

How to get Gmail and a Google Calendar

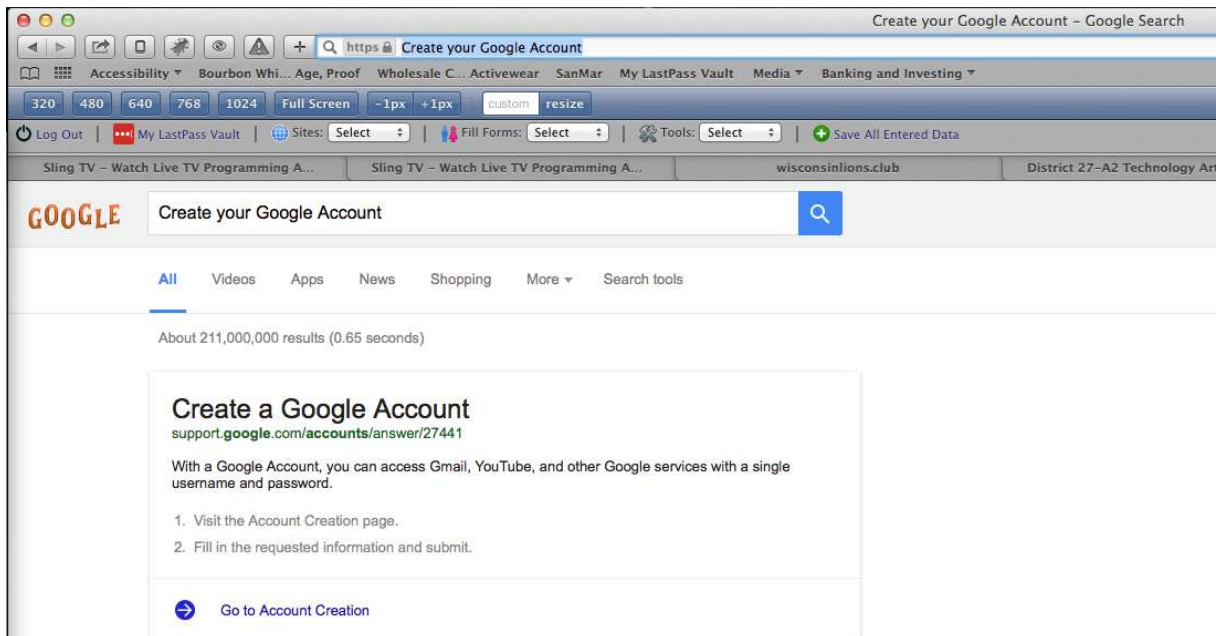
Bill Meyers
District 27-A2 Technology Chair
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LIONS CLUBS INTERNATIONAL
DISTRICT 27-A2

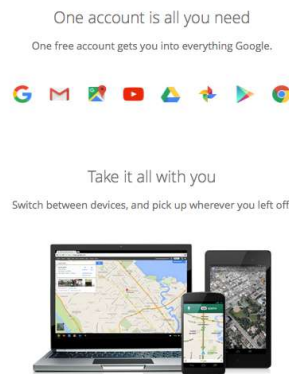
Getting Gmail is easy

Go to the Internet and type in *Create your Google Account* in the top address bar. You will see a screen like this:



Click *Go to Account Creation*. Fill in the required information on the next screen. Choose a simple but explanatory username. Suggestions: *YourLionsClubName*. For security reasons, we recommend you do not enter your real birthday. Mobile phone number is optional but is useful if you need to recover your password or gain access from multiple devices. Enter your current email address. If you do not have an email address, use *27A2Tech@LionsDistrict27A2.org*. This is used to verify you are a real person that will not misuse this free service. If you use our District Technology email, it may take 24 hours for us to acknowledge this entry and verify the use of this email address. You will be given another verification opportunity farther thru the process.

Create your Google Account

A screenshot of the "Create your Google Account" registration form. The form is titled "Create your Google Account" and has a "Next step" button at the bottom right. The form fields are: "Name" (First and Last), "Choose your username" (with a dropdown menu), "I prefer to use my current email address" (checkbox), "Create a password" (with a strength indicator), "Confirm your password", "Birthday" (Day, Month, and Year), "Gender" (I am...), "Mobile phone" (with a country code dropdown), "Your current email address", and "Location" (United States). There is a "Learn more about why we ask for this information." link at the bottom.

The next screen is an agreement to terms. Scroll down to bring up the 'I agree' button. After you click 'I agree' you will come to the 'Verify your account' screen. Choose Text or Voice and 'Continue.' You will receive a verification code. Enter it and 'Continue.'

Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: (201) 555-0123

- Google will only use this number for account security.
- Standard text messaging rates may apply.

How should we send you codes?

- Text message (SMS)
- Voice Call

[Continue](#)

Important: Google will never share your number with other companies or use it for marketing purposes.

Verify your account



Enter verification code

[Continue](#)

People in your area are currently having problems receiving voice calls from Google. If you do not receive your call, please try using the text message option instead.

Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).

After verification, you will get the welcome screen confirming your new email address.

Welcome!

Your new email address is lionsdistrict27a2@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

[Continue](#)



'Continue' to My Account. There is a lot of information here but the important part is in the upper right hand corner. Click on the logo for 'My Account' info. Click on the 9 small squares for navigation options. Gmail is where you would check your email. If you are working to set-up a Google Calendar for your Club website, 27A2 Tech Chair, Lion Bill Meyers can set the Calendar up for you IF you supply your login information with your Club website worksheet.

The Calendar is not too difficult. Even if you do not do your own set-up, please read the instructions so you have a working knowledge of the Calendar features and options.

Google Calendar set-up is as follows:

Click the Calendar icon. This will bring up the Calendar screen. Click the drop down arrow next to My calendars and click 'Settings.'

Click 'Create Calendar.' Fill in the information. Be sure to check the box that says 'Make this calendar public.' If you would like to allow other people to make entries like your Club Secretary into the Calendar, add that email address to 'Share with specific people.' Keep in mind that Google ONLY allows other Gmail users to use this feature.

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Google Search Calendar

Create New Calendar

Calendar Details

« Back to calendar Create Calendar Cancel

Calendar Name: phony calendar

Description: this entry is for demonstration purposes only

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: United States (choose a different country to see other time zones)
 Now select a time zone: (GMT-05:00) Central Time Display all time zones

Make this calendar public Learn more
 This calendar will appear in public Google search results.
 Share only my free/busy information (Hide details)

Share with specific people

Person: Enter email address Permission Settings Learn more
 See all event details Add Person
 lionsdistrict27a2@gmail.com Make changes AND manage sharing

When you are finished, click 'Create Calendar.' Answer Yes to the Warning box about public calendars.

To add your Events to your Calendar, just click on the date and a new window will open where you can add details for your Event.

Now go back to 'My calendars' and click the drop down arrow next to My calendars and click 'Settings.' You will now have a new screen that list (in this case) *phony calendar*. Click on the name of your new calendar.

Google Search Calendar

Calendar Settings

General Calendars Labs

« Back to calendar

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
Bill Meyers	<input checked="" type="checkbox"/>	Edit notifications	Share this calendar
Birthdays Displays birthdays of people in Google Contacts and optionally "Your Circles" from Google+. Also displays anniversary and other event dates from Google Contacts, if applicable.	<input checked="" type="checkbox"/>		
phony calendar this entry is for demonstration purposes only	<input checked="" type="checkbox"/>	Edit notifications	Shared: Edit settings
Reminders	<input checked="" type="checkbox"/>		

Click on the 'Customize the size, color and other option' text.

phony calendar Details

Calendar Details Share this Calendar Edit notifications Trash

« Back to calendar Save Cancel

Calendar Name: phony calendar

Description: this entry is for demonstration purposes only

Location: Milwaukee
 e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: United States (choose a different country to see other time zones)
 Now select a time zone: (GMT-05:00) Central Time Display all time zones

Auto-accept invitations
 Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. Learn more

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar
 Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

Paste this code into your website. Customize the color, size, and other option

```
<iframe src="https://calendar.google.com/calendar/embed?src=itr92qpdce5g2gaak3tp76th1g%40group.calendar.google.com&ctz="
```

On the next screen, you will see a header 'Copy and paste the HTML below to include this calendar on your webpage'. Copy this text and include it in your worksheet.



Google Embeddable Calendar Helper

Calendar Title

Show

- Title
- Navigation buttons
- Date
- Print icon
- Tabs
- Calendar list
- Time zone

Default View

- Week Month Agenda

Width

pixels

Height

pixels

Week Starts On

Language

Background Color

Border?

Calendars to Display

27&2tech@gmail.com

Time Zone

Copy and paste the HTML below to include this calendar on your webpage

[Update HTML](#)

```
<iframe src="https://calendar.google.com/calendar/embed?
height=600&wkst=1&bgcolor=%23FFFFFF&ctz=America%2FChicago"
style="border-width:0" width="800" height="600" frameborder="0"
scrolling="no"></iframe>
```

Google Calendar

Today September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Sep 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Oct 1

Events shown in time zone: Central Time



You're done.