

Google Calendar

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About Google Calendar

How can I use Google Calendar at Shopmonkey?

As you'll learn in this course, Google Calendar can help you schedule and join meetings, view colleagues' schedules, update your availability, and more. It is an essential tool for keeping track of your daily schedule at Shopmonkey!

Explore Google Calendar

Click the purple button on the right to open Google Calendar. You can reference your calendar throughout this course.

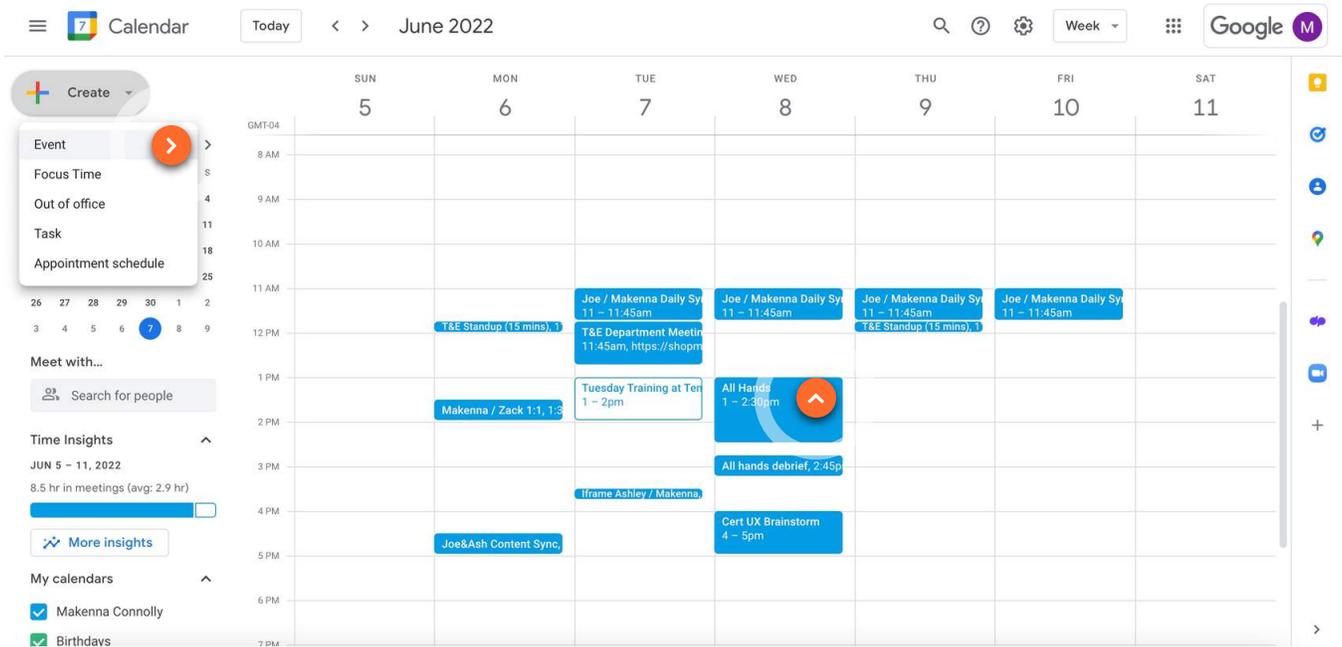
GOOGLE CALENDAR

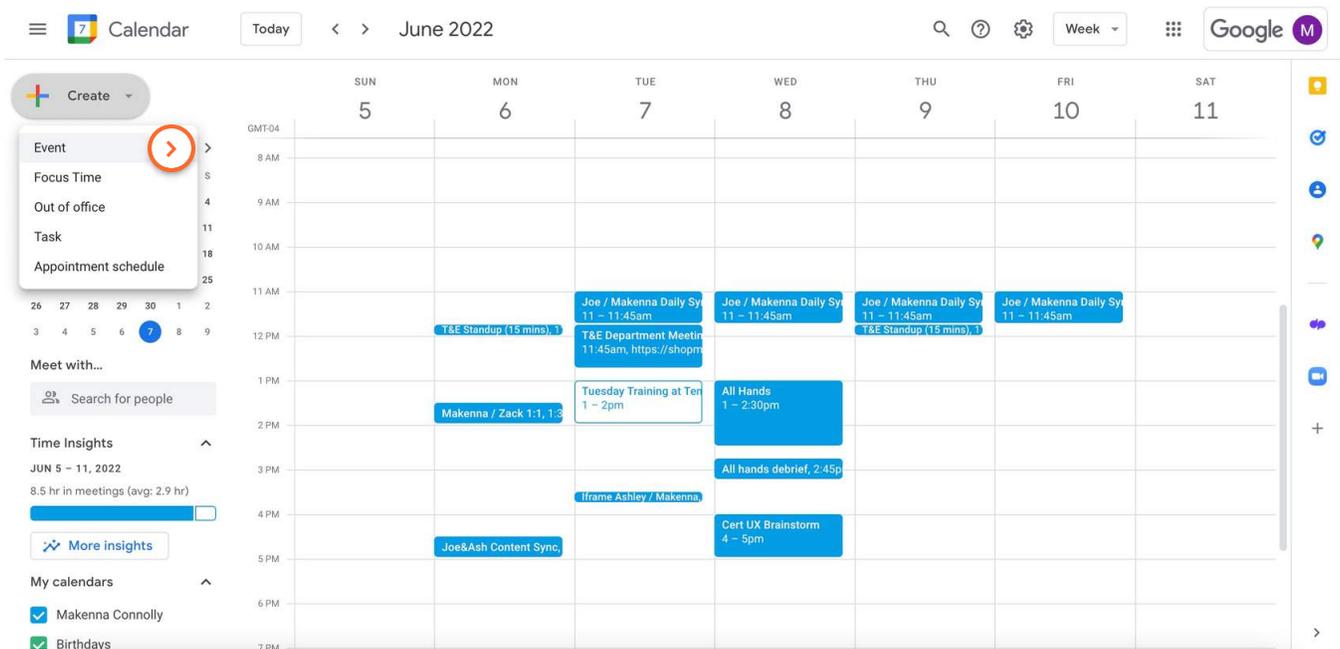
CONTINUE

Using Google Calendar

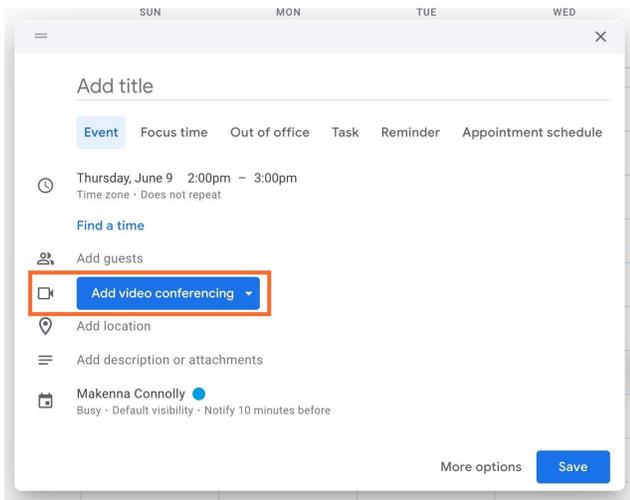
How do I schedule and join meetings?

Click the orange buttons on the image below to see how you can schedule and join Zoom meetings. Make sure to scroll down after clicking the buttons to view all of the available information.



