

# Google Mail and Calendar

Happy  
Googleday

# Google Mail

- Get familiar with GMail
- Explore Settings
- Create Mail
- Respond to or file mail





# Mail Settings -

Click on  
settings



A screenshot of an email application interface. At the top, there is a search bar with a magnifying glass icon, a '+Jamie' contact name, a grid icon, a bell icon, a 'Share' button, and a profile picture. Below this is a navigation bar with a 'More' button, '1-35 of 35' items, left and right navigation arrows, and a gear icon. A dropdown menu is open from the gear icon, showing options: 'Display density:' with sub-options 'Comfortable (on larger displays)' (checked), 'Cozy (on larger displays)', and 'Compact'; 'Configure inbox'; 'Settings'; 'Themes'; and 'Help'. The background shows a list of email items, with one highlighted in yellow.



General [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Offline](#)

Language: Madera Unified School District Mail display language:  [Change language settings for other Google products](#)  
[Show all language options](#)

Phone numbers: Default country code:

Maximum page size: Show  conversations per page  
Show  contacts per page

Conversations visible per page

Images:  Always display external images - [Learn more](#)  
 Ask before displaying external images

Default reply behavior:  Reply  
 Reply all

Default text style:  
(Use the 'Remove Formatting' button on the toolbar to reset the default text style)

Comic ...

This is what your body text will look like.

Configure your font.

Conversation View:  
(sets whether emails of the same topic are grouped together)

Conversation view on  
 Conversation view off

Send and Archive: [Learn more](#)  
 Show "Send & Archive" button in reply  
 Hide "Send & Archive" button in reply

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Presets:  1 star  4 stars  all stars

In use:

Not in use:

Desktop Notifications:  
(allows Madera Unified School District Mail to display popup notifications on your desktop when new chat and email messages arrive)  
[Learn more](#)

[Click here to enable desktop notifications for Madera Unified School District Mail.](#)

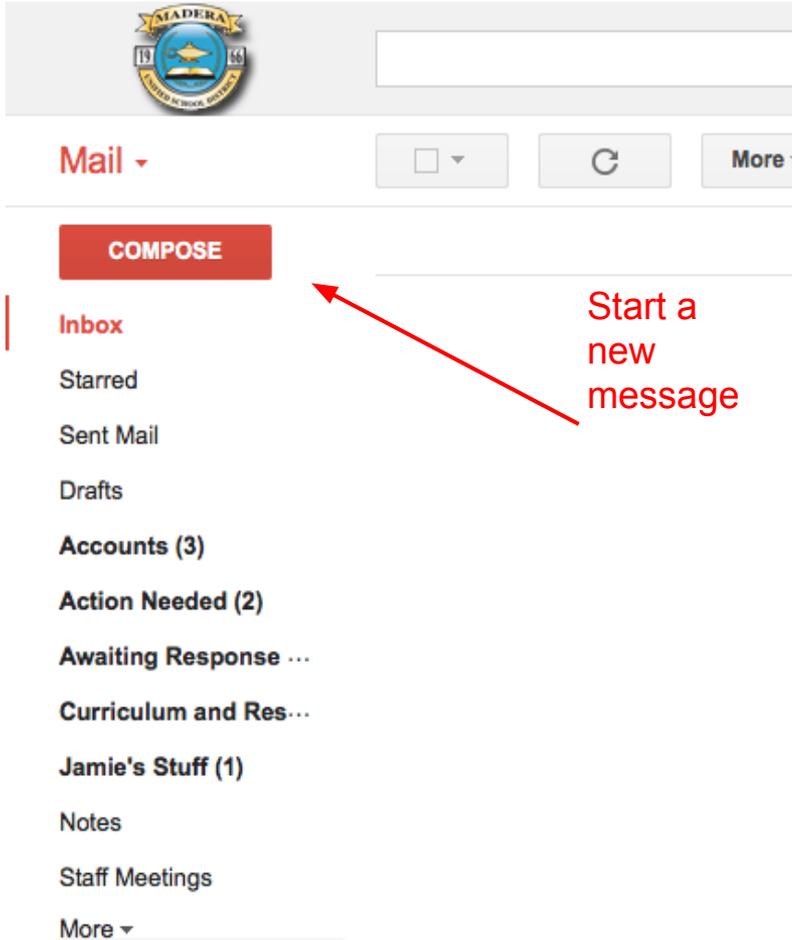
Chat notifications on  
 Chat notifications off

