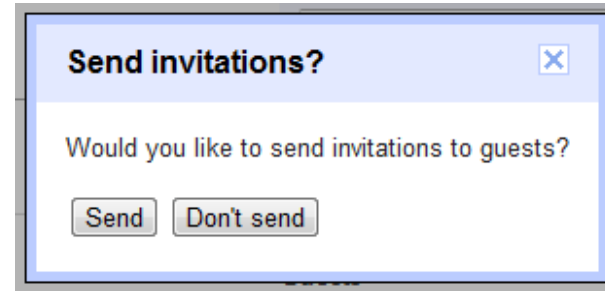
Calendar Kristen

Who • [kcn6@case.edu](mailto:kcn6@case.edu) - organizer

Going? **Yes** - [Maybe](#) - [No](#) [more options »](#)

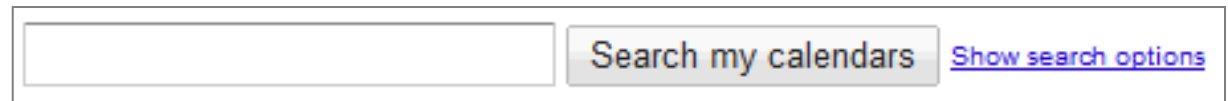
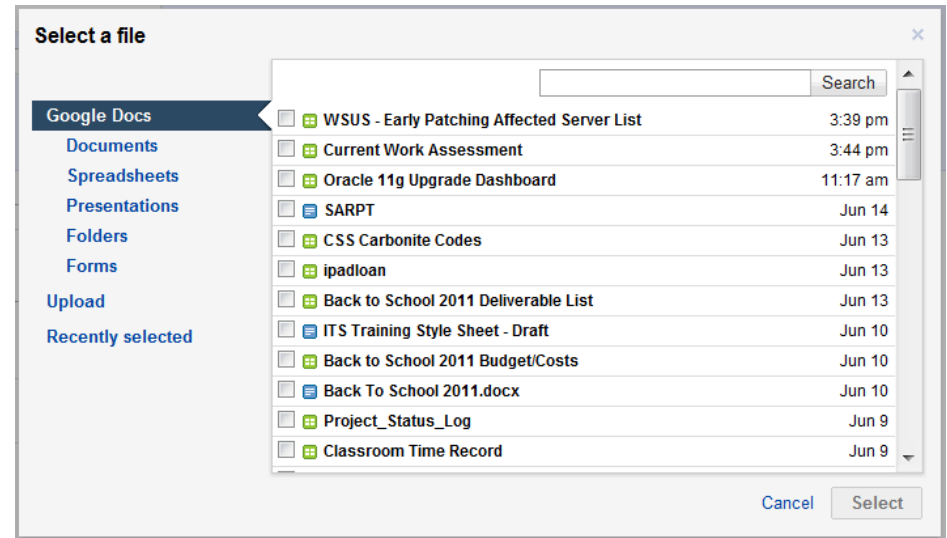
# Easy to use

- Changes to calendar entries can generate an update email
- Event reminders can appear in email



# Easy to use

- Attachments to events become Google Docs
- Calendar search uses Google algorithm



