

USER

GOOGLE SUITE

New Google Calendar 2018

GUIDE

SciencesPo

NEW GOOGLE CALENDAR 2018

NEW DISPLAY OPTIONS

The screenshot shows the Google Calendar interface for November 2017. Several UI elements are highlighted with red circles and callouts:

- Display / Hide the main menu:** A red circle highlights the hamburger menu icon (three horizontal lines) in the top left corner.
- Activate the search box:** A red circle highlights the search icon (magnifying glass) in the top right corner.
- Activate the new display options (Week / Year):** A red circle highlights the 'Week' dropdown menu in the top right corner.
- Settings Menu:** A red circle highlights the gear icon (Settings) in the top right corner.

The calendar view shows a weekly layout for November 13-16, 2017. Events include 'Séminaire Project' (11:00-12:00), 'Réunion Project' (09:30-11:30), 'Staff Meeting' (10:30-12:00), 'Réunion de Service' (09:30-12:15), 'Finalisation document' (15:00-17:00), and 'Séminaire Point Activité' (13:45-14:45). The settings menu is open, showing options like 'Settings', 'Bin', 'Density and colour', and 'Print'.

The settings menu is shown in detail, with arrows pointing to specific options:

- Settings:** Configure the calendars
- Bin:** Manage the removed events
- Density and colour**
- Print**

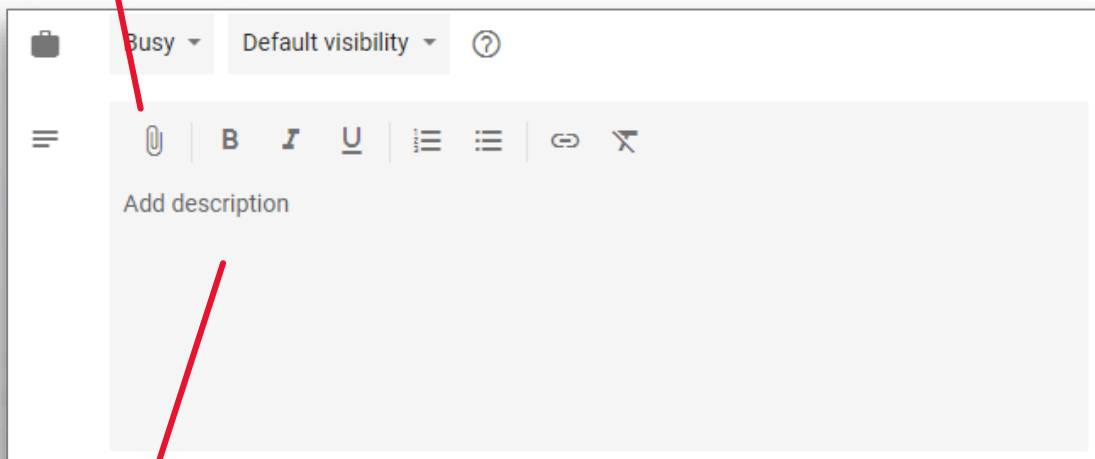
NEW GOOGLE CALENDAR 2018

NEW OPTIONS FOR MANAGING EVENTS

New possibilities when creating an event :



Add an **attachement document** : local file or document from Google Drive



Insert and format a note in the event

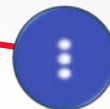
Details and options in one clic on the event:



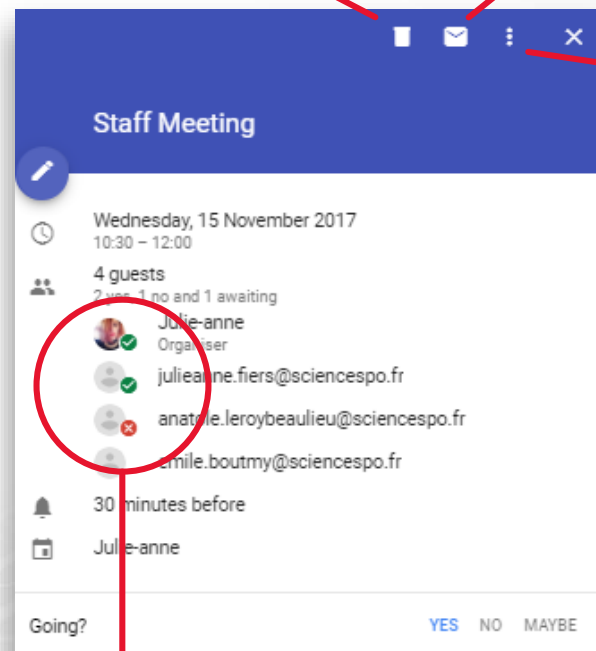
Delete the event



Send an e-mail to the participants



Print, duplicate, publish, change the owner



View directly all the participants

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CENTRALIZED SETTINGS

Two new features:

- Integral menu now on the left
- Automatic saving of the modifications

General Settings

General
Language and region

Manage and share my calendars

Settings for my calendars
Julie-anne
Birthdays

Manage other calendars

Settings for other calendars
Jours fériés en France
julianne.fiers@sciencesp...