New mail notifications on - Notify me when any new message arrives in my inbox or primary tab  
 Important mail notifications on - Notify me only when an important message arrives in my inbox  
 Mail notifications off

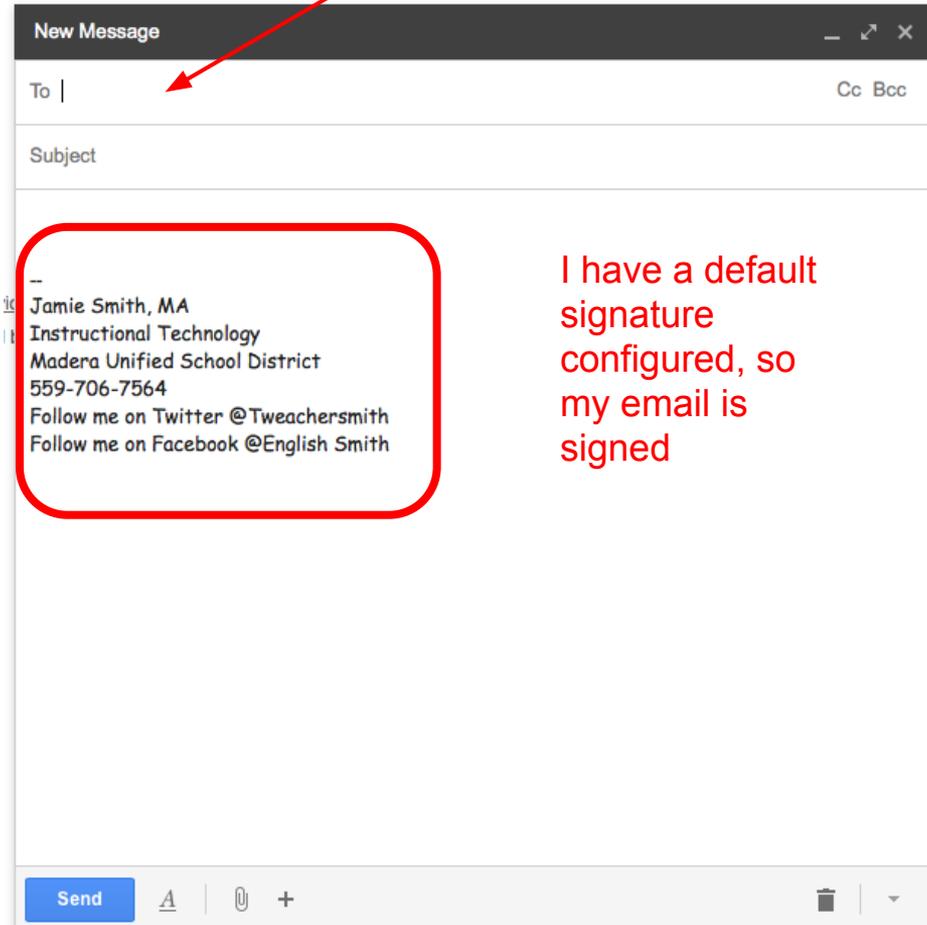
Keyboard shortcuts: [Learn more](#)  
 Keyboard shortcuts off  
 Keyboard shortcuts on



# Composing Mail



Start a new message



Type first or last name

I have a default signature configured, so my email is signed

New Message

To cindy|

Cc Bcc

Sul

Cindy Henard  
CindyHenard@maderausd.org

maderausd.org

Cindy Kutz  
CindyKutz@maderausd.org

Cindy Huante  
16CindyH403@maderak12.org

Cindy Echols  
CindyEchols@maderausd.org

CINDY BITTER  
CINDYBITTER@maderausd.org

Cindy Capistran-Gonzalez  
17CindyC710@maderak12.org

Send

A |  | +

 | 

Start by typing a person's first or last name. Student accounts are identified with numbers.

