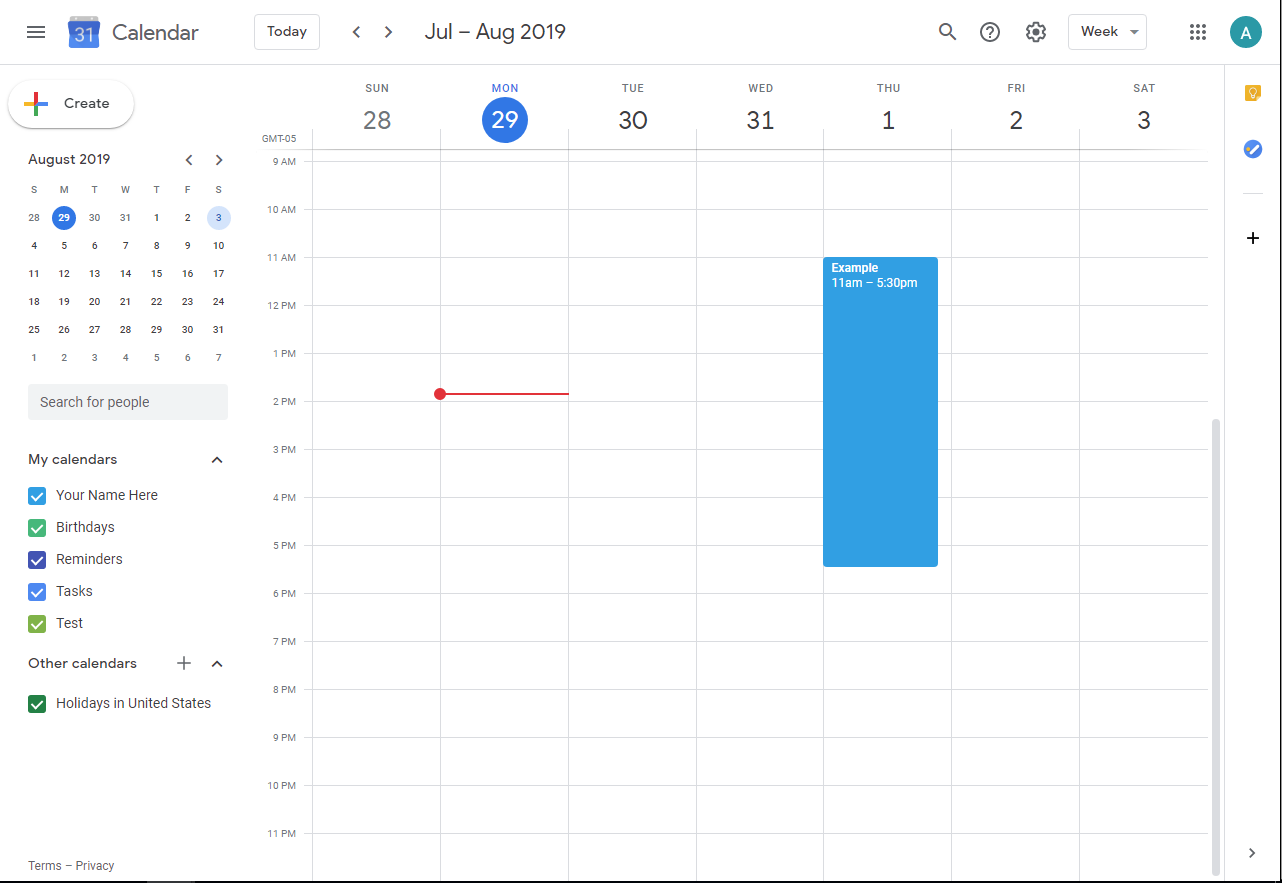
**Anatomy of Your Google Calendar (Default View: Week)**

2

3

1



6

8

7

4

5

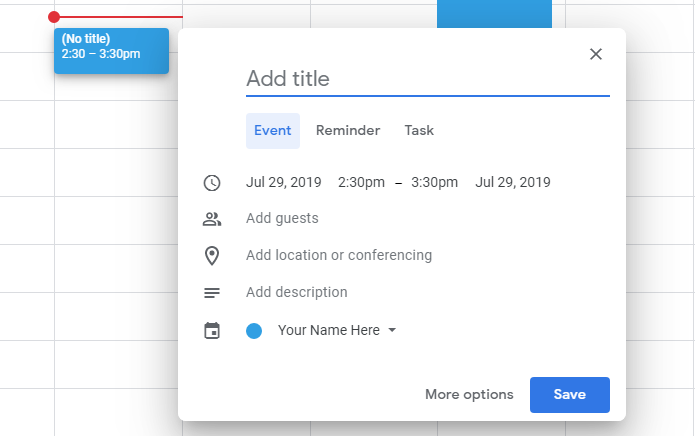
What’s am I looking at?

1. Click here to see your account and log out.
2. Change your view to see your calendar in month, day, year, schedule, or 4-day.
3. Calendar settings.
4. The date/time right now.
5. Create a new event (you can also do this by clicking on the date and time you would like the event to be, on the calendar itself).
6. Your calendars—uncheck them to remove them from the overall calendar view and only see certain events. Edit a calendar by hovering over its name in this list and clicking the three vertical dots that appear to the right:
7. Click the plus sign (+) to add a calendar.
8. How events display on your calendar. Click the block to edit the event.

