



TRAINING GUIDELINES

Google Calendar





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Google Calendar

The following pages show you how to

- Set up and activate a Google Account
- View and set up your Google Calendar
- Launch the Google Calendar Sync Program
- Set up the Sync Program so that it automatically synchronises your PropertyPro diary with Google Calendar.
- View and customise your Google Calendar

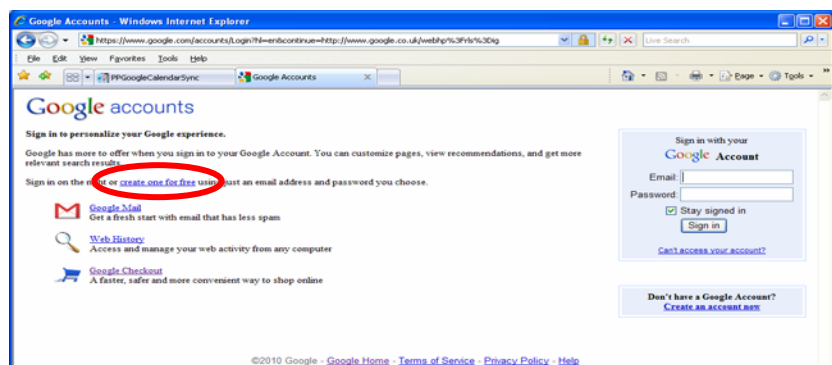
Set up a Google Account

Anybody can sign up for a new account and it is free. Go to **www.Google.co.uk** and click 'sign in'



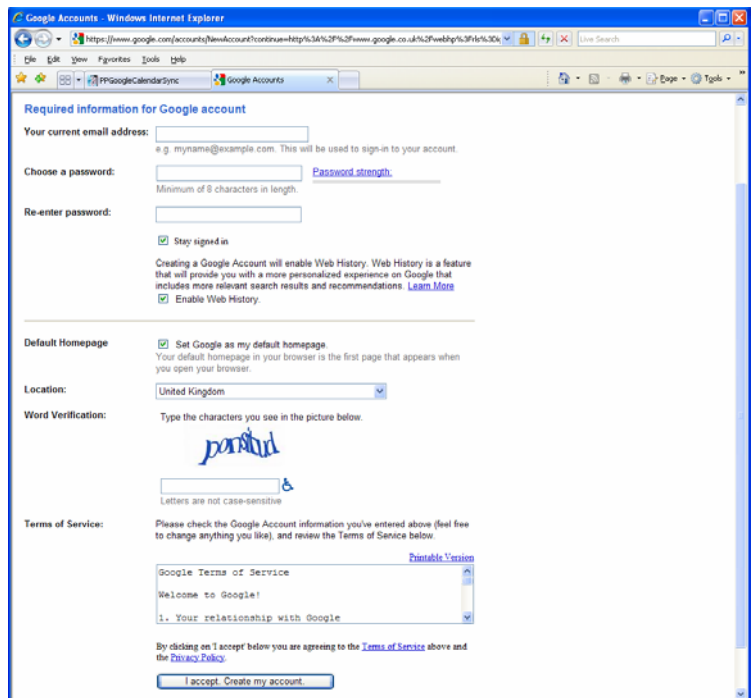
If you already have an account, you can sign in with your email address and password on this next screen.

- To create a new account, click the **'create one for free'** link.





- Enter your email address and choose a password, and fill in the required information.