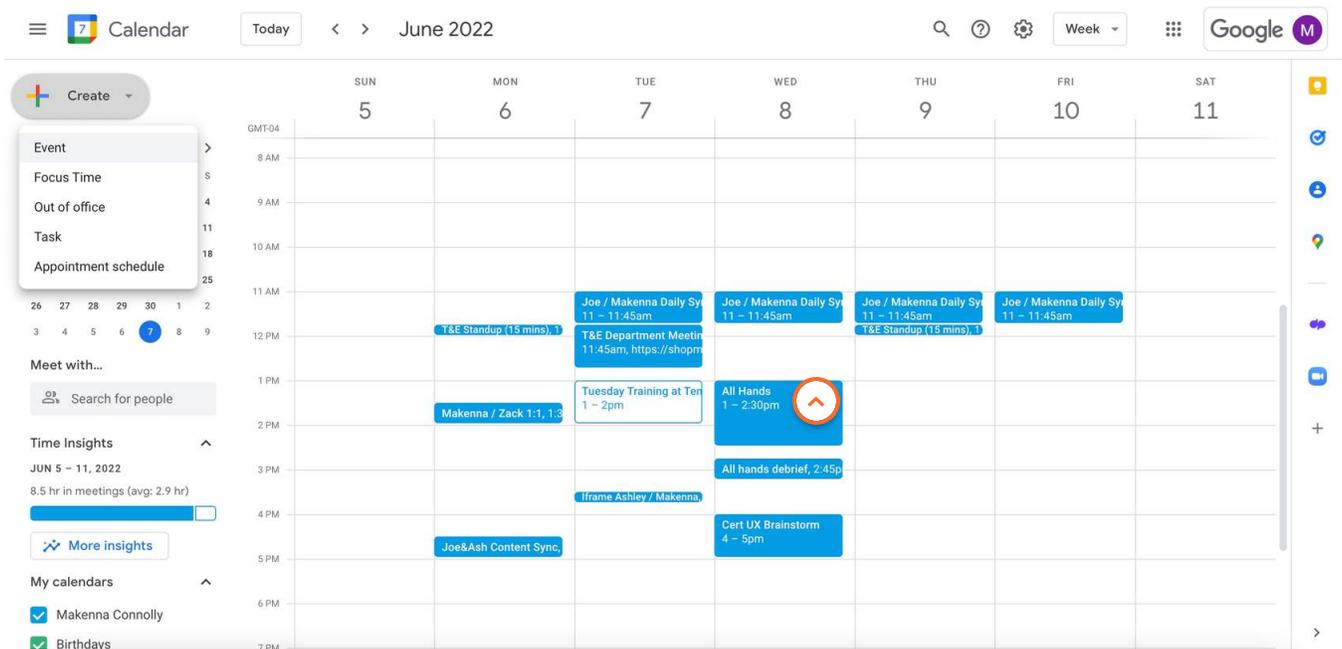


Schedule a meeting

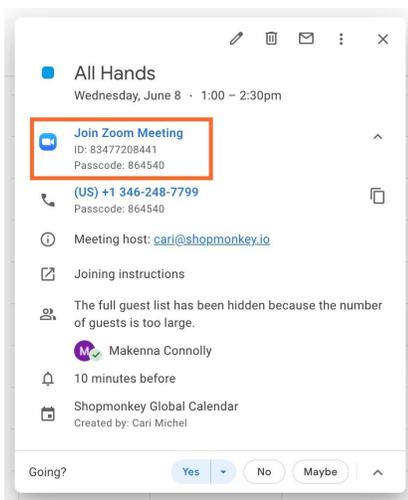


On the upper left side of your calendar, click **+Create** and then **Event**. This will open a menu where you can create and schedule a meeting, as seen in the image above.

Note: Remember to click **Add video conferencing** and select Zoom for virtual meetings. Click the image above for a closer look at how to schedule meetings.



Join a meeting



When you click on a meeting block, an information menu will open. This menu is where you can find the Zoom link for virtual meetings, as seen in the image above.

Click the image above for a closer look at how to join virtual meetings.

