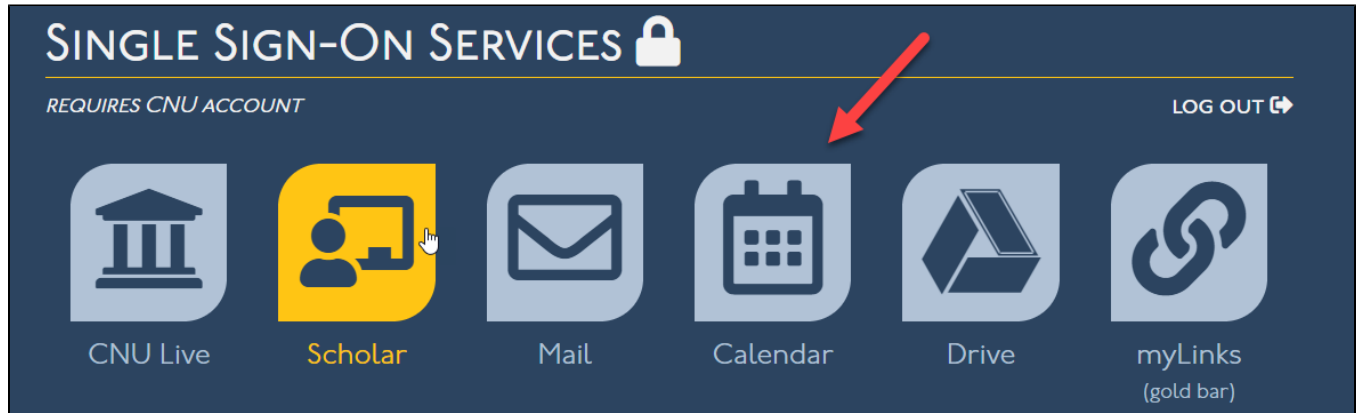


Understand Google Calendar basics

CNU Connect includes the full-featured Google Calendar. Google Calendar functions very much like any traditional desktop calendar program.

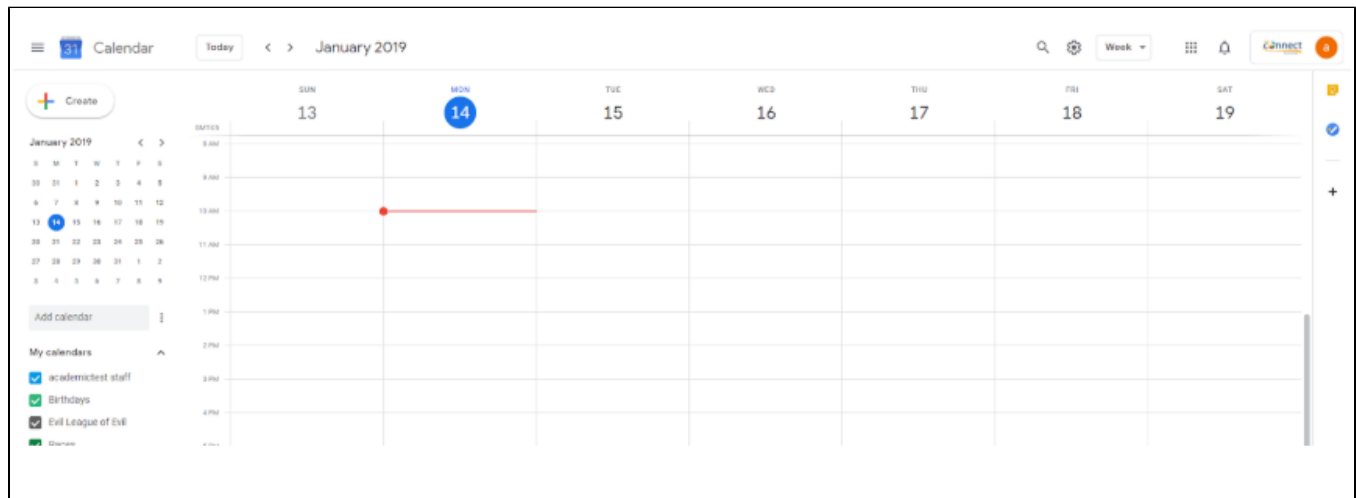
Accessing your Calendar

To access the calendar, click on the “Calendar” link in your champagne bar on the CNU Connect start page.



Viewing Events

By default, your CNU calendar is displayed in a weekly calendar view.



You can change the view of your calendar with the dropdown menu at the top of the page.

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You can also drag your mouse over several dates on the calendar at the left to select dates to view.

