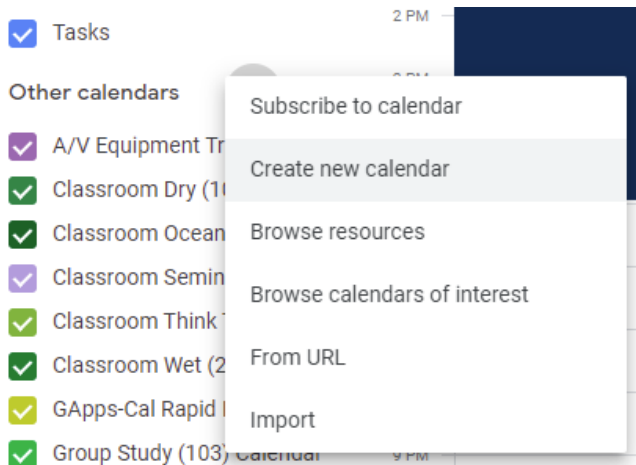# Google Calendars

Manage your time and keep track of your schedule using Google Calendar. This calendar can sync to all of your devices that support Google. If your question isn't answered below, find more support at Google Calendar Help Center.
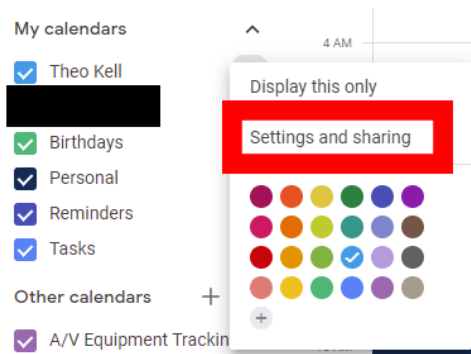
Creating a Google Calendar

1. Open Google Calendar.
2. On the left side, click the **+** button next to **Other calendars** and click **Create new calendar.**

3. Add a name and description for your calendar.
4. Click **Create calendar.**

Sharing a Google Calendar

1. On the left side panel where calendars listed, select the three vertical dots to the right of the calendar you'd like to share:

2. Select "Settings and Sharing" from the drop down menu.
3. Scroll down to "Share with specific people".

4. Select **Add People** → **Enter their email** → Choose editing/sharing capabilities → **Send.**
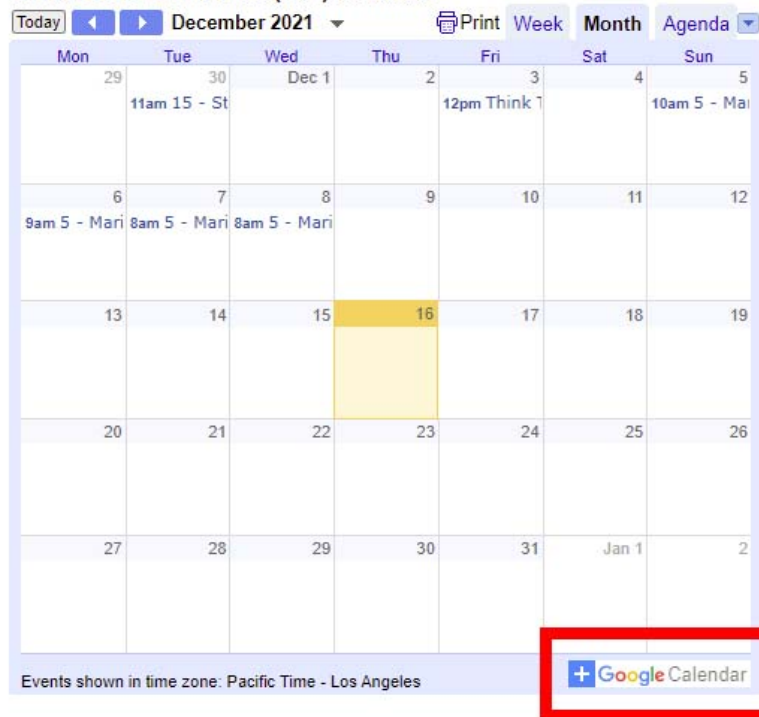
Adding a Google Calendar

You can request to add others' calendars by clicking the **+** on the left side panel and selecting **Subscribe to calendar**.

To add a calendar not shared with you, for example the MLML classroom reservation calendars, follow these general steps:

- Login to your MLML Google/Gmail account.
- Go to the webpage that has the calendar you want to add. You can find the resource calendars here: Reservation Request Forms
- Click the **+ Google Calendar** button on the bottom-right corner of the calendar.

- The newly added calendar will now appear on your list of calendars in Google Calendar.

Types of Calendars

- ## Personal Calendars:

  - These are calendars that are owned by your account. They show up on the left sidebar of Google Calendar under **My calendars:**

  - You control who these calendars are shared with. You can share them with specific people, or make them public with other people in the same Google domain:
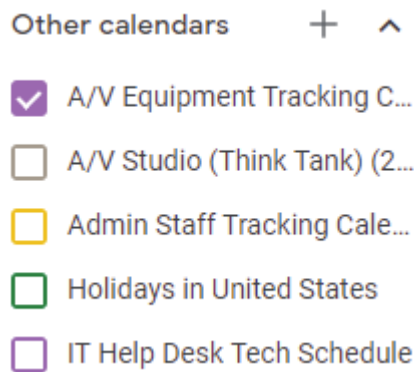
Access permissions for events

☐ Make available to public   See all event details ▾

☑ Make available for Moss Landing Marine Labs   See all event details ▾

☑ Show calendar info in other Google apps, limited by access permissions

[Get shareable link]

Learn more about *sharing your calendar*

- # Shared Calendars:
  - If someone else shares a calendar with you, it shows up under the **Other calendars** section on the left sidebar:

    Other calendars   +   ⌃

    ☑ A/V Equipment Tracking C...
    ☐ A/V Studio (Think Tank) (2...
    ☐ Admin Staff Tracking Cale...
    ☐ Holidays in United States
    ☐ IT Help Desk Tech Schedule

  - Depending on the level of permission you are given, you may be able to create/delete events on these, or only view them.

- # Resource Calendars:
  - These calendars are created by IT and are used for resources rather than personal or group schedules. Resource calendars can be for reserving rooms, or vehicles, or equipment.
  - They will show up on your left sidebar under **Other calendars**.
  - You can view a list of MLML Resources at this link:

    https://mlml.sjsu.edu/intranet/reservation-request-agreement/

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