



15

Ways to Use Google Calendar

15

Ways to Use Google Calendar

1. Import events from Microsoft Outlook Calendar, Yahoo! Calendar, Apple iCal and Gmail.
2. Google's search feature allows you to find a specific event quickly.
3. View a mini-calendar version from your desktop with a Google desktop gadget so that you don't have to open your browser to view your agenda.
4. Preferences can be set to add weather info for US cities in order to plan your day better.
5. Set up email notifications including a daily agenda that can be printed and kept in a convenient location.
6. Keep track of Birthday and other special days ahead of time and show that special someone that you are thinking about them.
7. Set your reminders via SMS leaving enough time to finish up with a current appointment or project and make the commute to your next appointment. Being late doesn't leave a good impression. You probably have plenty of things on your to-do list and don't need to get behind.
8. Access your calendar via SMS when you are on the go. You can even add or change events with your mobile phone!
9. To promote your events to potential clients share your calendar in a gallery or include them in public event searches.
10. Share group activities like game schedules, networking events, or project milestones by placing an interactive, graphical version of your calendar into your personal website or blog.
11. Share your calendar with family members. This way you can all view each other's schedules side by side to plan your next reunion, anniversary or birthday party.
12. Allow people to save all or just a few of your events to their own calendar by using reminder buttons on your web page or blog.
13. Friends or organizations can view your agenda and share their own calendar info with you.
14. Set limits on how much info can be shared and with whom. For example, you can allow a family member to see details about your daughter's ballet recitals but not your more personal appointments.
15. Send and track invitations. This includes new invitations, replies, changes, and cancellations. Your friends or colleagues can post responses even if they don't use Google Calendar.

Keep Up With Your Busy Schedule

Things to Consider

Java Script and cookies must be enabled on all browsers.

“Google Calendar is a free service and Google doesn’t charge you to receive notifications.

Please keep in mind that if you’re in the US or Canada, your mobile service provider’s standard rate for receiving text messages may apply.

If you have any questions about the rate, please contact your operator for more information.”

Quoted from Google Calendar Help Section

See the Google Calendar Help Section for a list of mobile providers supporting these Google Calendar features.

Melanie Borowczyk
Provirtua

Providing strategic solutions for YOUR success!

Contact me

.....
USA

phone +1 817 886 2563

fax +1 817 886 2563
.....

FRANCE

phone 09 64 13 31 40

melanie@provirtua.com

www.provirtua.com