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To control the calendars that you see, click on the checkbox next to the calendar.

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If you'd like to add a new coworker to the calendar, you can enter their e-mail address at the top of the calendar list. If they've made their calendar visible, you will see it.

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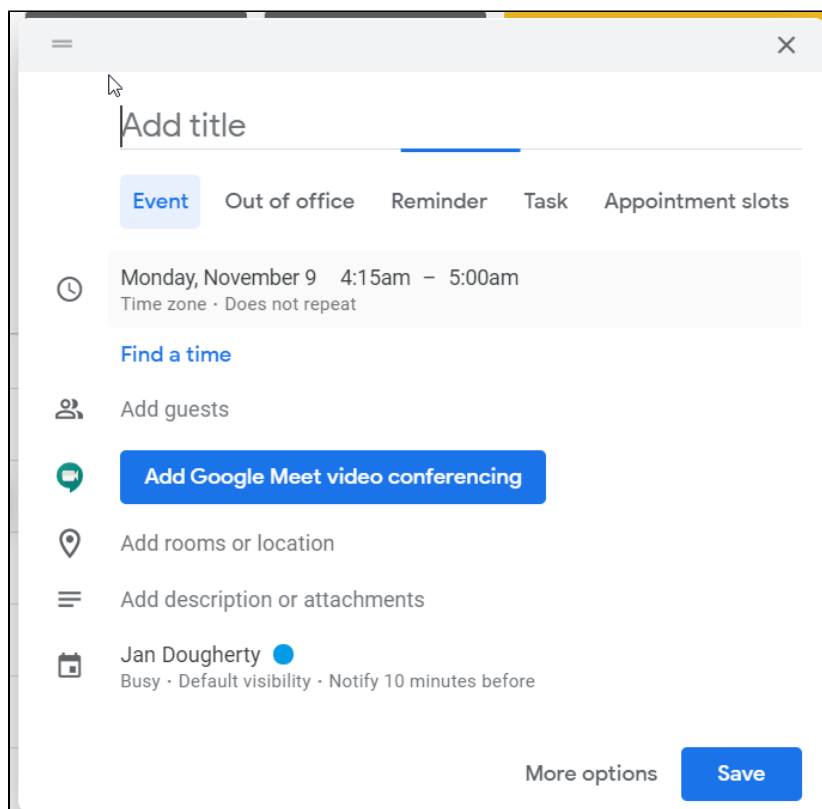
Adding Events

There are several ways to add events to your calendar. the easiest way is to click on the start time for the event, and drag your mouse to the ending time.

Alternatively, you can click on the plus sign in the top-left corner your calendar and enter the time in manually.

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When you release your mouse, a box will pop up allowing you to name your event. This box will also allow you to enter in certain details, such as location or guests. To enter more details than are visible on this mini-box, click on "More Options".

A screenshot of the Google Calendar 'Add Event' dialog box. The dialog has a title bar with a close button (X) in the top right. Below the title bar is a text input field labeled 'Add title'. Underneath the title field are five tabs: 'Event' (selected), 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The 'Event' tab is active, showing a date and time selection area with a clock icon, displaying 'Monday, November 9 4:15am - 5:00am' and 'Time zone · Does not repeat'. Below this is a 'Find a time' link. Further down is a section for adding guests, with a person icon and the text 'Add guests'. Below that is a section for adding Google Meet video conferencing, with a speech bubble icon and a blue button labeled 'Add Google Meet video conferencing'. Next is a section for adding rooms or location, with a location pin icon and the text 'Add rooms or location'. Below that is a section for adding description or attachments, with a list icon and the text 'Add description or attachments'. At the bottom left is a section for adding guests, with a calendar icon and the text 'Jan Dougherty' followed by a blue dot and 'Busy · Default visibility · Notify 10 minutes before'. At the bottom right are two buttons: 'More options' and a blue 'Save' button.

Either way, you'll be taken to a page where you can enter detailed event information about the event.

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On this page, you can give the event a title, set a location for the event, and add a description. You can also invite other people to your event (covered in another article) or set up recurring events.

Further down the page, you can set when and how you'd like to be reminded of the event.

For more information about creating recurring events, see the Recurring Events in CNU Calendar article.

Alerts/Reminders

The CNU Calendar has a reminder system similar to major desktop calendar systems. New events default to reminding you ten minutes before the event. You can change that setting when you create the event.

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A desktop notification will show with the event information as long as you have Calendar open in any browser tab. The exact nature of the notification will vary based on your operating system and browser.