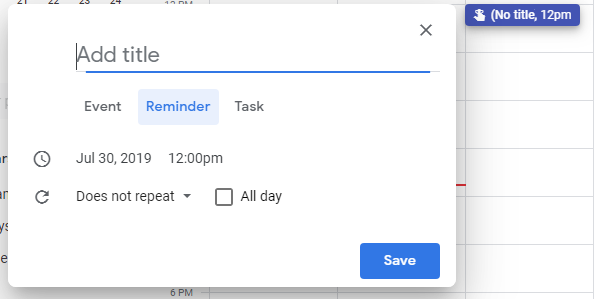
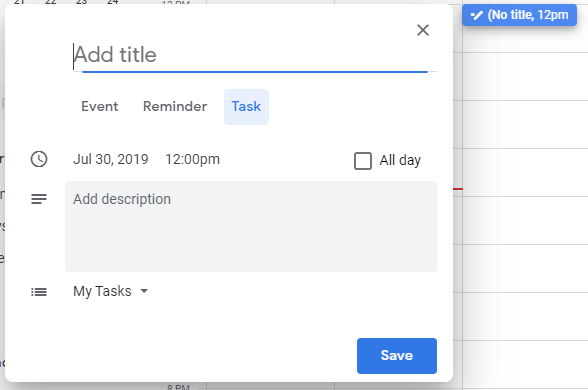
**Creating a New Event**

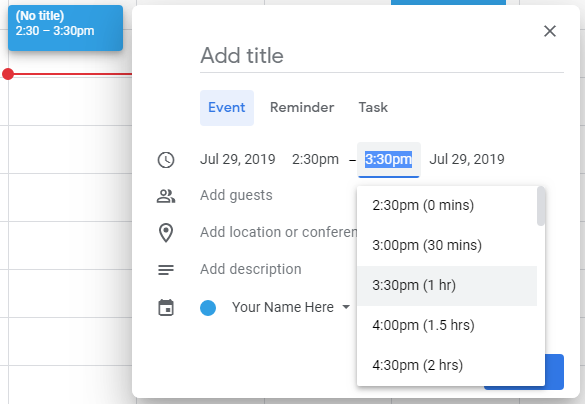
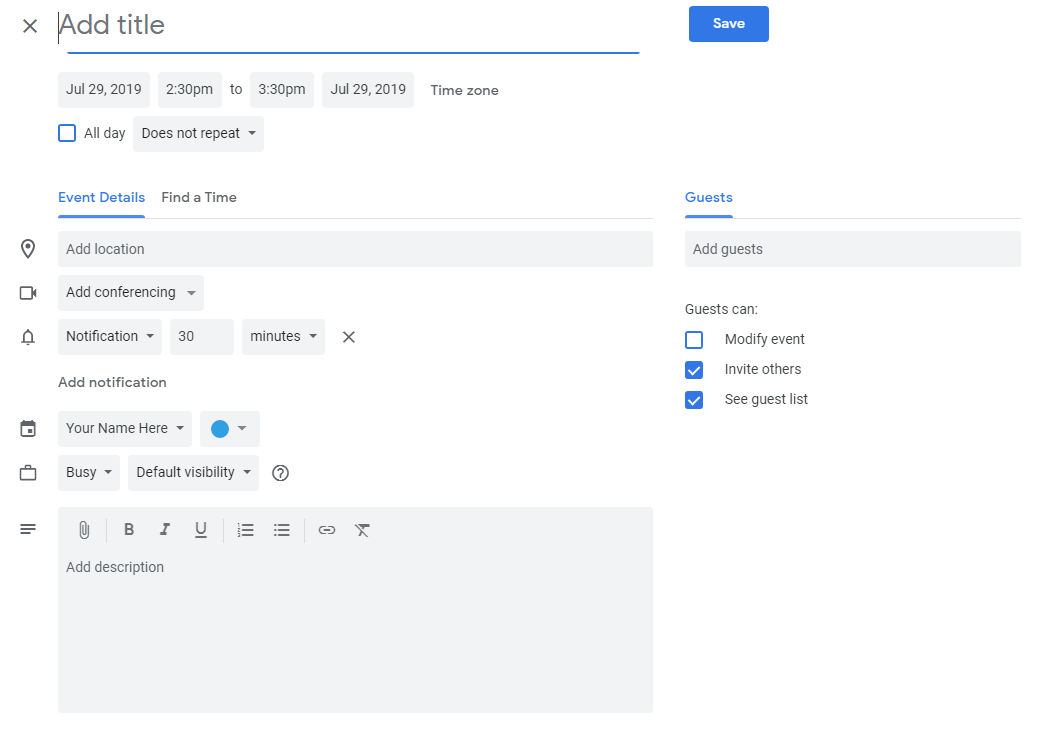


1. Click the button or the date and time you wish the event to take place.
2. A panel should come up like this:



1. It will default to the Event setting, but click Reminder or Task to get different fields.



1. Click anything you want to change. For instance, if you need your event to be longer, click the end time—in this case, 3:30—and make it whatever you need it to be. 
2. If you need more tools—for instance, if you want to make a repeating event or change your notifications, click the more options button at the bottom.
3. This will take you here:
4. If you need to edit your event again after you’re created it, the edit button is here, and that will take you to the page in step 6 again.