CONTINUE

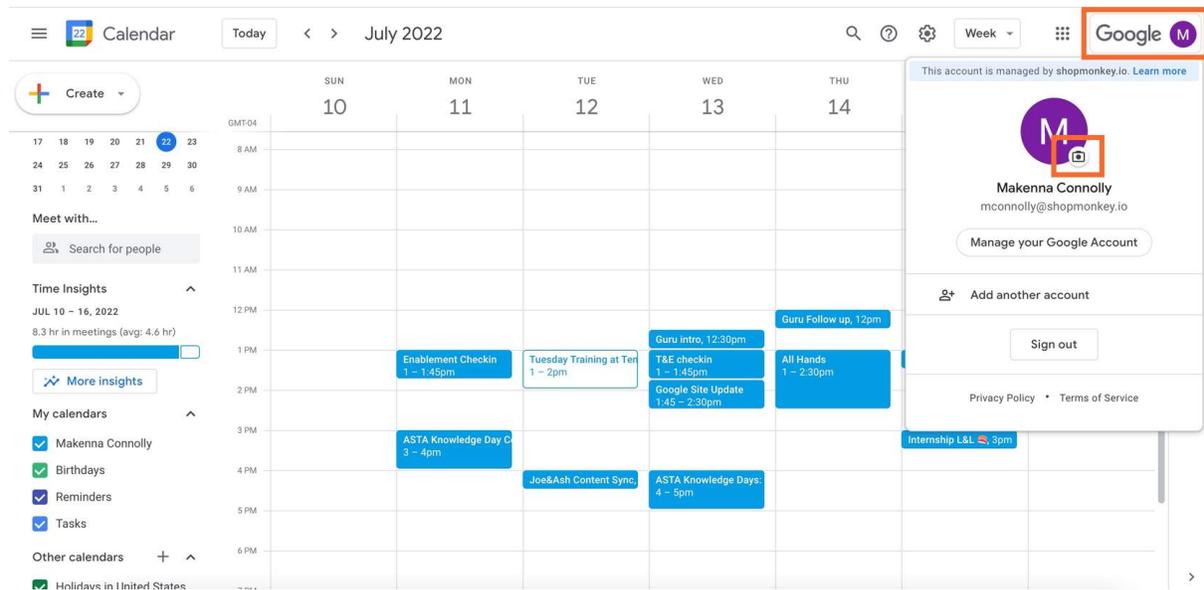
FAQs

Frequently asked questions

Now that you know the basics of Google Calendar, review these commonly asked questions for some helpful information!

How do I add my profile picture?

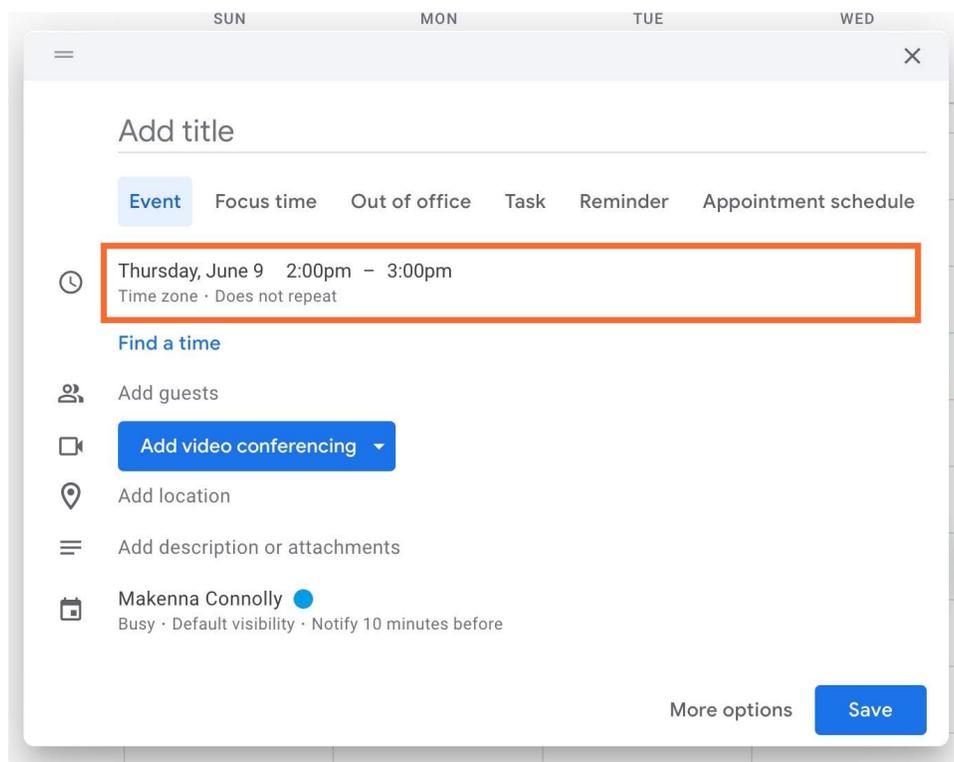
To add your profile picture, click your profile icon at the top right corner of the page. This will open a dropdown menu, as seen in the image below. On the dropdown menu, click the camera icon to upload your profile picture. Click the image for a closer look at adding your profile picture.



