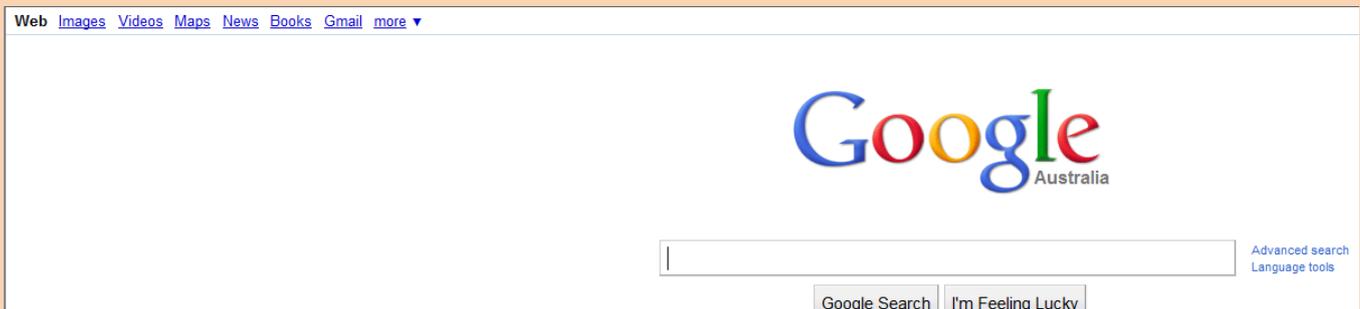


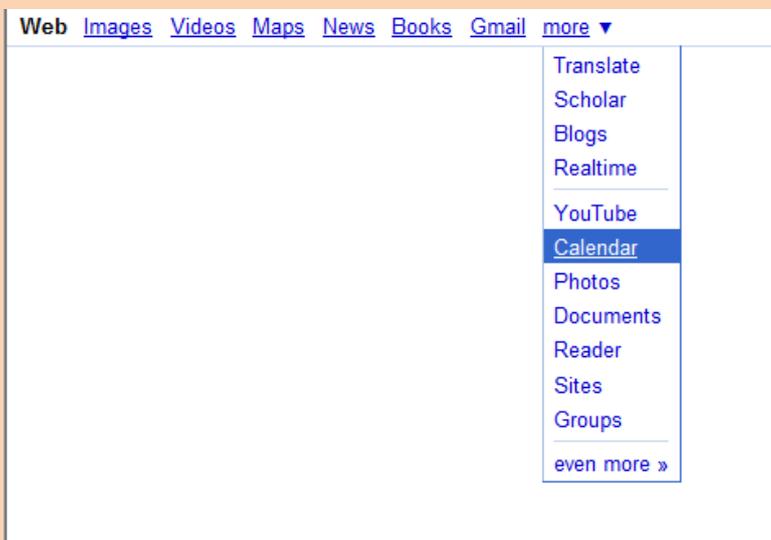


## MHS Google Calendar set-up

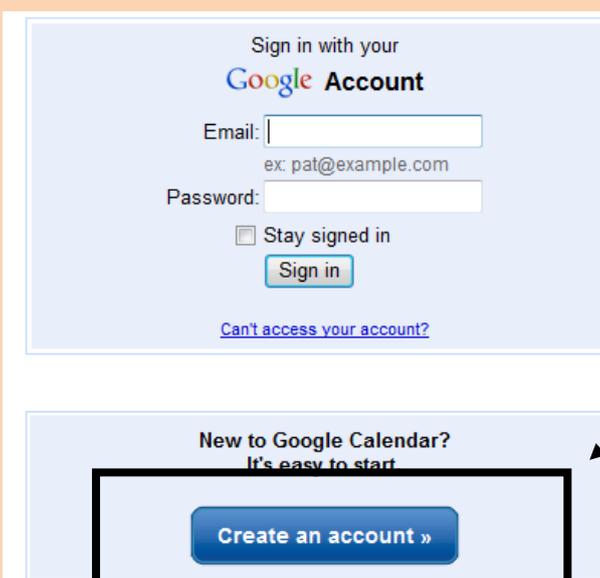
1. Go to [www.google.com.au](http://www.google.com.au).