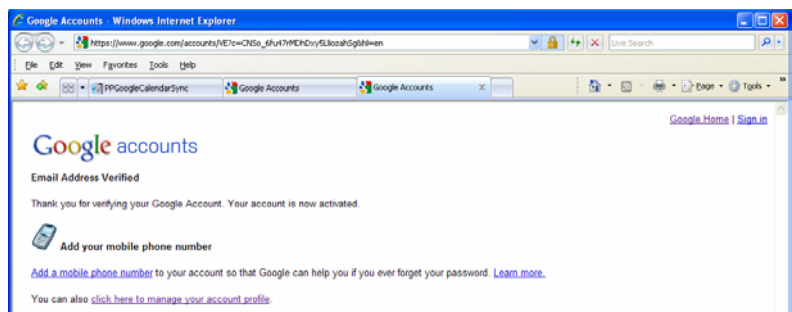
- Click 'I accept. Create my account'

Activating your Account

A confirmation page will display and you will be sent an email welcoming you to Google Accounts. The email will ask you to activate your account and verify your email address by clicking a link. (If the link does not work, copy the whole link and then paste it into the address bar of Internet Explorer)

Setting up your Mobile Phone Number

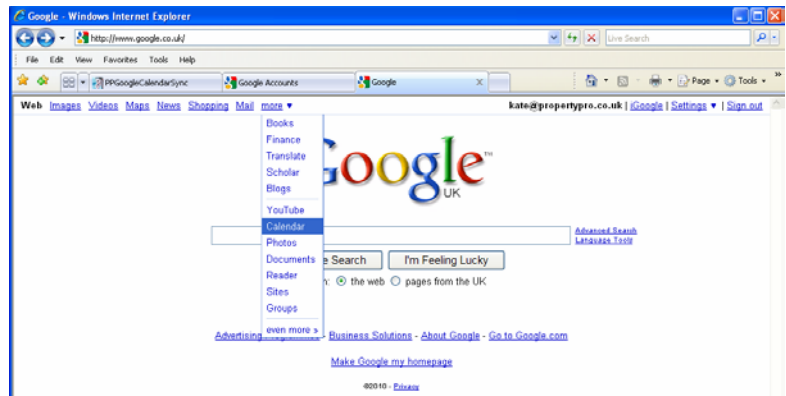
Once your email address has been verified, you can add your mobile phone number (if you forget your password a recovery code can be sent by text to your mobile phone)





Setting up your Google calendar

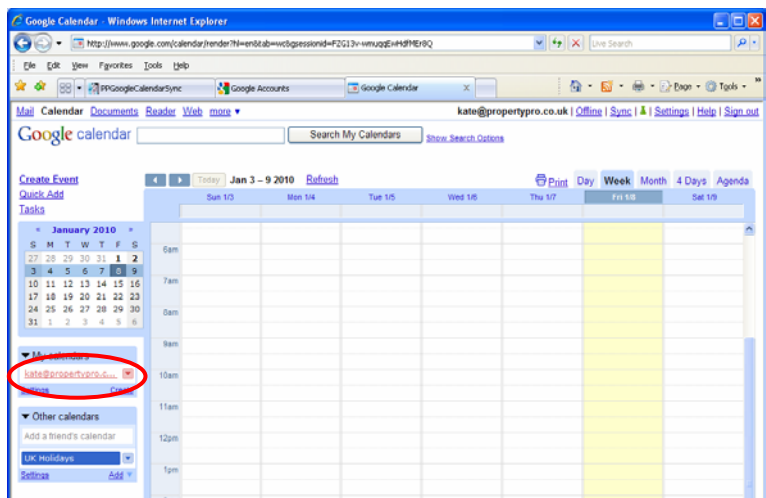
- From Google Home Page, click **More** and choose **Calendar**



- You will then be prompted to sign in with your email address and password

If already set up, you will enter your Google Calendar. If not set up the next page will ask for your name and time zone.