How do I set up recurring meetings? —

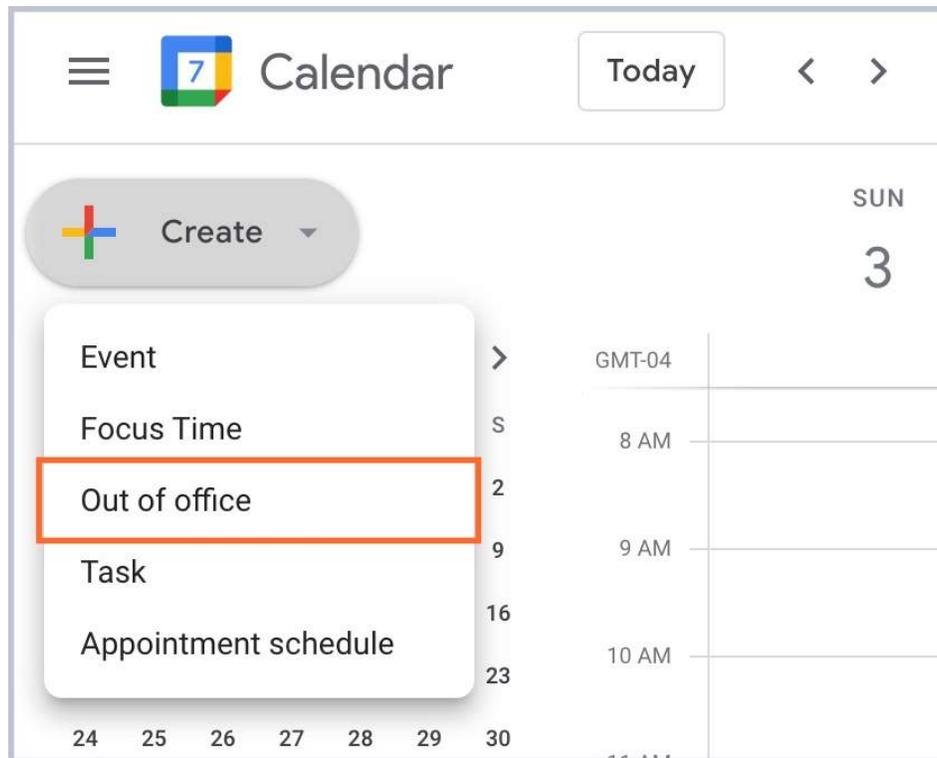
Setting up recurring meetings can save you time through not having to add the same meeting every week. To set up a recurring meeting, click **+Create** and then **Event** to open the create a meeting menu. Hover your cursor over the time section, as seen in the image below, and click.

Then, click **Does not repeat** to open a dropdown menu. Select whether you want the meeting to occur daily, weekly, or monthly. Weekly is the most common setting, such as for stand-ups, check-ins, and department meetings. When you click **Save**, the meeting will be automatically added to everyone's schedules for the same day and time each week.



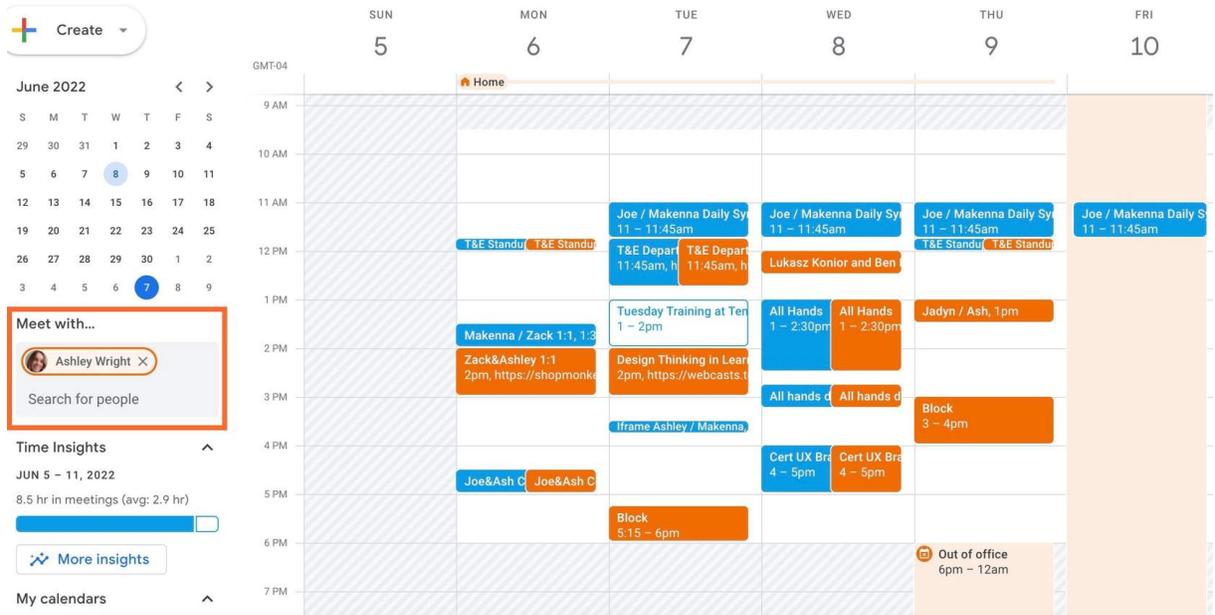
How do I set myself as out of office? —

To let colleagues know when you are unavailable, click **+Create**. Then click **Out of office**, as seen in the image below. Select the day(s) and time you will be out of the office and click **Save**.



