In this document

- **Create, edit, and format Google Apps Calendars**
  - Create a new calendar
  - Delete a calendar
  - Hide a calendar from your list
 - Add a friend's calendar

- **Edit your events**
  - Create an event
    - Click and type to create an event
    - Create an event using the "Quick add" feature
    - Create an event using the "Create event" button
    - Create an event from the calendar list
  - Edit or view event details
  - Create a repeating event
  - Delete or remove an event
    - Remove / Remove from this calendar
    - Delete

- **Create a to-do list**

Create, edit, and format Google Apps Calendars

Create a new calendar

1. Click the drop-down arrow to the right of **My calendars**
2. Select **Create new calendar**
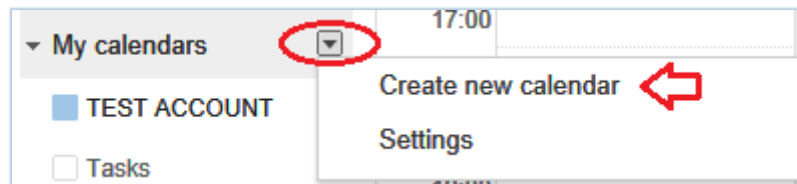
3. Enter information about your new calendar
4. Click the **Create calendar** button at the bottom of the page.

Note: All of the calendars you create will be listed under **My Calendars** on the left side of your page. For each of the calendars, you can add, delete, and edit events any time you like. There's a limit to the number of calendars you can create at one time.

Delete a calendar

To permanently delete a calendar from your calendar list, just follow these steps:

1. Click the drop-down arrow next to **My calendars** or **Other calendars** and choose **Settings**. (Alternatively, click the gear icon at the top of any Calendar page, click **Calendar settings** and then choose **Calendars**.)
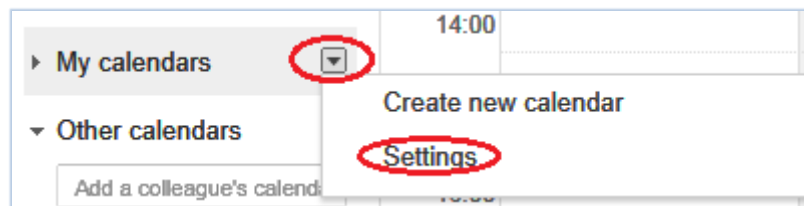
2. Click the **Unsubscribe** or **Delete** link next to the calendar you want to remove.

   o **Delete** will permanently erase the calendar. (No one, including those who are sharing or subscribing to the calendar, will be able to access it anymore.)
   o **Unsubscribe** will only remove your access to the calendar. (Others will still be able to use it normally.)

3. Click **OK**.

## Hide a calendar from your list

1. Click drop-down arrow next to **My calendars** or **Other calendars** and choose **Settings**.
2. Select the **Calendars** tab.
3. De-select the appropriate checkboxes under the **Show in list** column. Only calendars that are selected in the **Show in list** column will be displayed in the calendar list to the left of the event grid.

Add a friend's calendar

To add a friend's calendar, just follow these steps:

1. Click the down-arrow next to **My calendars**
2. Select **Add a friend's calendar** from the menu
3. Enter the appropriate email address in the field provided, then click the **Add** button
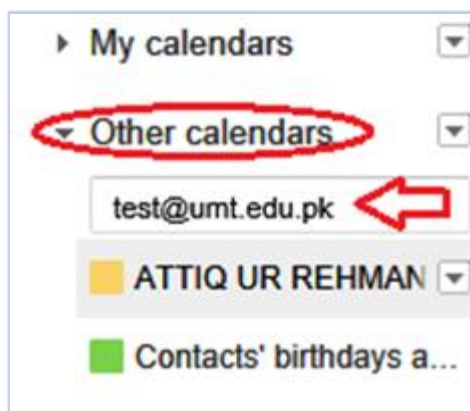
Edit your events

Create an event

You can create an event in a number of ways:

Click and type to create an event

Click on the day where you'd like to create a new event. If the event spans over an hour, click and drag. Type the title and event time for your new event in the box. Finally, click **Create event** to publish the event to your calendar immediately, or click **Edit event details** to add additional information.
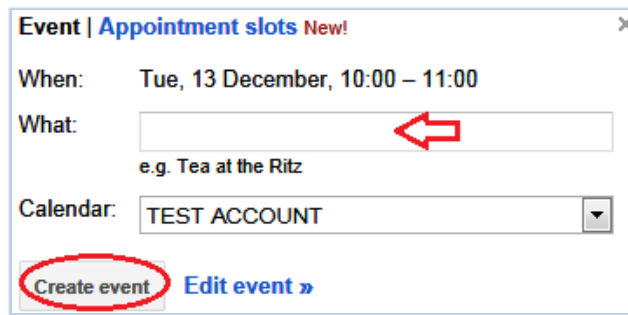
### Create an event using the "Quick add" feature