When this information is entered, your calendar will display:

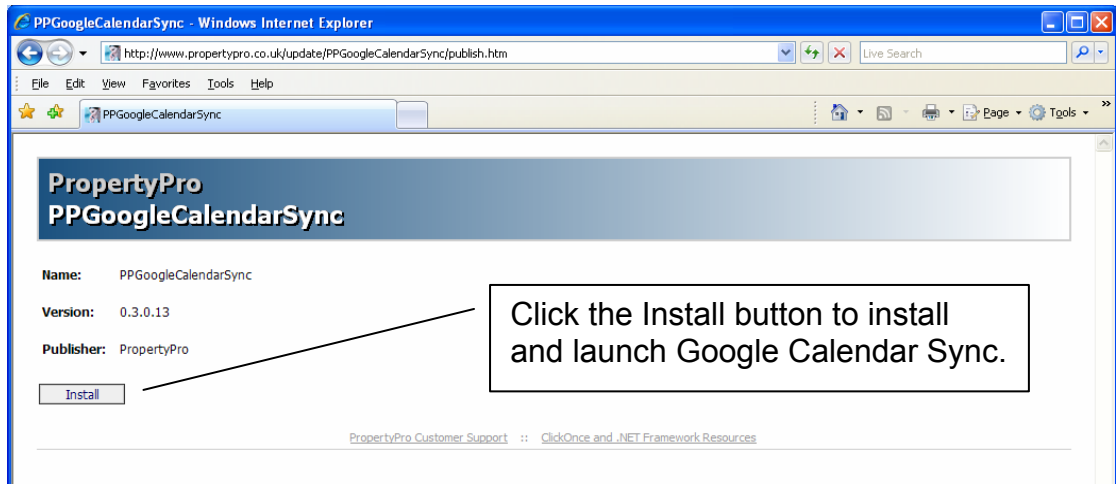


This is your personal Google Calendar (not the calendar that is synchronised with your PropertyPro calendar)

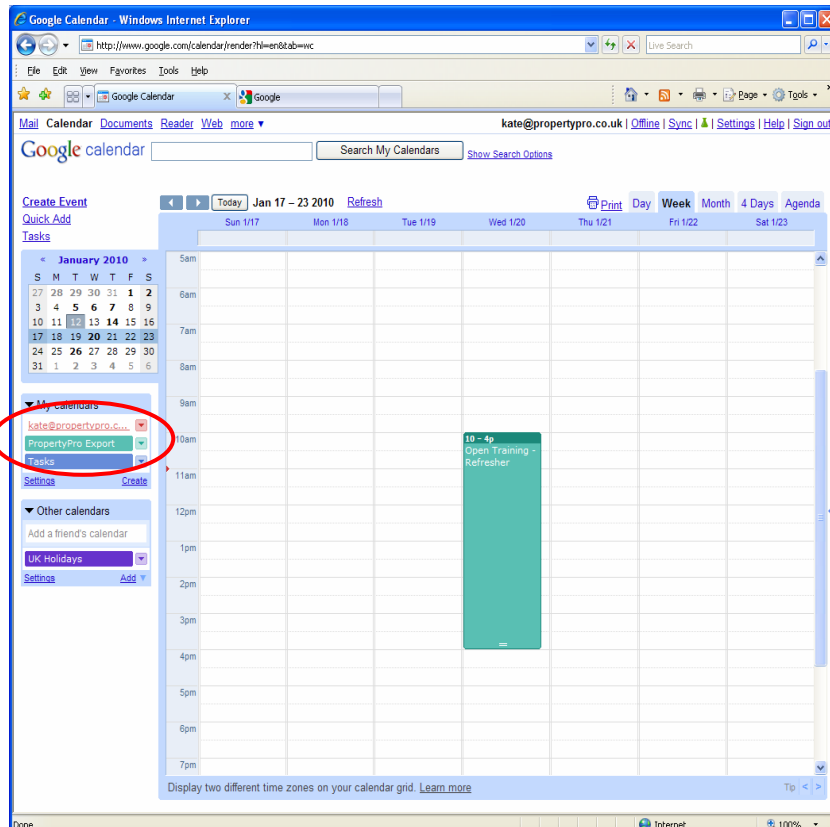
Launch Sync Program

You now need to launch the Sync program from the following page:

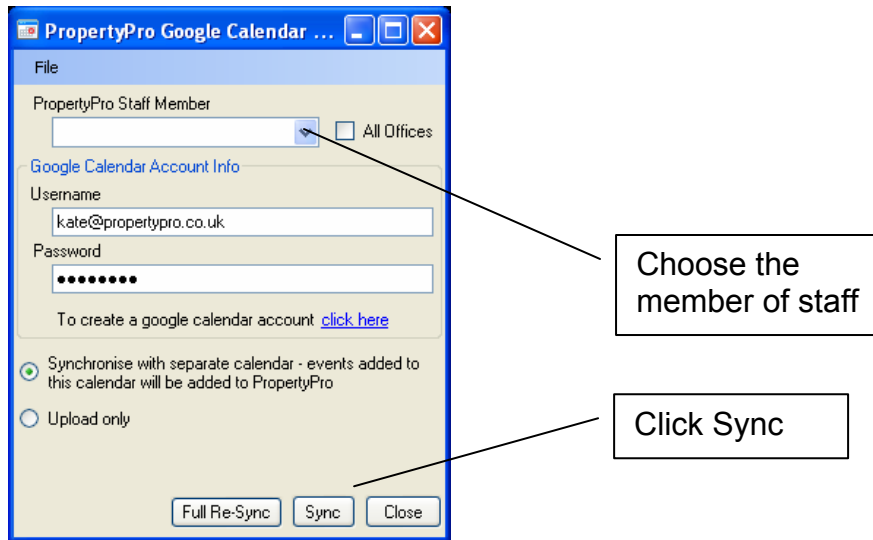
<http://www.propertypro.co.uk/update/PPGoogleCalendarSync/publish.htm>



Installing PP Google Calendar Sync, creates a second calendar - '**PropertyPro Export**' and also installs the program that synchronises your diary with the PropertyPro Export calendar.

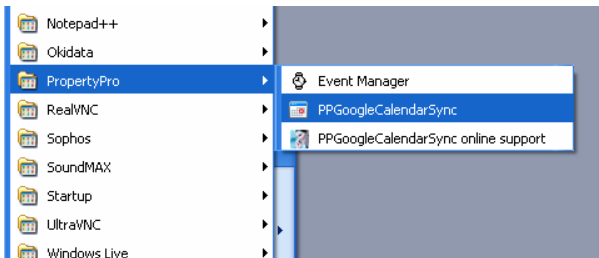


The Form displays for you to select the member of staff whose calendar has to be synchronised:

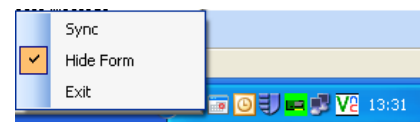


Run PPGoogleCalendarSync

This program can be now be accessed from Start / All Programs / PropertyPro



- Select PPGoogleCalendarSync from Start / All Programs / PropertyPro
- Right click the icon in the clock area of your Taskbar
- You can unhide the form by clicking the Hide option
- You can manually synchronise by clicking Sync



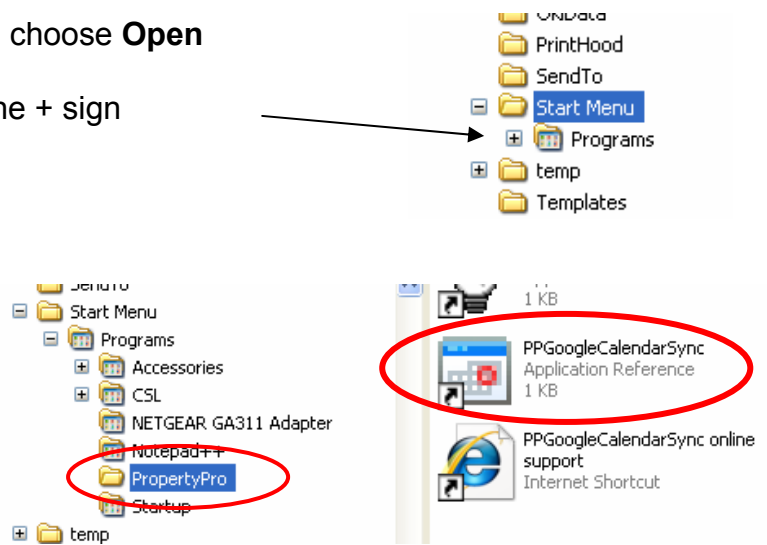
When this program is running, synchronisation takes place every 5 minutes

To ensure the Google Calendar Sync program starts if the p.c. is restarted, it is now necessary to copy a shortcut to this program into Startup.