2. On the top menu bar, click on **more** > **Calendar**.



3. You will need to sign up for a Google account. Click on **Create Account**.



4. Use your DET portal email address and use your portal password as your Google password. Fill in the information. Make sure Time zone is set to Eastern Time – Melbourne, Sydney

### Create an Account

Your Google Account gives you access to Google Calendar and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

#### Required information for Google account

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength](#)  
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

#### Get started with Google Calendar

First name:

Last name:

Location:

Time zone:

Birthday:   
MM/DD/YYYY (e.g. "2/25/2011")

Word Verification: Type the characters you see in the picture below.



- 5. Once you've signed up correctly you will be asked to verify your email address. Go to your portal email. There should be an email from Google. Open the email and verify your email.

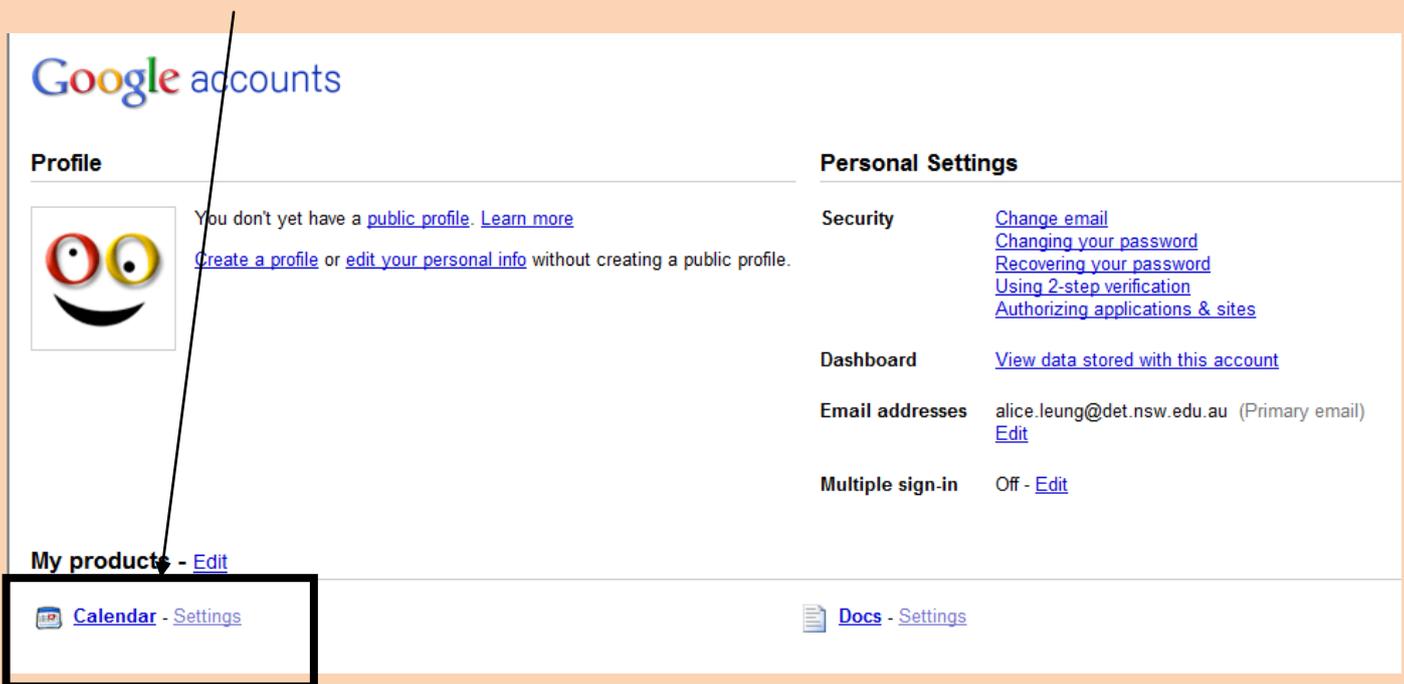
### Account created. Please verify your current email address.