Practice Email

Cindy Henard

Practice Email

Use the Subject Line

Hello, I am demonstrating

–

Jamie Smith, MA  
Instructional Technology  
Madera Unified School District  
559-706-7564  
Follow me on Twitter @Tweachersmith  
Follow me on Facebook @English Smith

Type your message here.

Send

A |  |  |  | 

 | 



COMPOSE

Jamie Smith wants to connect with you on Schoology

Inbox x



## Inbox

Starred

Sent Mail

Drafts

Accounts (3)

Action Needed (2)

Awaiting Response ...

Curriculum and Res...

Jamie's Stuff (1)

Notes

Staff Meetings

More ▾

## Google Calendar



« July 2014 »

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

 **Schoology** <no-reply@schoology.com>

to me ▾

11:03 AM (19 hours ago)



Hi Jamie,

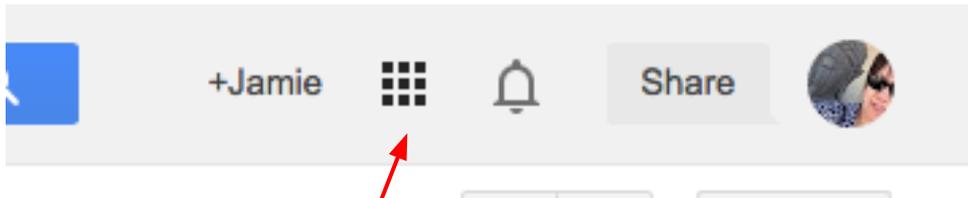
Jamie Smith sent you a connection request. To confirm this request, click the link below:  
<http://www.schoology.com/home/requests>

Thanks,  
Schoology

Schoology © 2014. This message was sent to [jamiesmith@maderausd.org](mailto:jamiesmith@maderausd.org). To control the emails you receive from Schoology go to: <http://www.schoology.com/settings/notifications>

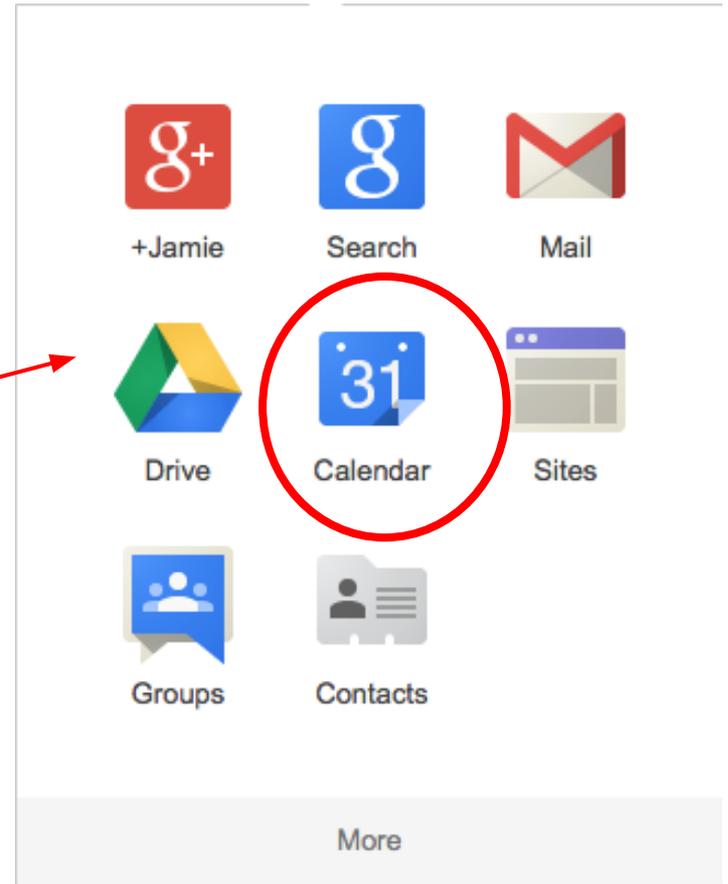
# Google Calendar

- Basic Views
- Creating Events and inviting others
  - SMS and Reminders
- Sharing Calendars
  - Private vs Public



Clicking on this...

