

Calendar & Email for Administrative Assistants

This guide is for administrators or coordinators who manage others' calendars and email.

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Set Up a Delegated Calendar

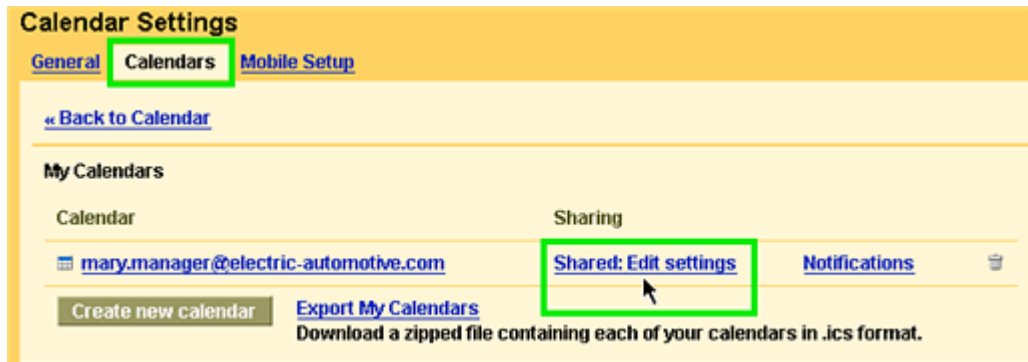
Step 1: Set up access to a calendar

Before you can manage your manager's calendar (or any employee's calendar), you must first gain access to his or her calendar, as follows:

1. Have your manager log in to *his or her* Google Calendar.
2. In your manager's calendar, click **Settings** in the upper-right corner of the page.

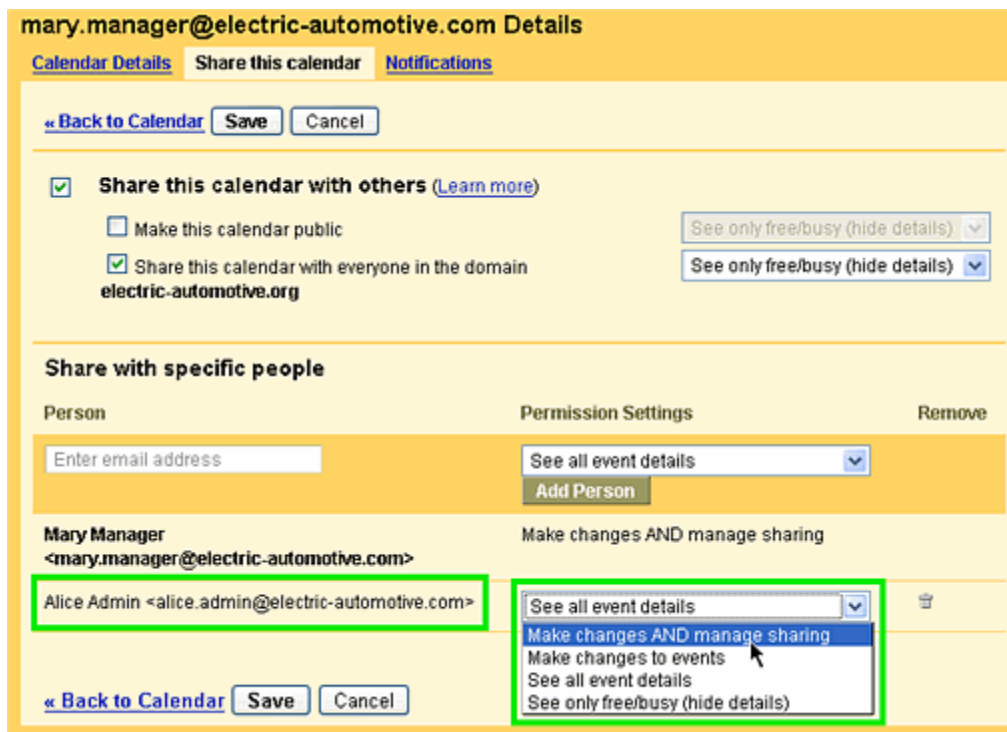


- Click the **Calendars** tab, and then click **Shared: Edit settings**.

