

How to use to Google Calendar used for meeting schedules

1. **Full Screen.** If you would like a larger view of the screen, select the Full-Screen option above the calendar. This will open a new window with a bigger view of the calendar.
2. **Calendar Views.** The calendar will load in the **Month View** when you first open the page. This will be indicated by the tab at the top of the calendar:

Lawrence County Commissioner's Agenda

Today ◀ ▶ January 2013 ▾ Print Week **Month** Agenda ▾

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

Events shown in time zone: Mountain Time Google Calendar

There are also two other calendar views:

Week View:

Lawrence County Commissioner's Agenda

Today [Left Arrow] [Right Arrow] Jan 7 – 13, 2013 [Down Arrow] Print **Week** Month Agenda [Down Arrow]

	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							

Events shown in time zone: Mountain Time Google Calendar

and **Agenda View:**

Lawrence County Commissioner's Agenda

Today [Left Arrow] [Right Arrow] Monday, January 7 [Down Arrow] Print Week Month **Agenda** [Down Arrow]

Monday, January 14

- Regular Meeting
- 8:00am General/Pending Business
- 8:15am Joe Harmon, Chief Deputy
- 8:25am Tim Hodson, Director of Equalization
- 8:30am Allen Bonnema, Highway Superintendent
- 8:45am Denise Rosenberger, County Health Nurse
- 9:00am Amber Vogt, Planning and Zoning Administrator
- 9:15am Amber Vogt, Planning and Zoning Administrator
- 9:30am Items from Commissioners

Tuesday, February 19

- Regular Meeting

Showing events until 3/15. [Look for more](#)

Events shown in time zone: Mountain Time Google Calendar

The Month View is best for locating very basic information, such as which days there are meetings or other event notices. The Week View is best for looking to see basic information about appointments (use the Full-Page view for best results). And, the Agenda View is best for looking at the details for each specific appointment.

3. Locating Events.

a. To locate an event for basic information:

1. Change to Month View (if you aren't already on that view).
2. Use the navigation keys to find the month you're looking for:



3. You can either use the arrow keys or the date pull down to locate the month you're looking for. To use the date tool, click on the small down-arrow to the right of the date:

4.

5. Once you're at the correct month, switch to Week View. This will position you to the first week of the month you previously selected. Again, use the arrow keys to move forward or backward through the weeks until you find the week containing the event details you're searching for.

6. You'll then be able to see a list of the appointments for the meeting

7. To locate an event for basic information:

b. To locate an event for detailed agenda information:

8. Change to Agenda View.

9. Use either the arrow keys or date pull down to locate the month you're looking for.



10. The following calendar tool will appear:

February 2013						
M	T	W	T	F	S	S
21	22	23	24	25	26	27
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	1	2	3
4	5	6	7	8	9	10

11. To change months, use the arrow keys to the right and left of the month name/year, or click on the specific day within the month. The agenda day

will change accordingly, with the day selected at the top. To view details of a meeting, click on the appointment description and it will expand. For example, here is the calendar previously shown:

Lawrence County Commissioner's Agenda

Today ◀ ▶ **Monday, January 7** ▼  **Week** **Month** **Agenda** ▼

Monday, January 14	
Regular Meeting	
8:00am	General/Pending Business
8:15am	Joe Harmon, Chief Deputy
8:25am	Tim Hodson, Director of Equalization
8:30am	Allen Bonnema, Highway Superintendent
8:45am	Denise Rosenberger, County Health Nurse
9:00am	Amber Vogt, Planning and Zoning Administrator
9:15am	Amber Vogt, Planning and Zoning Administrator
9:30am	Items from Commissioners
Tuesday, February 19	
Regular Meeting	
Showing events until 3/15. Look for more	

Events shown in time zone: Mountain Time 

12. Say you would like to see the details of the 8:30 a.m. appointment, click on the entry and it will expand:

Lawrence County Commissioner's Agenda

Today ◀ ▶ **Monday, January 14** ▼  **Week** **Month** **Agenda** ▼

Monday, January 14	
Regular Meeting	
8:00am	General/Pending Business
8:15am	Joe Harmon, Chief Deputy
8:25am	Tim Hodson, Director of Equalization
8:30am	Allen Bonnema, Highway Superintendent
When	Mon, January 14, 8:30am – 8:45am
Where	Lawrence County Commission Room (map)
Description	BOARD DISCUSSION/ACTION: Highway Business more details» copy to my calendar
8:45am	Denise Rosenberger, County Health Nurse
9:00am	Amber Vogt, Planning and Zoning Administrator
9:15am	Amber Vogt, Planning and Zoning Administrator
9:30am	Items from Commissioners