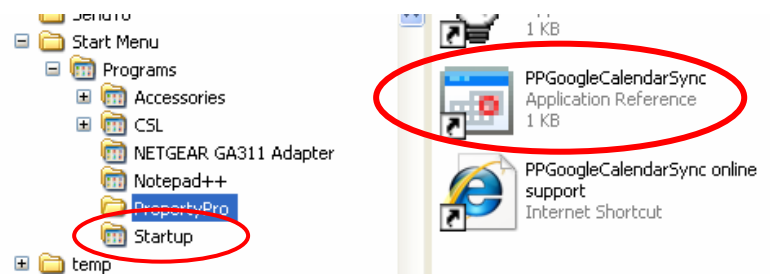
Add a Shortcut into the Startup Folder

- Right click the **Start button** and choose **Open**
- Expand **Programs** by clicking the + sign
- Click on the **PropertyPro** folder



You will now see the PPGoogleCalendarSync program shortcut on the right hand side.

- Right click the PPGoogleCalendarSync icon and choose **Copy**
- Then right click the Startup folder and choose **Paste**



Viewing the Calendar

Week View – Day View

Google calendar Search My Calendars [Show Search Options](#)

[Create Event](#) [Quick Add](#) [Tasks](#)

Today Jan 17 – 23 2010 Refresh [Print](#) Day Week Month 4 Days Agenda

Sun 1/17 Mon 1/18 Tue 1/19 Wed 1/20 Thu 1/21 Fri 1/22 Sat 1/23

5am
6am
7am
8am
9am
10am
11am

10 – 4p
Open Training - Refresher

Click the date heading to expand to Day view

My calendars: kate@propertypro.c..., PropertyPro Export, Tasks, Settings, Create

Other calendars: Add a friend's calendar, UK Holidays, Settings, Add

4 Days View

Google calendar Search My Calendars [Show Search Options](#)

[Create Event](#) [Quick Add](#) [Tasks](#)

Today Jan 20 – 23 2010 Refresh [Print](#) Day Week Month 4 Days Agenda

Wed 1/20 Thu 1/21 Fri 1/22 Sat 1/23

5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm

10 – 4p
Open Training - Refresher

My calendars: kate@propertypro.c..., PropertyPro Export, Tasks, Settings, Create

Other calendars: Add a friend's calendar, UK Holidays, Settings, Add



Month View

Google calendar [Show Search Options](#)

[Create Event](#) [Quick Add](#) [Tasks](#)

Today **January 2010** [Refresh](#) [Print](#) [Day](#) [Week](#) **Month** [4 Days](#) [Agenda](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 9 Bank Holiday	29 9 Holiday - back on	30 9 Holiday - back on	31	9 Bank Holiday 9 Bank Holiday	2
3	4	5 3:30p Telephone train	6 10 Open Training - N	7 10 Training for Knight	8	9
10	11	12	13	14 10 Training for Olive 10 Training for Olive	15	16
17	18	19	20 10 Open Training - R	21	22	23
24	25 10 Refresher Trainin	26	27	28	29	30
31	Feb 1	2 10 Open Training - N	3 10 Provisional Trainin	4 10 Holiday next week	5	6

Display two different time zones on your calendar grid. [Learn more](#) Tip < >

Agenda View

Google calendar [Show Search Options](#)

[Create Event](#) [Quick Add](#) [Tasks](#)

Today **Wednesday, Jan 20, 2010** [Refresh](#) [Print](#) [Day](#) [Week](#) [Month](#) [4 Days](#) **Agenda**

