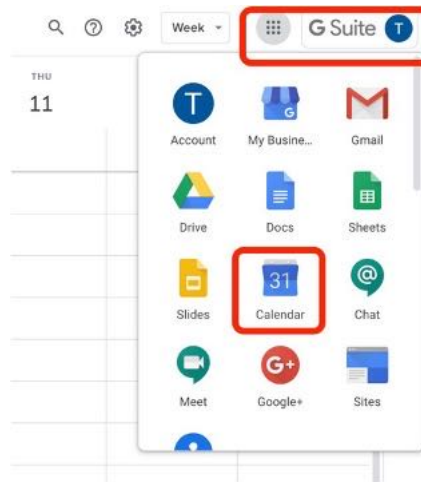


The Digital Guide's Fact Sheet

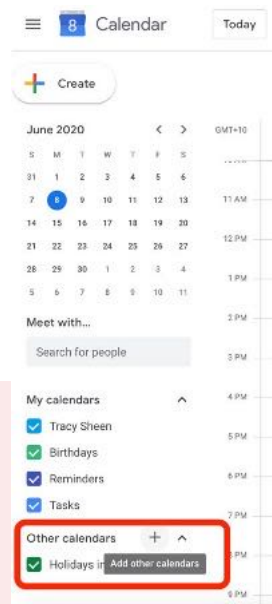
Adding new calendars in Google via your desktop/laptop

If you live in the Google universe you can add calendar to your Google account just as easily as you can with the Apple steps outlined above.

1. Go to your Google G-Suite account. Click on the series of 9 dots and select 'calendar'.

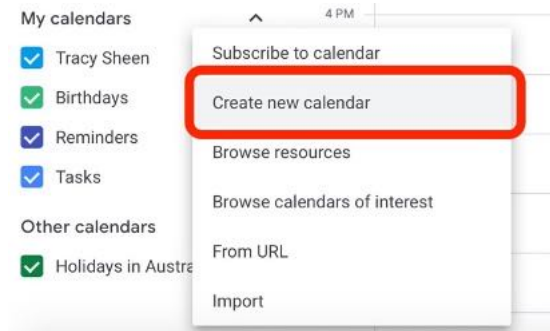


2. Scroll down the left-hand side until you see 'other calendars'. Click on the '+' button.

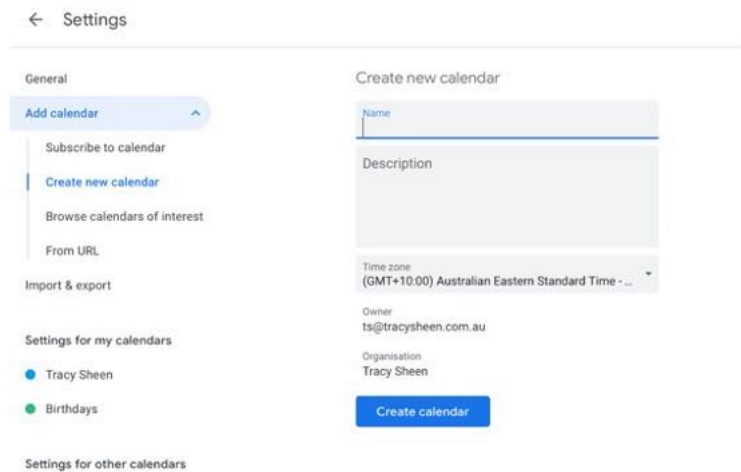


The Digital Guide's Fact Sheet

3. Select 'Create new calendar'.



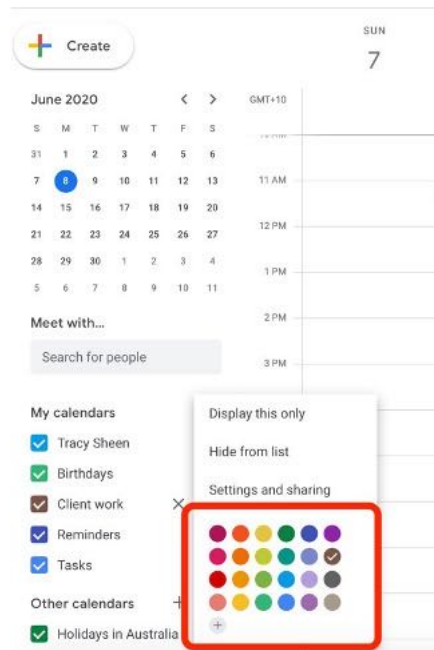
4. Complete the details as you would like them to appear and hit 'Create Calendar'. Remember to check your 'time zone' and make sure it's correct for your area.



5. At this point, Google will tell you it's creating the calendar. It will then give you the option to 'configure'. This is where you will go if you would like to add other people to be able to view or add things to your calendar or to make it public. (more covered on this in another section... for now though, just know this bit could be important to you shortly).

The Digital Guide's Fact Sheet

6. Once the calendar is set up, exit out of settings and back into the calendar. Scroll down the left-hand side until you see your new calendar. Click on the series of dots to the side and choose the colour you would like to represent the calendar.



To sync your Google calendar with an Android device. Go to the 'Google Play' store and download the 'Google Calendar App'. When you open the app, everything should sync across for you automatically.