Click on **Quick add**, or type the letter "Q," then enter your info--[Dinner in North Beach 8PM Friday], for instance. For more tips on creating events with the Quick add feature.
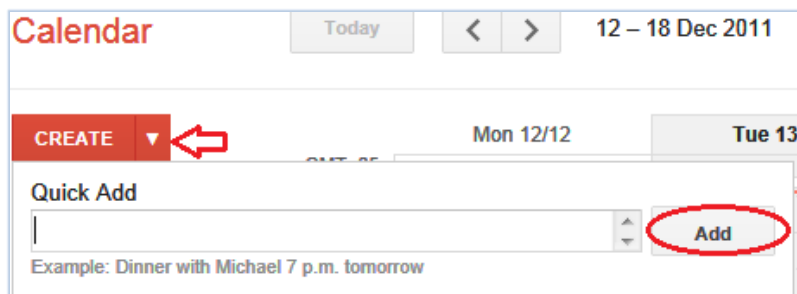
Create an event using the "Create event" button

Just click on **Create event** in the left column of your calendar. This will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting, and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, make sure to click **Save**.
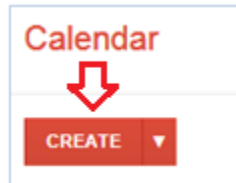

Create an event from the calendar list

In the calendar list on the left, click on the down-arrow button next to the appropriate calendar. Then, select **Create event on this calendar**.

Edit or view event details

1. To view or edit the details of an event, click on the event and then click the **Edit event details** link. Alternatively, you can click the title of the event to open the event details page. Here, you can make changes and check your guests' acceptance statuses. After you've made your desired changes, click **Save**.
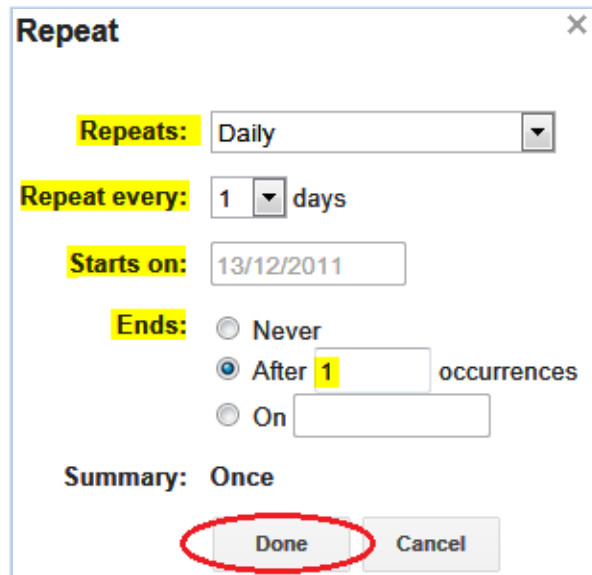
Create a repeating event

1. Click the **Create event** button.

2. On the event details page, click the **Repeat...** checkbox.
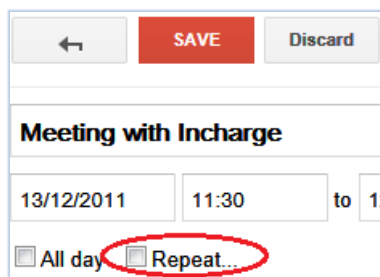
3. In the pop-up window that appears, choose your desired settings. Review the **Summary** field to make sure your settings are correct and click **Done**.

4. Fill in the event's other details.

5. Click **Save**.

Delete or remove an event

1. To delete or remove an event from your calendar, click the event to display the event bubble (alternatively, click on the event title to view the event details page). You'll then see a link or button to either remove or delete the event from your calendar.

Remove / Remove from this calendar

2. This option is only available for events that you are invited to and do not have permission to edit. Clicking this will remove the event only from your calendar. The event will still exist on the calendars of other guests as well as the event organizer.

Delete

3. This option is only available for events that you have permission to edit. Clicking this will remove the event from your calendar as well as the calendars of any invited guests. That is, the event will be completely deleted.
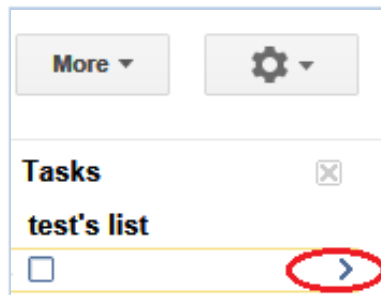
Create a to-do list

The Tasks gadget is a way to create to-do lists and keep yourself on track. Use the tips below to stay organized:

1. To **add** a task, click the **+**icon on the bottom of the gadget at the lower left corner in Calendars. You can also create a new task by pressing **Enter**.

2. Select the checkbox next to the item when you're done with a particular task on your list.

You can remove your completed items from the list (without deleting them) by clicking **Clear completed**. Click **View completed tasks** to view those tasks later.

3. To delete a task, select it and click the trash can icon on the bottom of the gadget.

4. Reorder items on your task list -- press **Ctrl+Up** to move a task higher, and **Ctrl+Down** to move it lower on the list.

5. Organize tasks and subtasks by indenting items (just press **Tab** to indent and **Shift+Tab** to move it back).

6. Add notes or due dates to tasks by clicking the **>** symbol to the right of the item.

If you'**Create a task with a due date**
Click on an empty space in Month view or in the All Day section and select the **Task** option.

Assign due date to existing task
Click the right arrow next to the task in question in the Task list. Then, click on the calendar icon to select a date.

Modify a task's date
Simply drag the task to a new date (as you would with a calendar event).

Mark task complete
Click on the checkbox next to the task.