Will get you this...



# Month at a glance

SETTINGS

The screenshot shows a Google Calendar interface for July 2014. At the top, there is a search bar and a navigation bar with options like '+Jamie', a grid icon, a bell icon, and a 'Share' button. Below this, the calendar view is set to 'Month' for July 2014. A red box highlights the navigation and settings area, which includes buttons for 'Day', 'Week', 'Month', '4 Days', 'Agenda', 'More', and a settings gear icon. A red arrow points from the word 'SETTINGS' to the gear icon. On the left side, there is a 'CREATE' button and a calendar navigation widget showing the current month. Below that, there are sections for 'My calendars' and 'Other calendars', each with a dropdown menu. The main calendar grid shows events for various dates, including 'Independence Day' on July 4th, '(8:30am) Minarets New Teacher Tech' on July 10th, '1p ACER Meeting/R. Ma' on July 11th, '9 Minarets' on July 18th, '11:20 American Fidelity' on July 25th, and '3:15p Dr Pearson' on July 29th.

Calendar

Today < > July 2014

Day Week Month 4 Days Agenda More ⌵ ⚙

CREATE ⌵

July 2014 < >

S M T W T F S

29 30 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

My calendars

Jamie Smith

Holidays in United States

Other calendars

Add a coworker's calendar

Contacts' birthdays a...

Ed Tec Site Visitation

Holidays in United States

Weather

Sun Mon Tue Wed Thu Fri Sat

29 30 Jul 1 2 3 4 5

Independence Day

6 7 8 9 10 11 12

(8:30am) Minarets New Teacher Tech

1p ACER Meeting/R. Ma

13 14 15 16 17 18 19

9 Minarets

20 21 22 23 24 25 26

11:20 American Fidelity

27 28 29 30 31 Aug 1 2

3:15p Dr Pearson



## Calendar Settings

General **Calendars** [Mobile Setup](#) [Labs](#)

[← Back to calendar](#)

There are four tabs to configure the calendar, we'll review each.

Language:

Country:   
(choose a different country to see other time zones)

Your current time zone:  Label:

Display all time zones

[Show an additional time zone](#)

This page shows default basics like time zone and more.

Date format:

Time format:

Default meeting length:

Speedy meetings

Encourage meeting efficiency and get to your next meeting on time.  
30 minute meetings end 5 minutes early, 1 hour meetings end 10 minutes early, etc.

Week starts on:

Show a warning to other people when they invite me to an event outside my working hours

Show a warning to other people when they invite me to an event outside my working hours:

Working hours:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

to  8 hours

Event dimming:

Dim past events

Dim recurring future events

The brightness of these events will be reduced, so you can focus on today. [Learn more](#)

This is the second half of the first page, with more basics to configure.

Show weekends:

Yes

No

Default view:

Month

Custom view:

4 Days

Location:

e.g., East Brunswick, NJ or 08816

Show weather based on my location:

Do not show weather

°C

°F

Show events you have declined:

Yes

No

Automatically add invitations to my calendar: 

Yes

Yes, but don't send event reminders unless I have responded "Yes" or "Maybe"

No, only show invitations to which I have responded

# Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

## My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST <a href="#">all</a> <a href="#">none</a>	NOTIFICATIONS	SHARING
 <a href="#">Jamie Smith</a>	<input checked="" type="checkbox"/>	<a href="#">Reminders and notifications</a>	<b>Shared:</b> <a href="#">Edit settings</a>
 <b>Tasks</b>	<input checked="" type="checkbox"/>		

[Create new calendar](#)

[Import calendar](#)

[Export calendars](#)

**Unsubscribe:** You will no longer have access to the calendar. Other people can still use it normally.

## Other Calendars Calendars I can only view

[Browse interesting calendars »](#)

