

## Using Google Calendar as a Campus-Wide Calendaring System

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### **Abstract:**

Our campus implemented Google Apps for Education this year. We quickly phased out our previous antiquated and pricey calendar program, and replaced it with the intuitive, flexible, (and free!) Google Calendar system. This session will demonstrate the powerful features of Google Calendar, including: • How to quickly add calendar events just by using plain-English, instead of a complex form • Inviting guests to your events, and keeping track of who's attending • Sharing your calendar with colleagues to help coordinate meeting scheduling • Distributing your calendar via RSS, HTML or iCal feeds and/or embedding it in a website • Utilizing Resource calendars to schedule events and reserve locations and/or equipment • Enabling your Mobile device to communicate with your calendar via text-messaging or the Google SYNC app Plus, we'll cover many additional features and will share some specific examples of how we've taken advantage of this technology on our campus.

### **Presenter Bio:**

Tom Marcais is the Instructional Technologist at Sweet Briar College. He is responsible for developing and delivering classes, presentations, workshops and consulting for students, faculty and staff in computer applications and technology supported at Sweet Briar College.

M.J. Stinnette is the Campus Technology Lab Coordinator at Sweet Briar College. She is responsible for maintaining the hardware and software in all the computer labs on campus.