Creating a Google Calendar for Web Use

Purpose

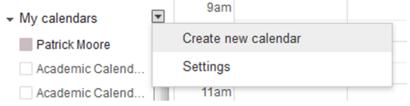
The purpose of this tutorial is to show you how to create a calendar and make it available on your pages within the university's web site.

Procedure

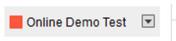
- 1. Go to http://gcal.wvstateu.edu/ and log in using your username and password
- 2. After logging in, click on the down arrow next to "My calendars" on the left of the page:



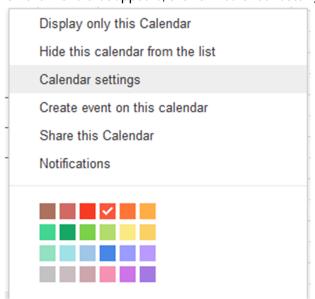
3. In the drop down that appears, click on "Create new calendar"



- 4. On the form that appears, give your calendar a name and description. Leave the other settings as they are
- 5. Once done, click on the "Create Calendar" button located at the top and bottom of the form.
- 6. Your newly created calendar will now show up in the list of calendars. For the purpose of this demonstration, the calendar has been named "Online Demo Test".
- 7. Click on the down arrow that appears next to the calendar name when you move your mouse over it:



8. On the menu that appears, click on "Calendar settings"



9. On the page that appears, scroll to the section named "Embed This Calendar" and click on the link named "Customize the color, size, and other options":

Embed This Calendar Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



- 10. On this window, give your calendar a descriptive name in the "Calendar Title" field.
- 11. Make any adjustments needed to customize how your calendar will appear.
- 12. Once done, click on the "Update HTML" button at the top of the screen:



Online Demo Test

- 13. Copy and paste the contents of the box under the Update HTML button into a notepad or word document.
- 14. Send this to patrick@wvstateu.edu and submit a service request asking that this calendar be placed on one of your pages. Be sure to specify the URL to the page you want this calendar on.