



About Google Calendars (from Google.com)

With Google Calendar, sharing events and meetings with others is simple. You can coordinate schedules with people in several ways:

- Send out meeting and event invitations, and track people's responses whether or not they use Google Calendar.
- Share your calendar (or just some of your agenda information) with people you know.
- Create a shared calendar for your organization, team or group that everyone can view and edit.
- Create a public calendar that anyone can subscribe to.

Display your calendar on your internal or external website.

Google Calendar also brings you useful innovations, like the "Quick Add" feature, which lets you add new events to your calendar by just typing a short description of the event in plain language. Rather than hassling with form fields, you can simply enter a single phrase like "meeting with Matt at 1:30pm next Tuesday." Google Calendar will figure out what you mean and add the appointment to your agenda in the right spot. Other helpful additions include SMS access for when you're away from your computer, calendar printing, and an intuitive drag-and-drop interface.

Google Calendar and [Gmail](#) are integrated to make using Google Calendar even easier. Your calendar draws from the same contact list as your email account, so inviting others to events and meetings is fast and easy. Within Gmail, when you receive a message about an event, you'll see snippets from your agenda to help you decide if you can attend. Then RSVP in just one click.

Quick facts

- **Sharing is built-in** -- Invite others to meetings and track responses, share entire calendars with your contacts, or make your public event information available to the world.
- **Responsive, intuitive interface** -- Drag-and-drop capabilities make it feel like a desktop application.
- **Integrated contact list** -- Your contact list in Google Calendar is always in sync with Gmail, so you'll never need to look someone up in Gmail to send an invitation.
- **Integrated into Gmail** -- Gmail recognizes incoming meeting requests and invitations, and helps you RSVP without ever leaving your inbox.
- **Mobile access** -- Install the Google Sync for mobile application onto your BlackBerry® smartphone, and your BlackBerry® calendar will stay in sync with your Google Calendar whether you make changes from your mobile device or online. Just browse to <http://m.google.com/sync> from your BlackBerry® smartphone to download the application. If you don't have a BlackBerry® smartphone, you can access a streamlined
- **Support for shared resources** -- With Google Apps Premier and Education editions, you can let people reserve conference rooms and other shared resources from their calendars.

- **Security and privacy** -- You choose who can view your calendar, when. Other users can only access your calendar if you add them to the list of authorized viewers, or if you decide to publish your events.
- **Integration** -- Data APIs let you integrate Google Calendar with other calendar-based programs so you can seamlessly transfer from an existing calendar system, or use a client application to access your calendaring functions.
- **Built on open standards** -- Import from other common calendar formats, and share calendars in the popular iCal format.
- **Supported browsers** -- Microsoft Internet Explorer, Mozilla Firefox, Safari, and others.



[Google Calendar screenshot](#)