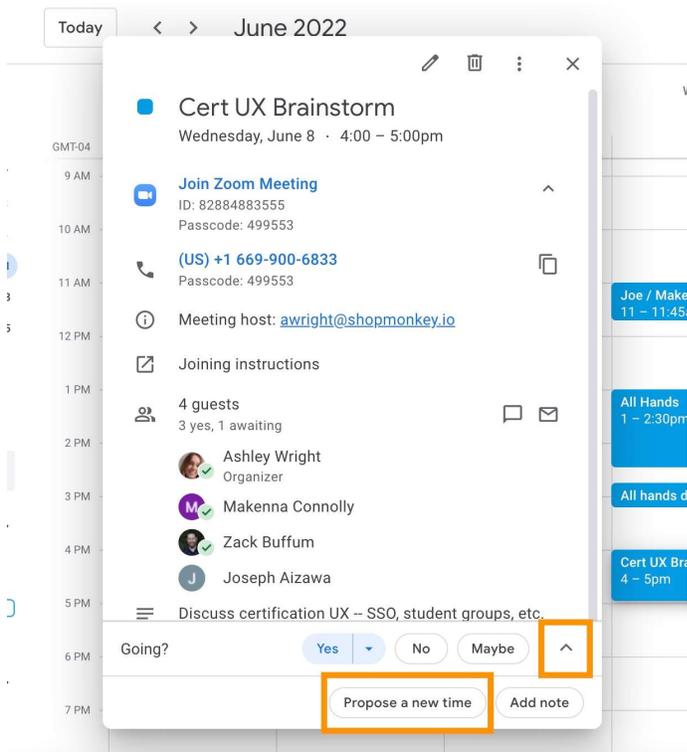
How can I check my colleagues' schedules? —

On the left side of your calendar, you can search for a colleague under **Meet with....** This search bar is highlighted in the image below. Search for and select the colleague whose schedule you want to see. You will be able to see their schedule overlapped with yours, making it easy to see when you are both available for a meeting. Click the image for a closer look at checking your colleagues' schedules.



How do I propose a new meeting time?

To propose a new meeting time, first click on the meeting. Then, click on the arrow button on the bottom right corner of the menu. This will show the **Propose a new time** button, as seen in the image below. Click on this button to propose a new day and/or time for the meeting.



How do I add different calendars to Google Calendar? —

You can add some important calendars to keep track of holidays and Shopmonkey events. Calendar information is located on the left side of your page below the **Meet with...** search bar. Scroll down to **Other calendars**. Click the **+** button and **Browse calendars of interest**. From here, you will be able to add holidays from various religions and countries.

To add Shopmonkey-specific calendars, click each of the links below. Google Calendar will automatically prompt you to add the calendar. Click **Add**. Here are some examples:

[Shopmonkey Global Calendar](#) - Used to share events and holidays globally

[Shopmonkey HQ Visits](#) - Used to share dates teams will be working out of the SJ HQ

How do I integrate Google Calendar and Slack? —

All you need to do is add the Google Calendar app to Slack! In Slack, Google Calendar will send you meeting reminders and automatically change your status to in a meeting. It will also allow you to create and join Zoom meetings directly from Slack. Click the image below for a closer look at the Google Calendar app.

 Google Calendar

Home Messages About

Tomorrow

Today Tomorrow 07/13/2022 Create event Settings

T&E checkin
10:00 AM-10:45 AM
Going? Yes
Join Zoom Meeting

Google Site Update
10:45 AM-11:30 AM
Going? Yes
Join Zoom Meeting

ASTA Knowledge Days: Session 4 Review
1:00 PM-2:00 PM
Going? Yes
Join Zoom Meeting

Whiskey Wine Whiteclaw Wednesdays (Optional)
5:00 PM-7:00 PM
Awaiting your response

CONTINUE

The End!

That's Google Calendar at Shopmonkey!

Thank you for completing this course! You learned how to schedule and join meetings, update your availability, and view colleagues' schedules. You also explored a few extra tips for using Google Calendar effectively at Shopmonkey!