If you forget your password, Google can send you a link to  to reset it. [Learn more](#)

This safe, secure verification is possible because Google and yahoo.com support [OpenID](#), which helps you verify that it's really you on participating websites.

If you would rather verify your account by email, [request an email verification](#)

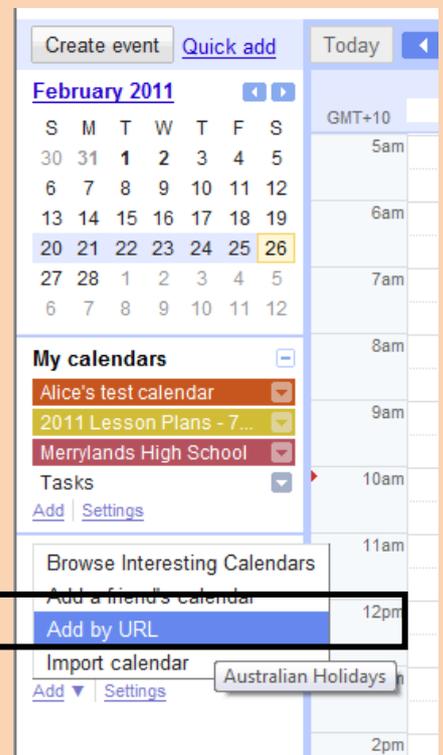
6. Once you've verified your email, you should be taken to this page. Click on **Calendar**.



The screenshot shows the Google accounts profile page. On the left, under 'Profile', there is a placeholder for a profile picture and text indicating that a public profile has not been created. Below this, under 'My products - Edit', the 'Calendar - Settings' link is highlighted with a black box. On the right, under 'Personal Settings', there are sections for 'Security' (with links for changing email, password, and verification), 'Dashboard' (with a link to view data), 'Email addresses' (showing a primary email), and 'Multiple sign-in' (set to off).

### Subscribing to Merrylands High School's Google calendar

7. Click on **Add by URL** on the left hand side menu.

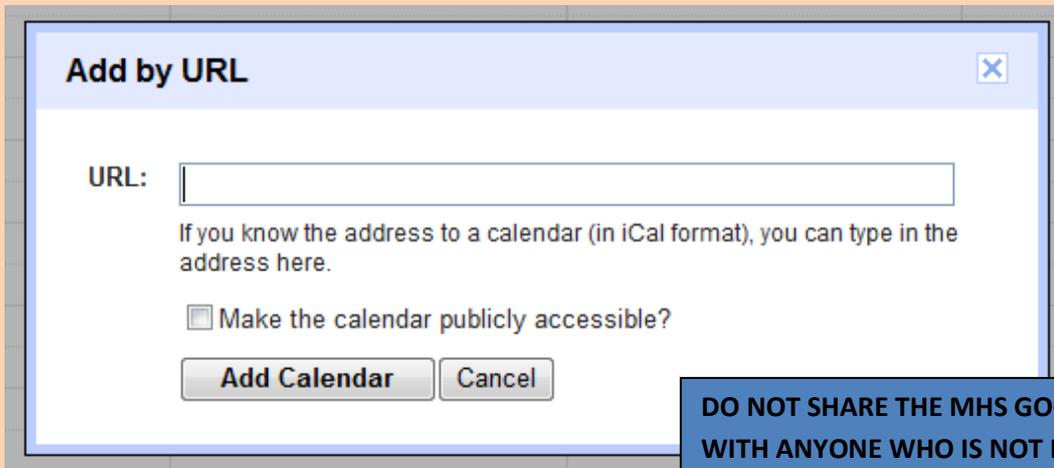


The screenshot shows the Google Calendar interface. At the top, there are buttons for 'Create event' and 'Quick add', and a 'Today' button. Below this is a calendar grid for February 2011. On the right side, there is a vertical time slot view. In the left-hand side menu, under 'My calendars', there are several calendar entries. Below this menu, the 'Add by URL' option is highlighted with a black box. Other options include 'Add a friend's calendar', 'Import calendar', and 'Browse Interesting Calendars'.

