Google Calendar: the future of calendaring at CWRU
Buh bye, Oracle. It’s been nice.

- Oracle Calendar has not been supported by its manufacturer for many years
- Oracle Calendar will be turned off on July 31
Hello, Google Calendar!

- Available to CWRU community since prior to the Google Mail transition in February, 2010.
- `webcalendar.case.edu`
Google Calendar

- Easy to use
- Easy to customize
- Easy to share
- Easy to schedule
Easy to use

- webcalendar.case.edu
- Access from Launchpad and CWRU Google Apps
- Access from any computer, smart phone or tablet with an internet connection
- View in iGoogle
- Offline capable
Easy to use

- Outlook: sync using Google Apps Sync
- iCal
- Mobile calendar clients
  - Blackberry
  - iPhone
  - Nokia
  - Windows
Easy to use

- Meetings with guests send invitations
- RSVP feature in invitations
Easy to use

- Changes to calendar entries can generate an update email
- Event reminders can appear in email
Easy to use

• Attachments to events become Google Docs
• Calendar search uses Google algorithm
Easy to customize

• Views
  – Day
  – Week
  – Month
  – Agenda: list of upcoming events
  – 1 Custom View: options include 2 week, 3 week, 2 days, 3 days, etc.
Easy to customize

• View more than one calendar’s entries at the same time
• Assign different colors to calendars you can see to distinguish them
Easy to customize

- Create additional calendars for yourself or groups and organizations to which you belong
Easy to customize

• Set up alerts and notifications for changes to calendars you own or to which you subscribe

• Select email or text alerts
Easy to customize

- Add Labs: add-ins in testing
- Examples: Jump-to-date, next meeting countdown, smart re-scheduler
Easy to share

• Determine others’ access to your calendars:
  – Private
  – Open to designated individuals
  – Open to case.edu domain users
  – Open to all Google Apps users
Easy to share

• Determine others’ access to your calendars:
  – Private
  – Open to designated individuals
  – Open to case.edu domain users
  – Open to all Google Apps users

  – See all details, edit event and sharing settings
  – See all details, edit events
  – See all details
  – See free/busy time only
Easy to share

- Determine others’ access to your calendars:
  - Private
  - Open to designated individuals
  - Open to case.edu domain users
  - Open to all Google Apps users

- See all details
- See free/busy time only
Easy to share

• Subscribe to others’ calendars
Easy to schedule

- Click on grid to add event to that time
- Click and drag to change time
- Quick Add
Easy to schedule

- View events from different calendars at the same time
Easy to schedule

- “Find a time” in Event Details helps you find an open time for you and your guests
Easy to schedule

• Designate individuals as “optional”
• Optional auto-email to guests
Easy to schedule

- Add attachments to meetings (e.g. agendas) that will then live in Google Docs
Demonstration

- Adding an event
- Adding a note
- Adding guests
- Adding an attachment
- Subscribing to calendars
- Creating a calendar
- Sharing a calendar
- Calendar settings
Become a Google Calendar user

• Directions for exporting Oracle calendar events in FileShare pod and at help.case.edu under Google Apps

• Contact Deskside Support to arrange for assistance for you or your department
  – 216.368.HELP (4357)
  – help@case.edu
Become a Google Calendar user

• Training options
  – lynda.com
    • Google Calendar Essential Training
    • Time Management Fundamentals
    • help.case.edu/lynda
  – Departmental Training through ITS
    • Request through help@case.edu