Expand All Collapse All

- Wed Jan 20** 10am – 4pm Open Training - Refresher
- Tue Jan 26** 10am – 4pm Refresher Training for Haddons
- Tue Feb 2** 10am – 4pm Open Training - New User Neg
- Wed Feb 3** 10am – 4pm Provisional Training for Cartwright Marston
- Thu Feb 4** 10am – 4pm Holiday next week - do not book Training
- Tue Feb 9** 9am – 5pm Holiday - back Tuesday 16th February
- Wed Feb 10** 9am – 5pm Holiday - back Tuesday 16th February
- Thu Feb 11** 9am – 5pm Holiday - back Tuesday 16th February
- Wed Feb 17** 10am – 4pm Open Training Day - Marketing
- Wed Mar 10** 10am – 4pm Open Training Day - New User Admin
- Wed Mar 24** 10am – 4pm Open Training Day - Reports
- Fri Apr 2** 8am – 5pm Bank Holiday
- Mon Apr 5** 8am – 5pm Bank Holiday
- Wed Apr 14** 9am – 3pm Open Training Day - New User Negotiator
- Wed Apr 28** 9am – 3pm Open Training Day - Ad Hoc
- Mon May 3** 8am – 5pm Bank Holiday
- Mon May 31** 8am – 5pm Bank Holiday

Calendar Settings

- Click the settings link

General Tab

Custom view

This drop down box allows you to set your own Custom view. By default, Google sets this at “Next 4 days”. However, this can be changed to “Next 4 Weeks” tab which will give you a 4-week view with the current week as the first week.



Selecting a dynamic range

To select a range of dates that the five tabs don't cover. In the little month-based date picker on the left side of the interface, you can either click a day to view just that day, or click and drag to select a range of dates. (Any range spanning greater than 7 days will snap to two full weeks or more)

Calendars Tab

This screen enables you to set notifications and sharing.

The screenshot shows the Google Calendar interface. On the left, there's a calendar view for January 2010. The main area is titled 'Calendar Settings' with tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. Under 'My Calendars', there are three entries: 'kate@propertypro.co.uk', 'PropertyPro Export', and 'Tasks'. The 'PropertyPro Export' entry has 'Notifications' and 'Share this calendar' links circled in red. Below this, there are options to 'Create new calendar', 'Import calendar', and 'Export calendars'. At the bottom, there's a section for 'Other Calendars' with 'UK Holidays' listed.

Sharing your Calendar

To share your calendar with others, click the **Share this calendar** alongside PropertyPro Export.

The screenshot shows the 'PropertyPro Export Details' dialog box. It has three tabs: 'Calendar Details', 'Share this calendar', and 'Notifications'. The 'Share this calendar' tab is active. There are 'Save' and 'Cancel' buttons at the top. A checkbox 'Make this calendar public' is present, with a note that it will appear in public Google search results. Below that, there's a section 'Share with specific people' with a table for adding people. The table has columns for 'Person', 'Permission Settings', and 'Remove'. An example row shows the email 'kate@propertypro.co.uk' with the permission 'See all event details'. At the bottom, there's a 'Tip: Sharing with coworkers?' and another set of 'Save' and 'Cancel' buttons.

- Enter the email address and choose the permission setting, and click Add Person.

UK holidays

To display UK holidays on your calendar, ensure there is a tick against UK Holidays and click All

Mobile Setup Tab

Use this screen to set up notifications by SMS. Your telephone number must be verified first.

Calendar Settings

General | **Calendars** | Mobile Setup

« Back to Calendar | Save | Cancel

Notify me on my mobile phone:
Start by selecting your country and then enter your phone number and carrier. Finally enter the verification code sent to your phone. Other charges may apply.

Status:
! Phone notifications disabled.
To enable mobile notifications, complete the information below.