# Easy to customize

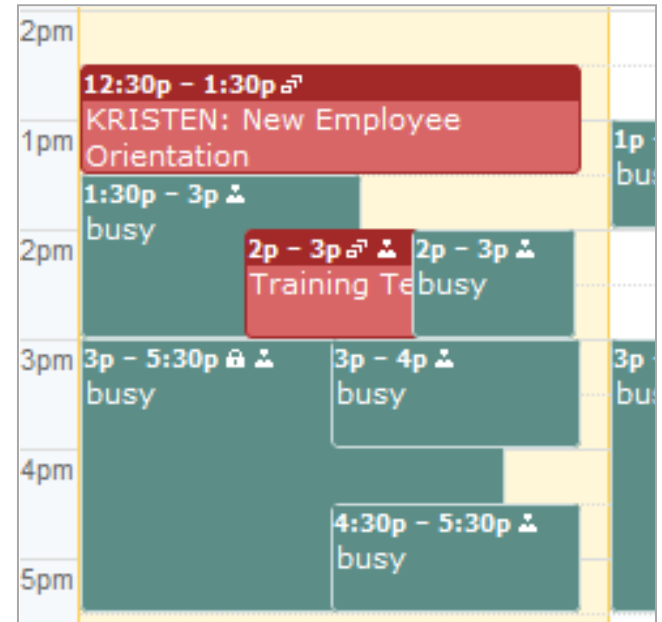
- Views

- Day
- Week
- Month
- Agenda: list of upcoming events
- 1 Custom View: options include 2 week, 3 week, 2 days, 3 days, etc.



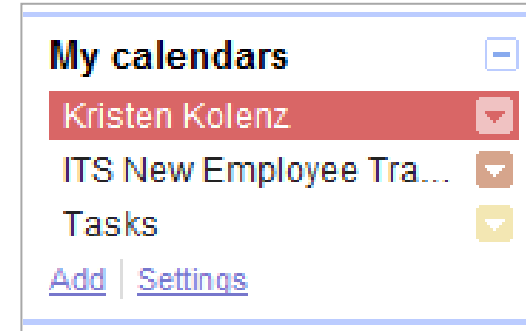
# Easy to customize

- View more than one calendar's entries at the same time
- Assign different colors to calendars you can see to distinguish them



# Easy to customize

- Create additional calendars for yourself or groups and organizations to which you belong



# Easy to customize

- Set up alerts and notifications for changes to calendars you own or to which you subscribe
- Select email or text alerts

<b>Event reminders:</b> Unless otherwise specified by the individual event.	No reminders set	<a href="#">Add a reminder</a>
<b>Choose how you would like to be notified:</b>	Email	SMS
<b>New invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Changed invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Canceled invitations:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Invitation replies:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Daily agenda:</b> Sent every day at 5am in your current time zone	<input type="checkbox"/>	

# Easy to customize

- Add Labs: add-ins in testing
- Examples: Jump-to-date, next meeting countdown, smart re-scheduler

The screenshot displays the 'Add Labs' settings interface in Google Calendar, showing five different add-ins with their descriptions and enable/disable options.

Add-in Name	Description	Enable/Disable Status
<b>Description</b>	Hey, everyone, let's brainstorm some new ideas for Calendar Labs! <b>Attachment</b> <a href="#">Secret Labs ideas!</a> <a href="#">Awesome presentation</a>	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
<b>Event attachments</b>	By Sundaresan V and Oana F - Mar 2010 Attach a Google document, spreadsheet or presentation to your event, or upload a file from your computer. Important: guests do not automatically have permission to view Google Docs attachments. You must share each attached document. <a href="#">Learn more</a>	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
<b>Event flair</b>	By Dave M - Mar 2010 Bring life to your calendar and organize your events with icons for things like flights, vacations, parties and meals. Note: icons added to events you organized will be visible to all attendees. After you enable this feature, click on an event and look for the "Calendar flair" gadget to activate.	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
<b>Smart Rescheduler</b>	By Dave M - Mar 2010 Helps you re-schedule an event by analyzing everybody's schedule, evaluating conflicts, obtaining conference rooms and proposing the best meeting times. It's like magic.	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
<b>Who's my one-on-one with?</b>	By Sumitro S - Oct 2009 Having a hard time figuring out who scheduled that event called "Lunch" on your calendar? This feature displays the attendee's name right on the calendar if it's just you and one other person.	<input checked="" type="radio"/> Enable <input type="radio"/> Disable

# Easy to share

- Determine others' access to your calendars:
  - Private
  - Open to designated individuals
  - Open to *case.edu* domain users
  - Open to all Google Apps users

