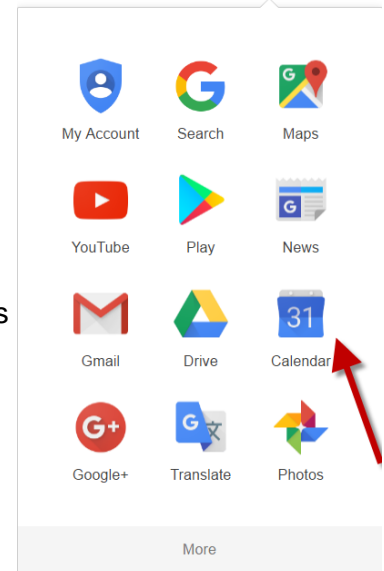
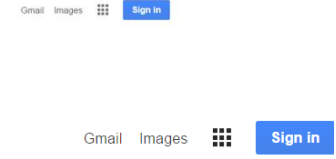
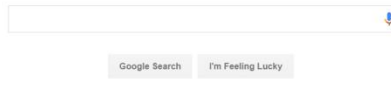


1) Open your preferred browser

a. Example: Google Chrome , Firefox , Internet Explorer 

2) Go to google.com



3) In the upper right select the Google Apps Waffle 

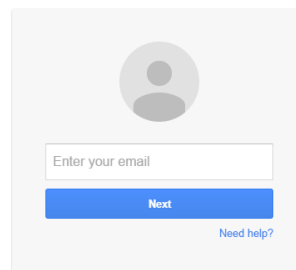
a. Google Apps Waffle will open and display Google Apps

4) Click on the Calendar Icon

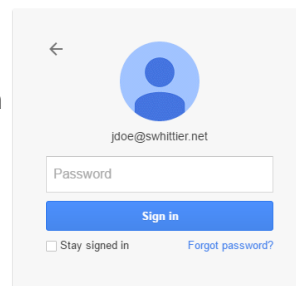


5) If you have not already signed into Google, enter your email address and click Next

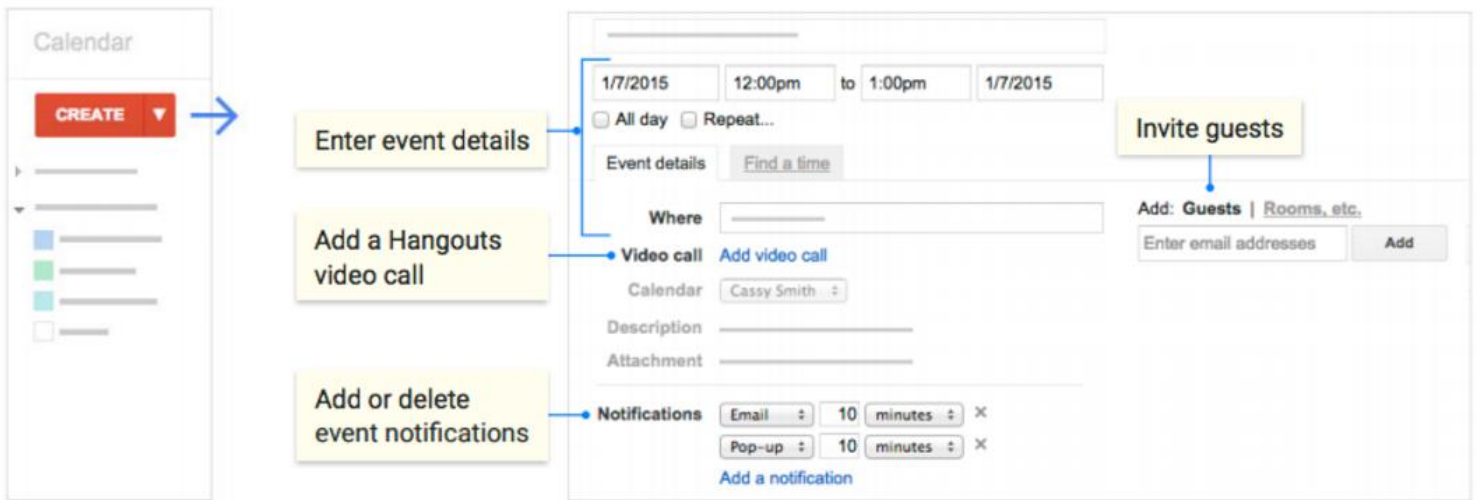
Example email: jdoe@swhittier.net



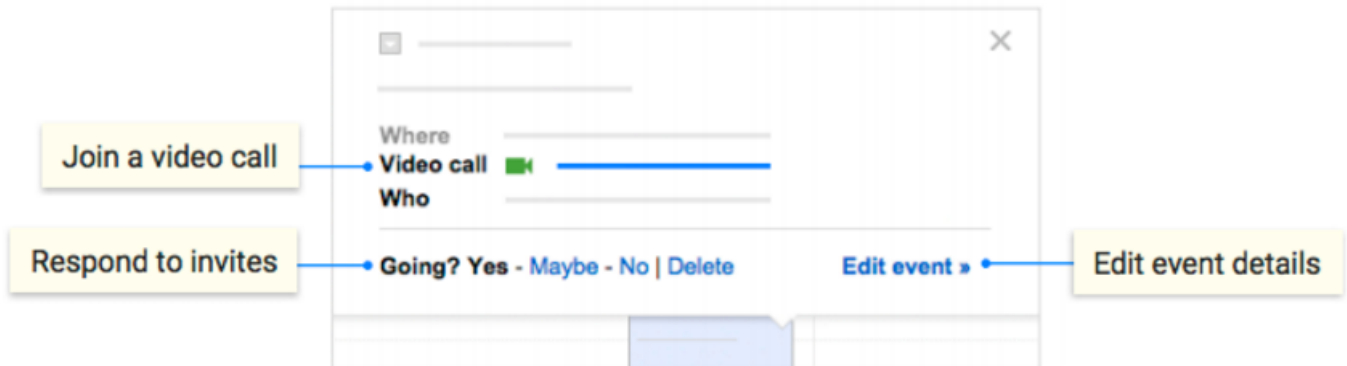
6) Type in your password and click Sign in



7) Click **CREATE** to schedule a new event and enter event details.



8) Click any event on your calendar to join a video call or edit events and invites.



9) Add and customize calendars.

The screenshot shows the Google Calendar interface. At the top, there are navigation buttons for 'Today', navigation arrows, the current date 'Jan 3', and view options: 'Day', 'Week', 'Month', '4 Days', and 'Agenda'. A 'More' button with a gear icon (labeled 'c.') is also present. On the left side, there is a 'CREATE' button and a calendar for 'January 2016'. Below that, the 'My calendars' section (labeled 'a.') lists 'Jamie Doe', 'Birthdays', and 'Reminders'. The 'Other calendars' section (labeled 'b.') includes 'Add a coworker's calendar' and 'Holidays in United Sta...'. The main area is a calendar grid for 'GMT-07' showing days from 'Sun 1/3' to 'Sat 1/9' and times from '12pm' to '6pm'.

- a. **Create a new calendar** – Make more calendars, such as a team calendar or a calendar to track projects deadlines.
- b. **Add a coworker's calendar** – Then select any added calendar to view
- c. **Change Calendar settings** – Change default notifications, share calendars, set working hours, and more.