[Why haven't I received my verification code?](#)

Country: United Kingdom

Telephone number:

Operator: [What carriers are supported?](#) [See Help Centre for supported providers.](#) **Send Verification Code**

Verification code: **Finish setup**
Please enter the verification code sent to your phone

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« Back to Calendar | Save | Cancel

- Enter your mobile number and click the **'Send Verification Code'** button.
- You will be sent an SMS message giving the verification code, which you should then enter into the Verification Code box, and then click Save

Reminders

Reminders – popups, SMS, email

Popup and email reminders can be set up as default for every event.

To be able to get event reminders sent to a mobile phone as text messages you must first verify your phone number as above. (In Settings > Notifications, you'll find a section to verify your mobile number.)

Event reminders:
Unless otherwise specified by the individual event

By default, remind me via **Email** 10 minutes before each event [Remove](#)

Email **der**
SMS
Pop-up

Note: If the default reminder is set to “No reminder”, you can set a reminder manually for an individual event under Options on the Edit Event screen for that event.

Get a daily agenda via email message

If you wish, you will be able to set up a daily email showing the agenda for the day.

PropertyPro Export Details

[Calendar Details](#) [Share this calendar](#) **Notifications**

[Back to Calendar](#)

Event reminders:
Unless otherwise specified by the individual event. No reminders set [Add a reminder](#)

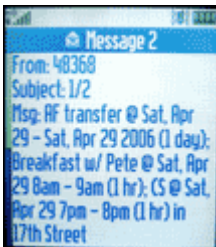
Choose how you would like to be notified:

	Email	SMS
New invitations:	<input type="checkbox"/>	<input type="checkbox"/>
Changed invitations:	<input type="checkbox"/>	<input type="checkbox"/>
Cancelled invitations:	<input type="checkbox"/>	<input type="checkbox"/>
Invitation replies:	<input type="checkbox"/>	<input type="checkbox"/>
Daily agenda: Sent every day at 05:00 in your current time zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 [Set up your mobile phone to receive notifications](#)

[Back to Calendar](#)

Get daily agenda via a text message



Once your mobile phone number is validated by Calendar, you can request a daily agenda whenever you need it by texting the message day to 48368.

Immediately after sending, you'll receive a text message with your agenda of events for that day. Each event includes name, time, and location information (if location exists for that event).

Because it is by request, you won't have the agenda automatically sent to your phone every day.

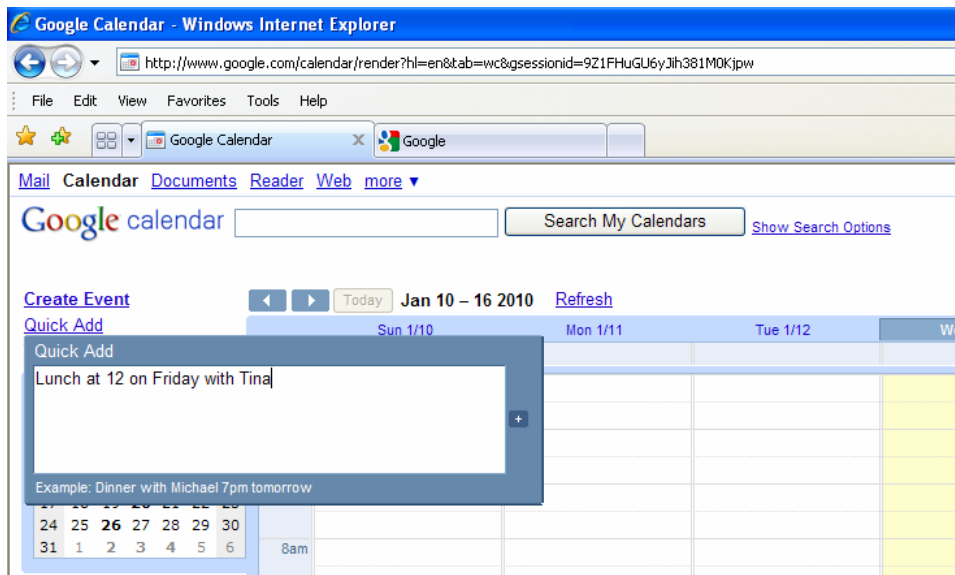
Add Event

- Click in the time slot to enter details in the pop up balloon.
- Click Create Event

