This tutorial explains how to sign up for Google Calendar, create an event, and perform other functions.

1. Go to http://www.google.com/ and click on the “Sign in” link.

2. Enter your username/e-mail address and password. Click “Sign in.”
   
   • Sometimes Google will try to get you to sign up for a g-mail address, but you can avoid this by clicking on “Google Home” in the top right hand corner after signing in.

3. Click on the “more” tab and select “Calendar.”
   
   • If you don’t have a g-mail.com e-mail address, steps 1, 2, and 3 are how you will access Google Calendar from now on.
4. Sign up for Google Calendar and click “Continue.”
   - You will now be taken to the main calendar page.

5. Notice the “My calendars” and “Other calendars” section.
   - The “Other calendars” section will be where the METACyt equipment calendars will be.

6. To add a METACyt equipment calendar simply e-mail me at metansci@indiana.edu
   Please send me your…
   - Name
   - Lab
   - Equipment calendar/s name
7. The new calendar/s has now been added to your Google Calendar. Now you can start creating events!

8. Notice that the main account calendar is no longer highlighted.
   - In order to prevent confusion, it is typically a good idea to only highlight the calendars in use.
   - To remove unnecessary calendars from your viewing area simply click on them in the calendars field.

   Note: The calendar information will always be there it just will not be shown.

9. There are two ways to create an event.
   - Click on “Create Event” under the main Google logo.
   - Or, next to the desired equipment calendar click on the tab and select “Create event on this calendar.” (Example on next page)
You can also change features that make Google calendar easier to use. Like…

- “Display this calendar only”
- Customizing calendar colors

11. In the event box enter…

- Your name and lab in the ‘what’ field.
- Date and time range in the ‘when’ field.
- Select whether or not the event repeats.

12. Select the appropriate equipment calendar
13. In the options box...

- Either choose to have an e-mail reminder sent to you or click “remove” to disable this feature.
- It is essential that you select “Public” otherwise other METACyt users will not be unable to view it.

Note: The calendar will only be seen by METACyt users that have been added to the equipment calendar.

14. You’ve created an event!!!

- Notice that the calendar has been set to be viewed by month.

14. Now confirm the event was added correctly by checking the equipment calendar’s web address and you’re done!