

the Writing Centers at Saint Mary's

Winona and Minneapolis

Setting Up Your Google Calendar

1. Setting Up Your Calendar

If you have a Google (Gmail) account, you already have a calendar!

- Access it: Go to calendar.google.com on your computer or download the Google Calendar app on your phone.
- Create Multiple Calendars: You don't have to put everything on one list. On the left sidebar, click the "+" next to "Other calendars" and select Create new calendar. You can have one for "Work," one for "Personal," and even one for "Meal Planning."
- Pick Your Colors: Hover over a calendar name on the left, click the three dots, and pick a color. This makes it easy to see at a glance if your day is filled with work (blue) or fun (yellow).

2. Navigating the Interface

The layout is designed to be scannable so you are not hunting for buttons.

- The "Today" Button: If you've scrolled three months into the future and are lost, just click Today at the top to jump back to right now.
- Change Your View: In the top right, there is a dropdown menu (usually says "Week" or "Month"). Use this to toggle between a bird's-eye view of the month or a detailed hourly view of your day.
- The Side Panel: On the right side of the screen, you'll see icons for Google Keep (notes) and Google Tasks (to-dos). You can drag tasks directly onto your calendar to turn them into scheduled events.

3. Creating & Managing Events

- Quick Create: Just click any empty time slot on the grid and start typing.
- Add Guests: When you create an event, type an email address into the "Add guests" box. Google will automatically send them an invite with a Google Meet link included.
- Working Location: (New for 2026) You can now set your daily "Working Location" at the top of each day (e.g., "Office" or "Home") so teammates know where to find you.

Keyboard Shortcuts

- c: Create a new event.
- t: Jump to today.
- w: Switch to Week view.
- m: Switch to Month view.