



# TOOL SHEET

## GOOGLE CALENDAR

Google Calendar is a tool that will allow you to organize and plan your days on a personal and professional level.

### Description

If you want to organize your personal and professional life in a simple way and directly from your mobile or computer, this tool is for you.

Google Calendar will allow you to quickly schedule your meetings and events. This tool has several advantages, such as being able to receive reminders so that you are always aware of what is coming up. The calendar can be used simultaneously by several people, so it will be easy to share your agenda with other people such as your colleagues or your family and friends.

### Use

Once you are on the website or the mobile application of Google Calendar, the use is very simple and intuitive.

1- To create an event, click on the "Create" button and the following window will appear where you can add all the useful information of your event.

2- On this event page you will be able to give it:

- A title, a day and time, a place
- A color
- And choose if you want to receive a reminder the day/hour/minutes before.

3- You can also share your event with other people. To do this you will just need their email address and add them directly to the event.

### Testimony

Click on the TV on the right to discover a video testimony:



### → Access

Download the mobile app or go to the website :

<https://workspace.google.com/products/calendar/?hl=fr>

### → Equipment



and / or

### → Public

All Public

### → Level



### → Video tutorial

Click on the monkey wrench:

