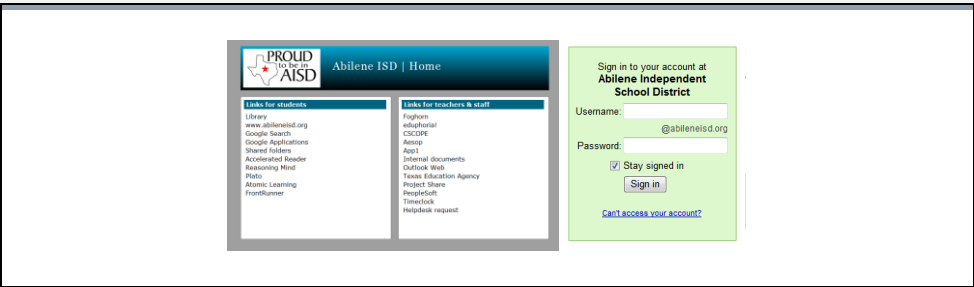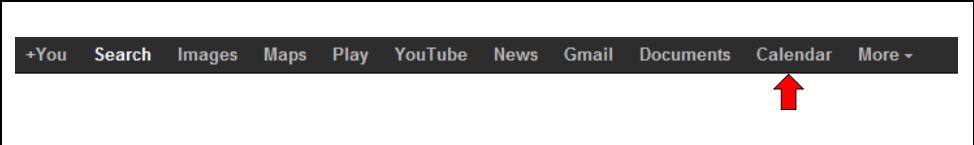# Creating a Google Calendar

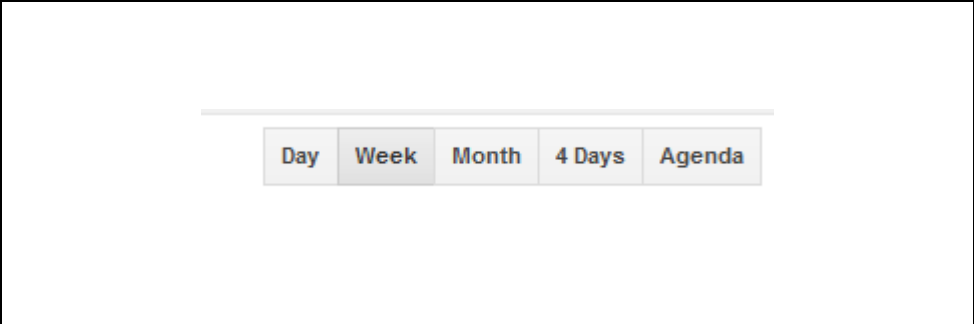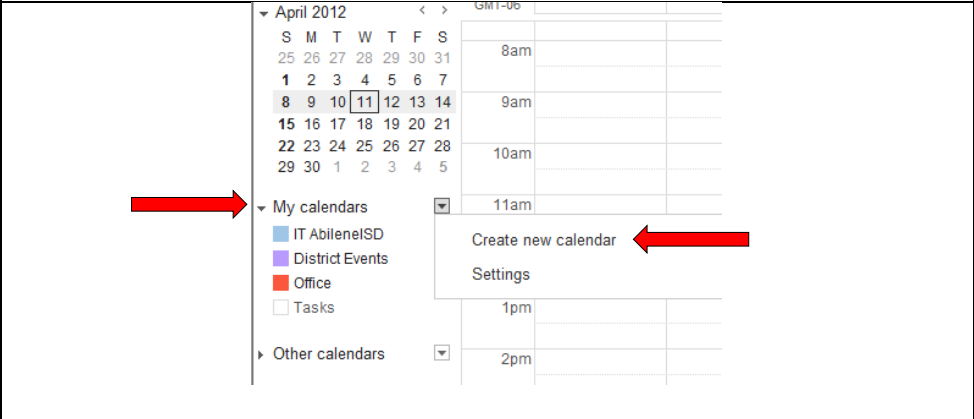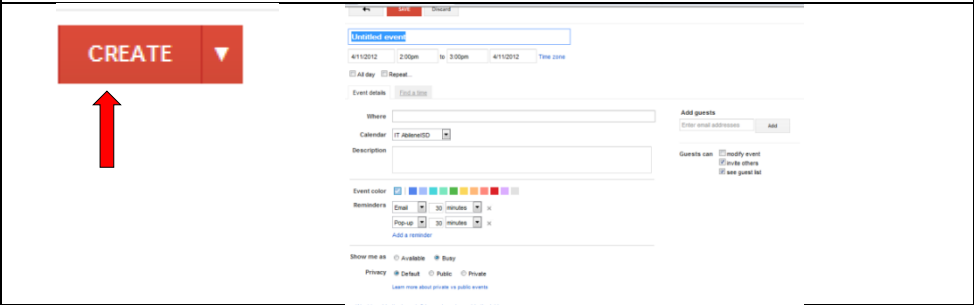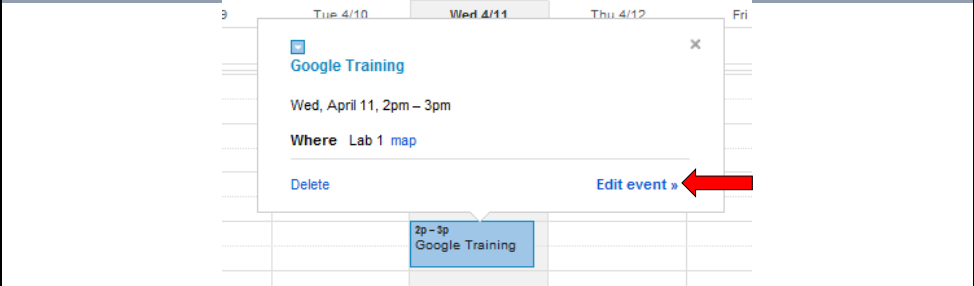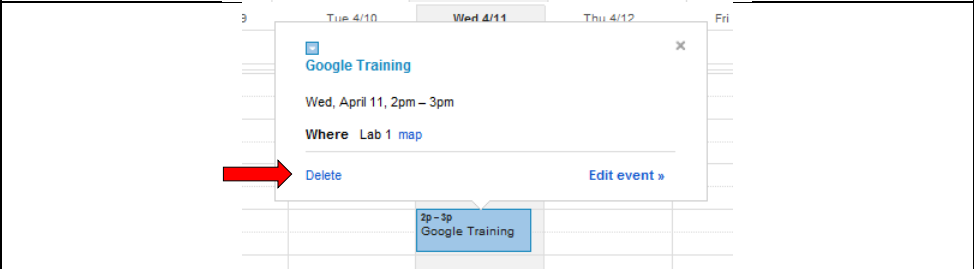|	
Login to Google Applications from the internal homepage (or you can sign in from the Google website, www.google.com, after initial login is established). Use your AISD username and password to **Sign in**.	
Once signed in to your Google account, select **Calendar**.	
Upon initial access, the user will need to choose the country and time zone for the calendar setting.	
Changing Your View By default, your calendar will display one week at a time. You can change it to display by Day, Week, Month, or 4Days with the view buttons. You can also view your events/tasks by clicking on the Agenda button.	
Creating New Calendars Your calendars display on the left pane under **My Calendars**. To create a new calendar, click the arrow by **My Calendars** and select **Create new calendar**. Title your calendar and set permissions.	
