Creating a Google Account With or Without Gmail

1.) Download Google Chrome to your desktop if you do not already have this browser as Internet Explorer is no longer fully supported.

2.) Visit https://accounts.google.com/SignUpWithoutGmail.

3.) Enter your first and last name.

4.) Provide your current email address (business or personal) OR opt to create a Gmail address by clicking on the blue hyperlink below the text box. If you decide to use your current email address, you may return to this option by clicking on the newly displayed blue hyperlink.

5.) Create and confirm your eight character password.

6.) Provide your DOB and gender. Please note that providing your Mobile Phone is optional; however, it may be helpful to have on file should you ever forget your password.

7.) If you have chosen to create a Gmail account, you will also be asked to provide your current email address. This field will not display if you have not selected this option.

8.) Determine whether you would like to set Google as your default homepage. The checkbox will default to yes.

9.) Prove you’re not a robot by typing the text displayed in the image or skip this verification by selecting the check box. Verification will likely be required through use of your mobile phone if you choose to skip this option.

10.) Check the box to agree to the Google Terms of Service and Privacy Policy.

11.) You’re now done! An email confirming your account will be sent to your current email address.
Creating a Hyperlink in an Embedded Google Calendar

1. Create a google calendar and make it Public.
   - Under Calendar Details, highlight and copy the “Embed this Calendar” code so you can paste it into your Google Site.

2. Mark “Make this calendar public, then make sure that “See all event details” is chosen.
3. Click Save
4. Under Calendar Details, highlight and copy the “Embed this Calendar” code so you can paste it into your Google Site.

5. Go to your Google Site where the calendar is going to be embedded, and paste the embed code into your Google site.
6. Hyper links will not appear in the actual Google calendar, but the next steps will show how to create the hyperlinks so they will appear in the embedded calendar on your Google Website.

7. In your Google Calendar, click the CREATE button to create a new event.
8. Create the new event.
Creating a Hyperlink in an Embedded Google Calendar

9. Click Save.
10. Next, go the the Google Site where the calendar is embedded.
11. Click the refresh button on the browser.
12. Click on the event in the embedded calendar and next to Description should be a link that takes you to the URL you hyperlinked on the calendar.
13. You will only see the link in the embedded calendar, not in the actual calendar. The actual calendar will just look like the html code above.
About the 'Quick Add' feature

This feature is available in English only.

Don't like filling out complicated forms? Quick Add can (almost) read your mind. If you type in something like [Brunch with Mom at Java 11am Sunday], Quick Add can figure out what you mean and pop the new event right onto your calendar.

To use Quick Add, simply click the down arrow next to the Create button on the left side of your Calendar window, or type "Q" while you're in Calendar.

In a nutshell

The recipe for events is to enter 'what, 'where,' and 'when' (only 'what' and 'when' are required).

- **What:** This can be any text; the event title is created from this.
- **When:** This can be nearly any date and/or time expression. Using 'at' and 'on' can help.
- **Where:** This can be any text following 'at' or 'in.'

How Quick Add works and how to use it

If you have a name of a location that includes a date or time word, such as 'Taco Tuesdays' or 'CafÈ 3pm,' use quotation marks around the name to avoid Quick Add from creating the event on Tuesday or at 3pm.

- Enter [lunch with John at "Taco Tuesdays" Friday 12 pm]

If you enter a time with no date, Quick Add will create the event on the earliest date that puts the event in the future; the present day if the time is later, or the next day if the time has already passed:

- Enter [Volleyball at 5pm]

If you do not enter a start time or end time, Quick Add will create an All Day event:

- Enter [Bank holiday 8/14]

If you don't enter an end time, Quick Add will create a one hour long event:

- Enter [Staff meeting next Monday at 13:00]

You can specify start and end times using either time ranges or time intervals:

- Enter [Running w/ Pat 2:15 tomorrow for 45 minutes]
- Enter [Running w/ Pat 2:15 - 3 pm tomorrow]

Multi-day events can be specified using date ranges:

- Enter [National Conference 9/23 - 9/26 in Atlanta]

Three-letter time zone abbreviations can be recognized following the time:

- Enter [Call New York at 3 pm EDT]

Creating recurring events

When creating recurring events, the time expression has three parts: the start, the repetition, and the end.

- Example: [Gardening Monday at 10 am repeats weekly for 8 weeks].

The start is 'Monday at 10 am,' the repetition rule is 'repeats weekly,' and the end is given by '8 weeks.' Quick Add understands many kinds of repetition rules covering daily, weekly, monthly, and yearly repetitions. Examples are given below. We also encourage you to try various texts to explore this feature further.
To create a weekly recurring event:
  - Enter [Meeting at work every Monday at 2pm]
  - Enter [Tennis practice Tuesday 7pm to 9pm weekly]

To create a monthly recurring event:
  - Enter [Dinner at Mom's on the first Tuesday of every month]
  - Enter [Manicure on 9/1 every month]

To create a yearly recurring event:
  - Enter [Mom's birthday June 19 yearly]
  - Enter [Wedding anniversary July 3 yearly]

To create an event that repeats a certain number of times:
  - Enter [Baseball Game every Thursday for 10 weeks]
  - Enter [Language Class every Wednesday 7-8pm for 5 months]

When entering recurring events, don't enter a location in the middle of a time expression. For example, don't enter [dance practice every Tuesday in the gym at 8pm]. This event should be entered [dance practice at the gym every Tuesday 8pm].

Also, if you do not specify an end date, duration, or number of times the recurring event occurs, it will repeat for 365 times, which is the maximum number of instances currently allowed for a recurring event.