CALENDAR	SHOW IN LIST <a href="#">all</a> <a href="#">none</a>	NOTIFICATIONS	
 <a href="#">Contacts' birthdays and events</a> Your contacts' birthdays and anniversaries	<input checked="" type="checkbox"/>		<a href="#">Unsubscribe</a>
 <a href="#">Ed Tec Site Visitation</a>	<input checked="" type="checkbox"/>	<a href="#">Reminders and notifications</a>	<a href="#">Unsubscribe</a>
 <a href="#">Holidays in United States</a> Holidays and Observances in United States	<input checked="" type="checkbox"/>		<a href="#">Unsubscribe</a>
 <a href="#">Weather</a> Daily weather forecast for your location	<input checked="" type="checkbox"/>		<a href="#">Unsubscribe</a>

[« Back to calendar](#)



+Jamie



Share



## Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[← Back to calendar](#)

Google Calendar can remind you by SMS about your events.

To get started, enter your country and phone number. Google doesn't charge for sending SMS, but your [carrier](#) might.

**Status:**

**! Phone notifications disabled.**

To enable mobile notifications, complete the information below.

[Why haven't I received my verification code?](#)

**Country:**

United States

**Phone number:**

+15597067564

**Verification code:**

Please enter the verification code sent to your phone

185381



You can also sync Google Calendar with your mobile phone or tablet. [Learn more](#)

[← Back to calendar](#)

**Event reminders:** [?](#)

Unless otherwise specified by the individual event.

By default, remind me via    before each event [remove](#)

[Add a reminder](#)

Email reminders for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your [Google+ settings](#). [Learn more](#).

**Choose how you would like to be notified:**

	Email	SMS
<b>New events:</b> Receive a notification when someone sends you an invitation to an event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Changed events:</b> Receive a notification when someone sends an update about a changed event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Canceled events:</b> Receive a notification when someone sends an update about a canceled event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Event responses:</b> Receive a notification when guests respond to an event for which you can see the guest list.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Daily agenda:</b> Receive an email with your agenda every day at 5am in your current time zone.	<input type="checkbox"/>	

Email notifications for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your [Google+ settings](#). [Learn more](#).



If you have SMS reminders or notifications enabled, they will be sent to **+15597067564**. You can change or remove your mobile number on the [Mobile Setup](#) page. To learn more about SMS reminders and notifications visit our [Help Center](#).



Search Calendar



Jamie



Share



Calendar

## Interesting Calendars [« Back to calendar](#)

**Holidays** [Sports](#) [More](#)

Christian Holidays	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Jewish Holidays	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Muslim Holidays	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Orthodox Holidays	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Albania	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Argentina	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Australia	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Austria	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Azerbaijan	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Bangladesh	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Belarus	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Belgium	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Bolivia	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Bosnia and Herzegovina	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Holidays in Brazil	<a href="#">Preview</a>	<a href="#">Subscribe</a>

### More Tools

[Add a coworker's calendar](#)

[Add by URL](#)

[Import calendar](#)

[Create a calendar »](#)

[Manage calendars »](#)



Search Calendar

Click here to CREATE a Calendar Event



+Jamie



Share



# Calendar

Today



July 2014

Day

Week

Month

4 Days

Agenda

More



CREATE



July 2014

S M T W T F S

29 30 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

My calendars

Jamie Smith

Tasks

Sun

Mon

Tue

Wed

Thu

Fri

Sat

29

30

Jul 1

2

3

4

5

Independence Day

6

7

8

9

10

11

12

(8:30am) Minarets New Teacher Tech

1p ACER Meeting/f

13

14

15

16

17

18

19

9 Minarets

20

21

22

23

24

25

26



Search Calendar

+Jan



SAVE

Discard

Untitled event

7/25/2014

1:00pm

to

2:00pm

7/25/2014

Time zone

All day  Repeat...

Event details

Find a time

Where

Video call Join meeting: jamiesmith  
[Change name](#) | [Remove](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Reminders

[Add a reminder](#)

Show me as  Available  Busy

Privacy  Default  Public  Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

Title your event

Set the date and time of the event

Describe the location and event details

Add: **Guests** | [Rooms, etc.](#)

Add

Guests can

- modify event
- invite others
- see guest list

Users can also set up alerts, add file attachments and set privacy displays for shared calendars.

Invite people to attend, it will add the event to their calendars when accepted.