Creating an Event Select the desired calendar to add an event. Click the **Create** button and enter your details (e.g. name, time, description, permissions...) on the screen that follows. **Save**.	

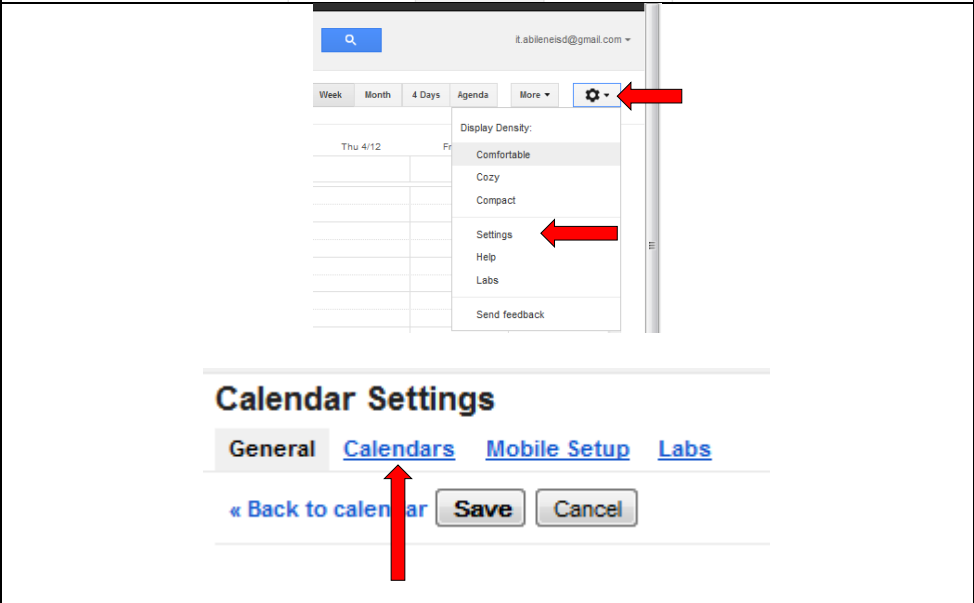|	
Edit an Event Click on the event in the calendar and select **Edit event**. The screen that follows will allow you to change the details. **Save**.	
Delete an Event Click on the calendar and select **Delete**. A pop-up confirmation will appear on the screen.	
Sharing a Calendar Click the **gear** icon in the top right corner of the calendar page. Select **Settings**. Select the **Calendars** tab. Click **Shared: Edit Settings** next to the desired calendar. Check **Share this Calendar** if you would like to share your calendar. You can make the calendar public and select settings with the drop down menu if you want anyone to view it, or you can share your calendar with a specific person by entering their email address in the **Person** field under **Share with specific people.** **Save.**	