- Click the link edit event details to add more information – and to add a reminder

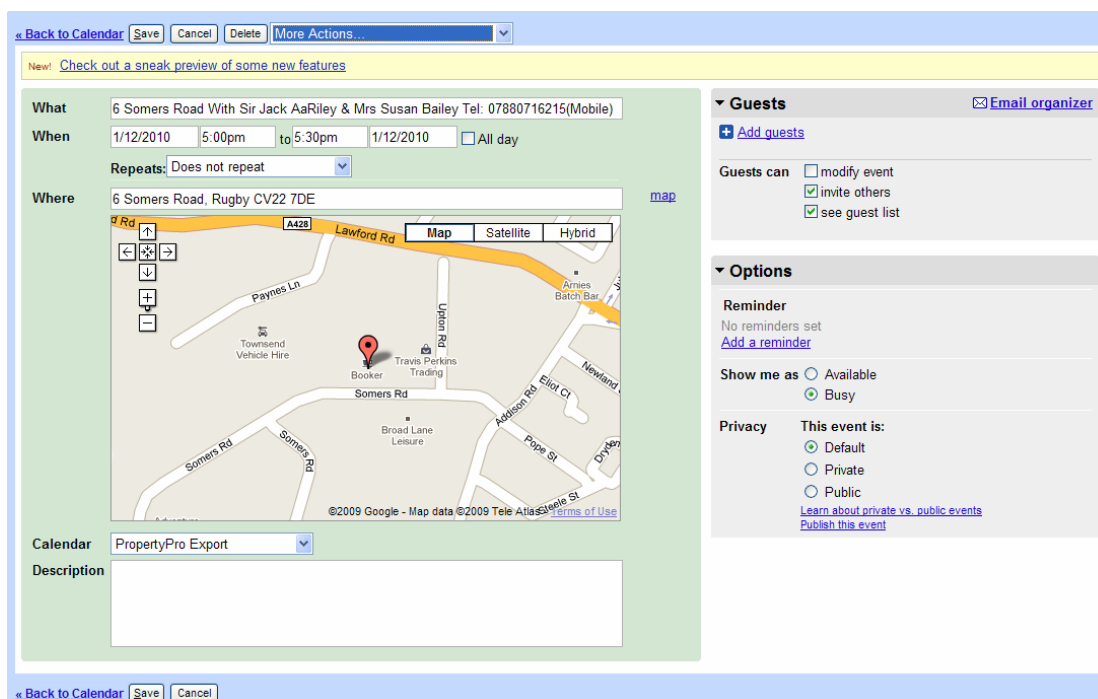
Quick Add

- Use this feature to add an event with text that will be recognised by Google Calendar – for instance 'Lunch at 12 pm tomorrow' will automatically create an appointment the next day, '10 am Friday meeting' will automatically create an appointment for the next Friday.



Edit Event

- Double click on event or click once and choose **Edit event details**.



Repeating events

Does not repeat
 Does not repeat
 Daily
 Every weekday (Mon-Fri)
 Every Mon., Wed. and Fri.
 Every Tues. and Thurs.
 Weekly
 Monthly
 Yearly

For an event that repeats on the same day each week, but doesn't fit the Mon/Wed/Fri or Tues/Thurs combinations in the Repeats pulldown - select "Every week" to get a series of checkboxes for each day of the week that you can use to generate any custom weekly recurrence.

What 6 Somers Road Meeting

When 1/12/2010 5:00pm to 5:30pm 1/12/2010 All day

Repeats: Weekly

Weekly on Tuesday

Repeat every: 1 week

Repeat On:
 S M T W Th F S

Range:
 Starts: 1/12/2010 Ends: Never Until