

Google Calendar Introduction

Accessing the calendar:

- The invitation email should include the following link for accessing the calendar:
<https://calendar.google.com/calendar/u/0?cid=c2FtdWVsLnNpbmNsYWlyQHVuLm9yZw>.
Email this to others if you would like to grant them access.
- Upon clicking this link, you will be requested to log in with a Gmail address to view the calendar. This can be created with an organizational email by selecting “Create account for myself” and then “Use my current email address instead”, following a short registration process. This allows you to log in to Google services with your professional email.



Create your Google Account

First name	Last name
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Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password	Confirm
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Use 8 or more characters with a mix of letters, numbers & symbols

Show password

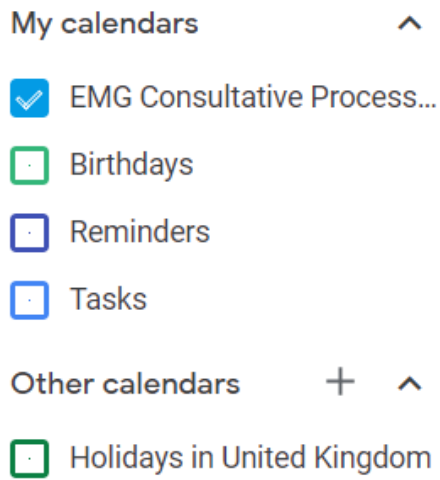
[Sign in instead](#)

Next

- After account creation, select “Add” and “Request Access” when samuel.sinclair@un.org appears. A request will be sent to the owner of the calendar to give you editing and sharing permissions, which should be approved quickly within working hours.
- This will be followed with a confirmation email informing you that the calendar has now been shared with you. Click the “Add this calendar” in the email.
- The calendar will now be accessible to view and edit.

Locating the calendar

- The calendar is accessible by selecting “EMG Consultative Process on SI” on the sidebar.



- The calendar should now appear similar to the following:

SUN 30	MON 31	TUE 1 Jun	WED 2	THU 3	FRI 4	SAT 5
		High priority/UN global ever				
6	7	8	9	Specific thematic events	11	12
13	14	15	Deadline for a submission	17	18	19
20	21	22	23	24	25	26
27	28	29	Deadline for a submission	1 Jul	2	3

Adding events

- Now editorial privileges have been granted, to add an event to the calendar, click on the day that the event occurs on. This will bring up the following box:

The screenshot shows a form titled "Add title and time". At the top, there are two tabs: "Event" (selected) and "Task". Below the tabs, the date is set to "Monday, 31 May – Monday, 31 May" with a clock icon on the left and "Doesn't repeat" below it. To the right of the date is a button labeled "Add time". Below the date is a link "Find a time". Underneath is a section for "Add guests" with a person icon. A prominent blue button says "Add Google Meet video conferencing". Below that is "Add location" with a location pin icon. At the bottom is "Add description or attachments" with a hamburger menu icon.

- Here you can edit the title of the event, the time of the event (or select an all day/multiple day event), add any guests for email reminders and add a description or upload attachments.
- In the bottom half of the box, you can change the colour of the event depending on its purpose, e.g. Red for High Priority, Blue for Thematic Events and Green for Submission Deadlines.

The screenshot shows the bottom half of the event creation form. It includes a calendar icon next to the event title "EMG Consultative Process on SI - calend...", a briefcase icon next to "Free" with a dropdown arrow, a lock icon next to "Default visibility" with a dropdown arrow and a help icon, and a bell icon next to "Add notification". To the right of these options is a color selection palette with 12 colored circles: red, light red, orange, yellow, green, dark green, blue (with a checkmark), dark blue, purple, light purple, and grey. At the bottom of the form are two buttons: "More options" and "Save".

- This will then appear similar to the following example, for all to view:

TUE 1 Jun	WED 2	THU 3
High priority/UN global ever		
8	9	10 Specific thematic events
15	16 Deadline for a submission	17

- When all information is entered and an event is selected, a short summary will appear:

The screenshot shows a calendar event summary popup. At the top, there are icons for edit, delete, share, and close. The event title is "Deadline for a submission" with a green dot indicator, and the date is "Wednesday, 30 June". Below the title is a description: "This is the deadline for the submission of tools, and submission of feedback on the International Good Practice Principles for Sustainable Infrastructure." At the bottom, there is a calendar icon, the event name "EMG Consultative Process on SI - calendar of events", and the creator information "Created by: joseph.p.g.price@gmail.com". In the background, a calendar grid is visible with a green event bar for "Deadline for a submission" on June 30th.