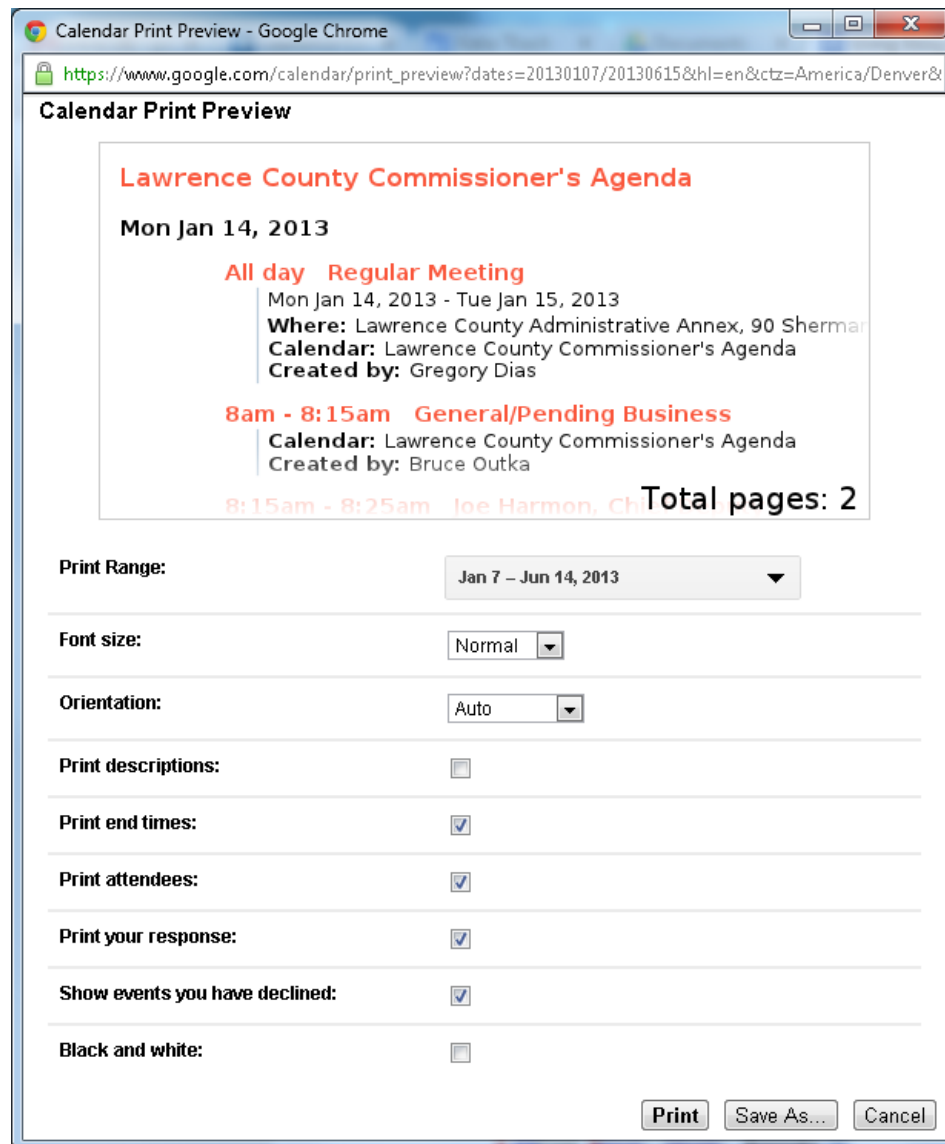
Events shown in time zone: Mountain Time 

4. Printing an agenda.

a. To print an agenda, first locate the agenda as previously shown. Make sure you are in the agenda view, as the Print Function will print either a Monthly or Weekly calendar if they're currently being shown. Then click on the Print button next to the tabs:



b. A Calendar ***Print View*** will appear:



You will want to change the following items:

1. Under Print Range, select a specific day by starting and ending date. Otherwise, you will be printing more than one agenda:

Monday, Jan 14, 2013 ▼

1/14/2013 – 1/14/2013

Today
Tomorrow
7 days
10 days

2. Place a check under Print Descriptions. Otherwise, meeting details will not be included:

Print descriptions:



3. Click on the Print button. When your print has completed, you may have to click on the Cancel button to close the *Print View* window.