Google Calendar @ MSU

Google Calendar is an online shareable calendar service that lets you keep track of all important events in one place. You can organize your schedules, as well as share events, meetings and entire calendars with others.

This document contains the following topics. For your convenience, click on one of the links below to quickly navigate to a specific topic.

- Accessing MSU’s Google Calendar
- Understanding the Different Views
- Creating Events
- Inviting Guests to the Event:
- Selecting a Room for the Meeting
- Managing/Viewing Calendars
- Understanding Calendar Sharing with Others
- Creating Groups

How to Setup the Access to MSU’s Google Calendar

If you haven’t changed your NetID password since January 2011 please follow the steps below. If your password has been changed since January 2011 you can skip to page 2.

Change Your MSU NetID Password (for Initial Access to MSU’s Google Calendar ONLY)
For your initial access to MSU’s Google calendar, you first need to change your MSU NetID password using the NetID account form available at: https://netid.montclair.edu

Note: This will change your MSU’s Google Calendar password along with the passwords in the other NetID related systems: Sun DS (E-mail), eDirectory (iPrint, NetDrive), AD (Citrix, Magic), AD08, Galaxy and Blackboard.
Setup Your Account on the Montclair.edu Server for Google Calendar

Once the password has been changed, you can go to http://gcal.montclair.edu and login with your NetID and the new password to set up your account on the server (Montclair.edu) hosting MSU's Google Calendar service.

Signing in to Google Calendar for the First Time

1) Sign in with your NetID and new password
2) Complete the Setup your account for Montclair.edu
3) Click on I accept: Create my account
View Your MSU's Google Calendar

Tip: You can access the handy online tutorial, including online documentation and videos, by clicking on the Help link at the upper right corner to learn more about Google Calendar.

Understanding the Different Views

There are 5 different views available when looking at your calendar:
1. **Day** - Displays events for the current day
2. **Week** - Displays events for the current week
3. **Month** - Displays events for the current month
4. **4 Days** - Displays events for the next four days
5. **Agenda** - Displays all events grouped by day
Creating Events
By default, events are added to the selected calendar.

**To Create an Event:**
Go to the upper left corner of the screen and click on **Create event**

**OR**
Double-click where you would like to create the event

You will be brought to the **Event Details page**.
Below is a table describing the **Event Details page**:

<table>
<thead>
<tr>
<th>Event Name Field</th>
<th>Enter event name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where</td>
<td>Location of event</td>
</tr>
<tr>
<td>Calendar</td>
<td>By default the event is created on the calendar that is being viewed. If necessary, select another calendar.</td>
</tr>
<tr>
<td>Details</td>
<td>List the details of the meeting.</td>
</tr>
<tr>
<td>Reminders</td>
<td>By default, you will be reminded of an event by both email and pop-up. You are able to change or remove a reminder.</td>
</tr>
<tr>
<td>Show Me As</td>
<td>When others view your calendar for your availability, this feature will either show you as busy (default) or show you as available.</td>
</tr>
<tr>
<td>Privacy</td>
<td>Default: Select this option if you want the event's privacy setting to mimic the calendar's privacy setting. If your calendar is private, for example, all of the events scheduled are private by default. The same concept applies to public calendars. Private: Select this option to make sure only you and others who have “Make changes to events” privileges can see the event and its details. Public: This option will make the event's details available to those with free/busy access to your calendar.</td>
</tr>
<tr>
<td>Guests</td>
<td>This is where you add guests to the meeting.</td>
</tr>
<tr>
<td>Rooms</td>
<td>This is where you add a room for the meeting.</td>
</tr>
<tr>
<td>Guest Options</td>
<td>Here you are able to specify what guests are able to do/see.</td>
</tr>
</tbody>
</table>

1) Enter the **name** of the event  
2) Enter the **location** of the event  
3) Select the **calendar** for the event  
4) Enter a **description** of the event  
5) Set the **reminders** for the event  
6) Set the **Show me as field** (default is Busy)  
7) Select the **Privacy** field (default is Default)
To Invite Guests to the Event:
1) Click your mouse in the **Guest** field
2) Begin typing their name

Google Calendar displays those with a Montclair State NetID.
3) Click on the person whom you would like to invite

To Select a Room for the Meeting:
1) Click **Rooms**

By default, only the rooms that are available will be displayed.
2) Click **Add** to select the room

![Add Room Screen](image)

**To Save the Meeting and Send the Request:**
1) Click the **Save** button to save the event on your calendar
2) Click **Send** to send the invitation

The event has now been added to your calendar

![Calendar Screen](image)

The person(s) you invited will receive an email to accept or decline the invite.

**To See the Status of your Meeting in Terms of Attendance:**
Click on the meeting

![Meeting Details Screen](image)

Here you will be able to see the responses from the guests that have been invited:
Searching for a Time When Scheduling a Meeting

When scheduling a meeting, you are able to search the guests schedules and see if they are available or not at the proposed time.

To Search Guests’ Availability:

Click Find Time tab at top

Here you will be able to view the availability of a guest calendar and adjust the meeting time if necessary.

To return to the event, click the Event Details tab at top of page.
Managing/Viewing Calendars
By default, when a calendar is created, other MSU employees are able to view your free and busy time. Privacy settings can be modified to make your calendar private from others.

To View a Co-workers Free/Busy Time (default):

1) Click in the Other calendars field text box, and begin typing the name of the individual

2) Make your selection from the list.

You are now able to view the free or busy time of the chosen individual.

This displays the items on your calendar and theirs. The items and calendars are color coded to make it easy to identify whose calendar the event is located on.

To View Only One Calendar at a time:
Click on the calendar you do not wish to display
Understanding Calendar Sharing with Others
Google Calendar allows you to share the details of your calendar with whom you select. See the information below regarding the options available.

1) Click on **Settings** on the top right of the page
2) Select **Calendars**

### Adjusting your Privacy Settings System Wide
- You can make your calendar **public** for anyone with a Google Calendar account to see
- Or, you can **share your calendar with everyone at MSU** by checking the Share this calendar with everyone in the organization Montclair.edu calendar (**Default**)  

3) Click **Shared: Edit Settings**

### To Share with Specific People Only
1) Under **Share with specific people**, type the eMail address of the person you wish to share your calendar with
2) Click **Add Person**
3) Click on the drop-down arrow under **Make changes AND manage sharing**
4) After you make your selection, click **Save**
Creating a Personal Calendar

To create a Personal Calendar:
1) Click Add button under My Calendar
2) Enter a name, description and select the privacy settings
3) Click Create Calendar
Delete an Event on Your Calendar

1) Click on the event
2) Select **Delete** from the pop-up window to remove the event from your calendar

Anyone who has been invited to your event will receive a notification that the event has been cancelled.

Printing Your Calendar

**To Print your Calendar:**

1) Select the view you would like to print
2) Click the **Print** button at the top of the page
3) Select the settings

4) Click **Print**
Creating Groups
Creating groups in Gcal is useful when you invite the same group of people to a meeting.

Creating a New Group
1) Click on Contacts

2) Click on New Group

3) Type a name for the group

4) Click OK
Adding People to a Group
1) Click in **Search Contacts** next to MSU logo
2) Type the last name of the person you are searching for
3) Click **Search**
4) Select the name
5) Click on **Groups**
6) Click on the group from the list
7) Repeat steps until all members are added to the group

Inviting a Group to a Meeting
1) Create an event as explained in previous steps
2) Under **Add**, type the name of the group
3) Select the group from the list