# Easy to share

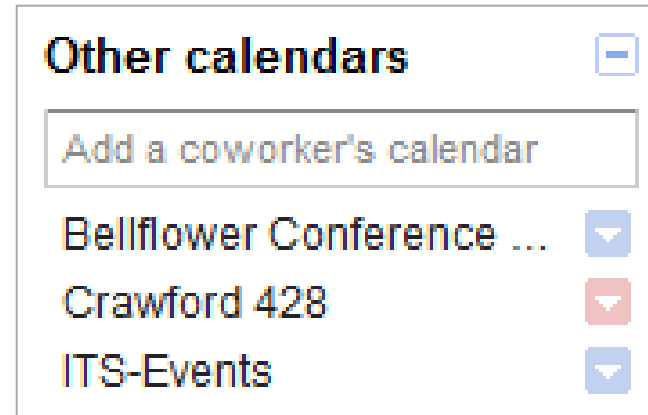
- Determine others' access to your calendars:
  - Private
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  - Open to *case.edu* domain users
  - Open to all Google Apps users
- See all details, edit event and sharing settings
- See all details, edit events
- See all details
- See free/busy time only

# Easy to share

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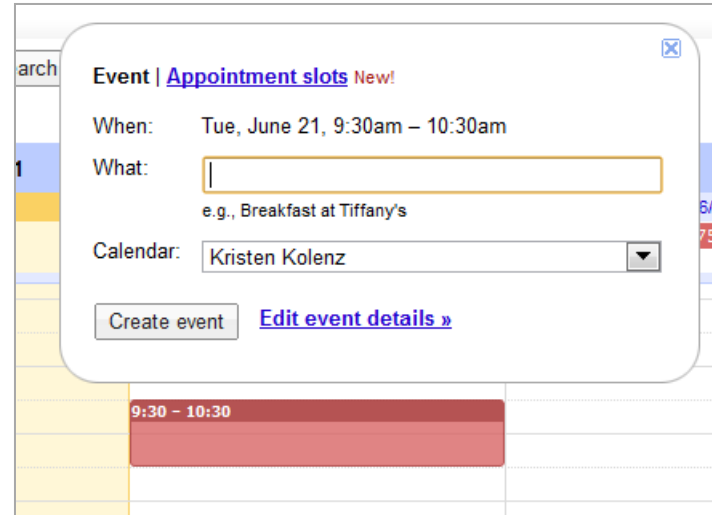
# Easy to share

- Subscribe to others' calendars



# Easy to schedule

- Click on grid to add event to that time
- Click and drag to change time
- Quick Add



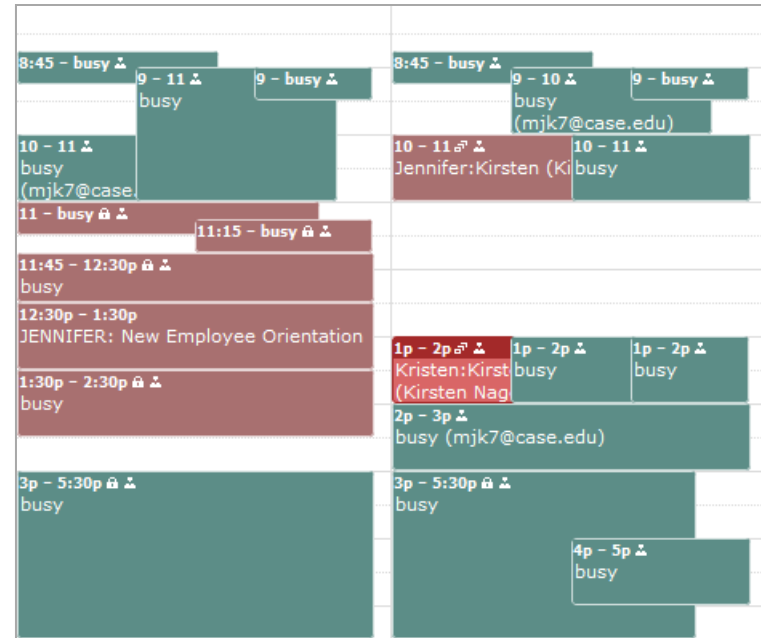
The image shows a screenshot of a calendar application's event creation dialog box. The dialog is titled "Event | Appointment slots New!". It contains the following fields and options:

- When:** Tue, June 21, 9:30am – 10:30am
- What:** A text input field with a placeholder and a suggestion: "e.g., Breakfast at Tiffany's".
- Calendar:** A dropdown menu currently showing "Kristen Kolenz".
- Buttons:** "Create event" and "Edit event details »".

