Objective: create familiarity with the email and scheduling tools available to students through Gmail, enabling empowerment through time management and communication with professors.

On a computer:
1. Open Firefox or Chrome as your computer browser.
2. Go to gmail.com and sign in with your already-created username and password.
3. If you haven’t already created an account, please do so quickly.

On your phone:

First things first. (It works great on a computer too, so don’t worry if you don’t have a smartphone.)

Syncing Your Smartphone with Your Gmail & Gmail Calendar (similar steps for iPhones)

>Open Google Play (or iTunes app store)

a. Search for the Gmail app.
b. Select install.
c. If you wish, select accept. You must do so to proceed.
d. Select open.
e. Follow sign-up/login instructions.

>Open Google Play (or iTunes app store)

a. Search for the Google Calendar app.
b. Select install.
c. If you wish, select accept. You must do so to proceed.
d. Select open.
e. Follow syncing/log-in instructions.

Back on your computer:

Scheduling an Event (Use “event” for all scheduling rather than “task.”)

1. From within your Gmail on the computer, click on the apps icon in the upper, right-hand corner, left of the bell image.

>Click on the drop-down menu “other calendars” on the left-side of the webpage

a. Select settings.
b. Directly under the bold title, “Calendar Settings,” select mobile setup.
c. Enter your mobile phone number, including area code, where it asks for phone number.
d. Click on “send verification code.”
e. Open your email to obtain the verification code.
f. Copy and paste it from the email to the box asking for the verification code.
g. Select “finish setup.”
h. Click “save” button on the bottom, left-side of the webpage. This takes you back to the calendar page.
>Click on calendar.
   a. On the left-side menu, select the red “create” button.
   b. Enter the name of the event, appointment, or task.
   c. Select a date: _________________________
   d. Use the drop-down menu to click on the time: _________
   e. Type in the location in the box labeled “where”: ___________
   f. Add guests’ emails to the box on the right entitled “add guests” if you want to invite others.
   g. Fill in a description (exam, quiz, paper, appointment): ______________________________
   h. If you like, you may color-code your appointments according to class subject, study-time, work, etc. Be consistent.
   i. Under “reminders,” in the drop-down menu to the right of the one that says “pop-up,” select an amount of time for a reminder.
   j. You can remind yourself of assignments, exams, events, and appointments. Here’s how: under “reminders” you have a second choice. Go to the drop-down menu that says “email” and select SMS instead; this will send a text-message reminder right to your phone. Choose a time that works for you. I often give myself a two-day pop-up reminder via email and then a two-hour text message reminder. Two days allow time to prepare. Two hours enable both last-minute preparation and prompt arrival.
   k. Choose whether or not you want others to see your schedule. Here’s how: select “private” or “public” and “available” or “busy,” according to your wishes.
   l. Go back to the top of the page and select the red “save” button.