Make the most of Google Calendar

In early 2018, Google relaunched Calendar with a whole heap of improvements to its interface (how it looks). Here are a few features you might like.

AUTO-CREATE FROM GMAIL

Using Google's machine learning mechanisms, Gmail reads your messages and suggests auto-creation of events from the information that you are sent or send to others, bringing almost seamless integration between the tools.

ADD OTHER PEOPLE'S CALENDARS

If you work in a team or want to schedule compatible times for meetings or events with other people, you can add their calendars to yours (and tick or untick them accordingly as you see fit). Depending on your admin settings, it will read as 'Busy' or be specific about your appointments.

CHANGE THE VIEW

Some people prefer a week-view, others day to view, whilst others by tasks/events. If you are viewing multiple calendars on top or next to each other, it may be difficult to read unless you change the view. Also you can select and de-select calendars to show to make it easier to read.

ADD HANGOUTS

If you will be having a non-face-to-face meeting, you can add a direct Hangout link and the best bit is that in order to join the Hangout, you simply open the Calendar event and it takes everyone to the same video-call! Genius.

ATTACH LIVE DOCUMENTS

This is a real life-saver if you are working on documents over time or even sharing classes/events. Add the lesson plans or resources as GSuite files and any time you edit them, they update in your Calendar event. This is brilliant for presentations, budgets, lesson plans, project documents, etc.
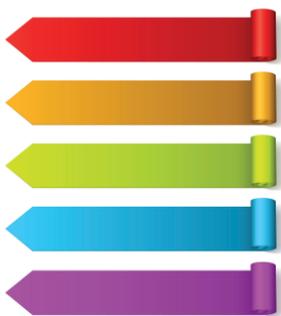
LABEL & ORGANISE

Colour your events according to certain criteria - perhaps personal appointments could be Red (and clicked as Busy) whereas teaching classes are Blue (and clicked as Visible), with meetings as Yellow. Keep organised!

PROPOSE NEW TIMES

A brand new feature is the ability to propose new times when someone sends a Calendar invite rather than just Yes, No or Maybe. This means that you can share free times with students or colleagues and then arrange appointments.

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