Below the dialog, a red event bar is visible on the calendar grid, labeled "9:30 – 10:30".

# Easy to schedule

- View events from different calendars at the same time




# Easy to schedule

- “Find a time” in Event Details helps you find an open time for you and your guests

	Kristen Kolenz	Jennifer Loudiana	Kristen Nagel
GMT-05			
10am		10 - 11:30	10 - 11:30 busy
11am			busy
12pm			
1pm	1p - 2p Training Team	1p - 2p	1p - 2p busy 1p - 2p busy
2pm			
3pm			3p - 5:30p busy
4pm			
5pm			
6pm			




# Easy to schedule

- Designate individuals as “optional”
- Optional auto-email to guests

Click the  icons below to mark as optional.

**Guests** [✉ Email guests](#)

Yes: 0, Maybe: 0, No: 0, Awaiting: 0, Optional: 1

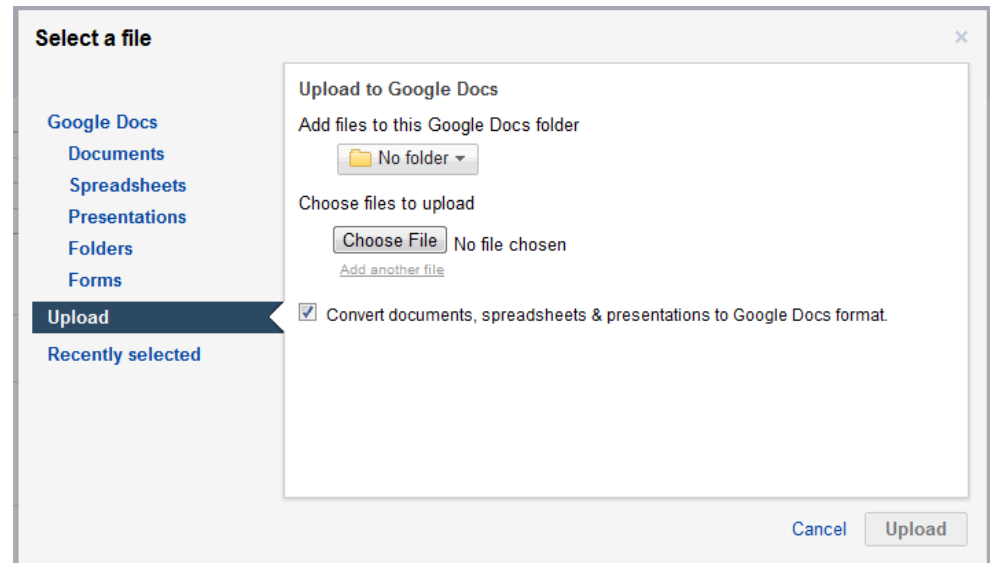
	Kristen Kolenz	<a href="#">×</a>
	Jennifer Loudiana	<a href="#">×</a>
	Kirsten Nagel	<a href="#">×</a>

**Send invitations?** [×](#)

Would you like to send invitations to guests?

# Easy to schedule

- Add attachments to meetings (e.g. agendas) that will then live in Google Docs



# Demonstration

- Adding an event
- Adding a note
- Adding guests
- Adding an attachment
- Subscribing to calendars
- Creating a calendar
- Sharing a calendar
- Calendar settings

# Become a Google Calendar user

- Directions for exporting Oracle calendar events in FileShare pod and at *help.case.edu* under Google Apps
- Contact Deskside Support to arrange for assistance for you or your department
  - 216.368.HELP (4357)
  - *help@case.edu*

# Become a Google Calendar user

- Training options
  - lynda.com
    - Google Calendar Essential Training
    - Time Management Fundamentals
    - *help.case.edu/lynda*
  - Departmental Training through ITS
    - Request through *help@case.edu*