8. Copy and paste this address into the Google box

Please see a member of senior exec for the URL

Click on **Add Calendar**.



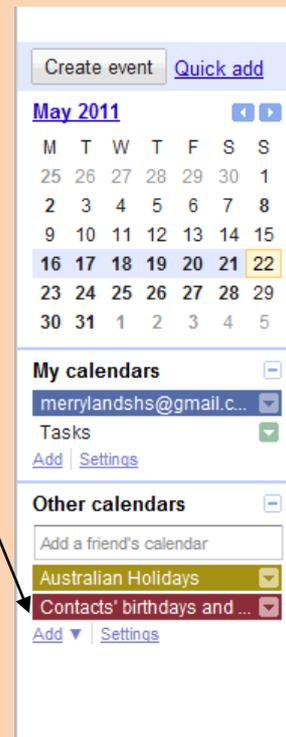
**DO NOT SHARE THE MHS GOOGLE CALENDAR URL WITH ANYONE WHO IS NOT MHS STAFF**

The MHS calendar will now appear under the **My Calendars** list. The calendar name is **Merrylands High School Staff Calendar**. Click on this calendar name to see the calendar.

### Optional: Merging your personal Google calendar with MHS Google calendar

#### Add your own personal Google calendar

9. On the **My calendars** menu click on **Add**.



10. Complete the details of your personal calendar then click **Create Calendar**. Do NOT check the box next to **Make this calendar public**.

The screenshot shows the 'Create New Calendar' form. It includes fields for 'Calendar Name', 'Description', and 'Location'. Under 'Calendar Time Zone', the 'Country' is set to 'Australia' and the 'Now select a time zone' is '(GMT+10.00) Eastern Time - Melb'. There are checkboxes for 'Make this calendar public' and 'Share only my free/busy information'. A 'Share with specific people' section is visible with an email address 'merrylandshs@gmail.com' and a permission dropdown set to 'See all event details'. Buttons for 'Back to calendar', 'Create Calendar', and 'Cancel' are at the top and bottom.

## Adding Events

11. You now have your own personal online calendar and your screen should look similar to this. To add an event (eg. someone's birthday, an assignment due, etc), click on **Create event**.

The screenshot shows the Google Calendar interface. At the top, there are navigation links for 'Mail', 'Calendar', 'Documents', 'Photos', 'Reader', 'Web', and 'more'. Below these is the 'Google calendar' logo and a search bar. A red arrow points to the 'Create event' button, which is highlighted with a black box. The main calendar view shows a weekly grid for 'Feb 20 - 26 2011'. The left sidebar contains a calendar for 'February 2011' and sections for 'My calendars' and 'Other calendars'.

12. Fill in the information about the event.

Google calendar  Search my calendars [Show search options](#)

[« Back to calendar](#) Save Discard

**Science assignment due today**

2/26/2011 10:30am to 11:30am 2/26/2011 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

Where Science classroom

Calendar Alice's test calendar

Description Science assignment - make an atom is due today!

Attachment [Add attachment](#)

Reminders Email 10 minutes x  
Pop-up 10 minutes x  
[Add a reminder](#)

Show me as  Available  
 Busy

Privacy  Default  
 Public  
 Private  
[Learn more about private vs public events](#)

Set the Reminders to how you like it.

Set the privacy to **Private** so that only you can see this event.