

# Google Calendar and Organization at Your Fingertips

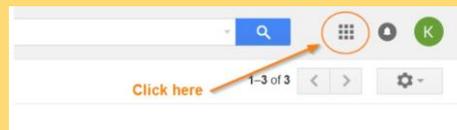
Where do those appointment invites go after you accept them?

You got it... Google Calendar!

Assignments, tests, appointments, events, birthdays can all be scheduled in Google Calendar. The best part is it's free and can be accessed from your computer, smartphone, and tablet!

## How to find your Google Calendar:

1. You can access Google Calendar by going to [calendar.google.com](https://calendar.google.com), or when in your Gmail, looking for the nine dots in the upper right-hand corner:



2. Click on the nine dots and look for this icon; it will have the word "Calendar" underneath it. Once you click on the icon, you will be inside the calendar!



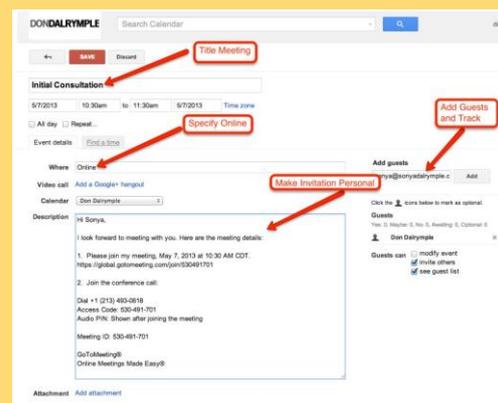
## Organizing your calendar:

- After you've gotten into the calendar, you can decide your calendar view: daily, weekly, monthly or a view that shows every four days. Another option is an "agenda" view, which shows all of your scheduled events as a list as opposed to a calendar view.

By clicking on the calendar itself, you can begin to block off time on your calendar. I

recommend putting in items such as your course schedule, major assignments from your syllabi, events, reminders, etc. When you start to add your events, you can also make them "repeating" so they will show each week.

- How you create your calendar is up to you. You can keep your appointments simple and just have a subject line or you can add more details. You can also include a Zoom link in the "location" section.



- In Google Calendar, you can use the search box to find specific events. For example, if you forgot a birthday you know you've put in your calendar, you can type in the name of the person and all events associated with that person will appear.
- If you have been invited to an event but have not accepted it, the event will come up as a white rectangle outlined in color. If you accept the invitation, the event will come up as a solid color. If you decline the invitation, the event will not come up on your calendar.

## Adding the Brandeis Academic Calendar

Another recommendation is to add the [Brandeis Academic Calendar](#) to your Google Calendar. When you add the calendar, important information (i.e. Add/Drop dates, course registration dates, etc.) will appear keeping you in the loop!