



## Google Calendar Training

### Best Practices for Google Calendar

Google Calendar is an online collaboration tool that can be used to effectively coordinate your schedule with others. If you are new to online collaboration, here are some basic suggestions to help you get the most out of Google Calendar, while avoiding some of the pitfalls careless online collaboration can have.

#### **Think before you share your calendar with everyone in your organization**

*Reasons to share:* sharing your calendar makes it very easy for others to schedule events at a time that works well for you.

*Reasons not to share:* Is the line of work you are in something that everyone within your organization can know about? If not, be sure to select 'See only Free/Busy' or just don't share your calendar with everyone in the organization.

#### **Grant correct levels of permission to people you share calendars with**

What level of permission should your boss have? Your direct reports?

#### **Create an event on someone else's calendar when appropriate**

Be thoughtful. Know your working relationship with this person.

#### **Ensure guests have the correct level of permission**

When you create an event, keep in mind, if you hide the guest list, a note will appear to the guests letting them know that the guest list has been hidden at the organizer's request.

#### **Select the correct availability setting**

If you are marking off time on your calendar to work on a non-urgent project, show yourself as available so people will know you are available to attend an important meeting.

#### **Do not enter personal meeting details on a shared calendar (above Free/Busy access)**

If the calendar you are creating the event on is shared (above Free/Busy Access) the people you share your calendar with will see the event details even if you mark the event as Private.