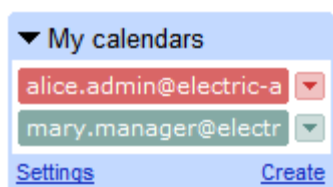


- In the **Person** field, type your primary address, and then click **Add Person**.
- In the drop-down menu, select the appropriate permission from the drop-down list, and then click **Save**.

Make changes to events lets you edit your manager's calendar; **Make changes AND manage sharing** lets you edit the calendar's sharing options as well.



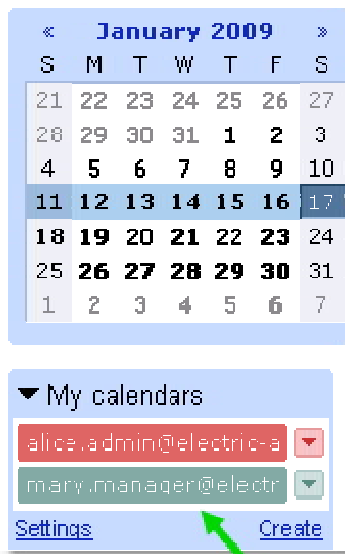
Now, when you log in to your Google calendar, you'll see your manager's calendar in the **My calendars** list on the left. You now have access to your manager's calendar and can see and modify *all* meetings on the calendar, including private and confidential events.



Step 2: Set up notifications for your manager's calendar

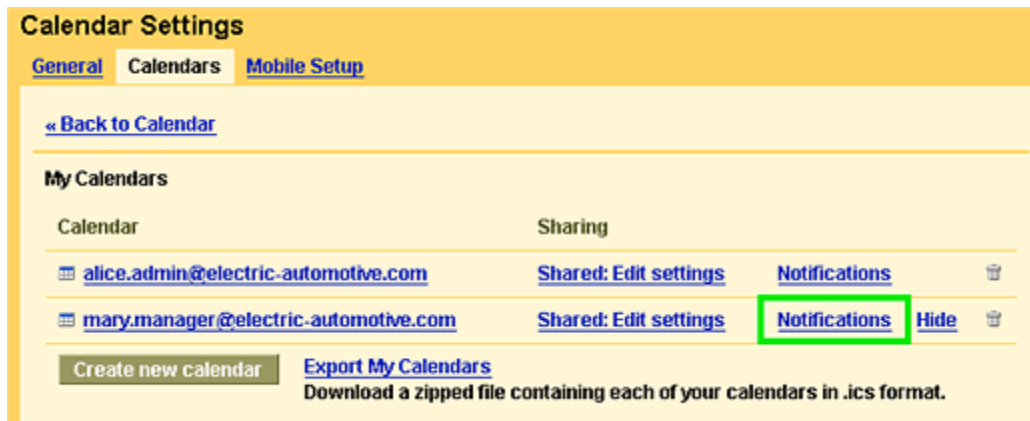
All notifications for delegated calendars are turned off by default. To receive email and pop-up notifications for your manager's calendar, following these steps:

1. Log in to *your* Google calendar.
2. Your manager's calendar appears in the **My calendars** list, and his or her meetings appear on your calendar.



Note: If you cannot see your manager's events in your calendar, click the calendar in the list to highlight it.

3. Click **Settings** in the upper-right corner of the Calendar page.
4. Select the **Calendars** tab. Find your manager's calendar and click **Notifications**.



5. Set up email and pop-up event reminders for the calendar. Select the invitations for which you want to be notified. To start, you can select all notifications, and later remove the notifications you don't need.

Calendar Details Share this calendar Notifications

« Back to Calendar Save Cancel

Event reminders:
 Unless otherwise specified by the individual event. By default, remind me via

Pop-up ▼ 10 minutes ▼ before each event [remove](#)
 Email ▼ 10 minutes ▼ before each event [remove](#)
[Add a reminder](#)

Choose how you would like to be notified:

	Email	SMS
New invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Changed invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cancelled invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invitation replies:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily agenda: Sent every day at 5am in your current time zone	<input type="checkbox"/>	

Tips on using notifications:

When your manager is invited to an event, he or she receives an "Invitation" in their Inbox, and you receive a "New Event" message in your Inbox. For example:

Your manager's mailbox

Archive Report spam Delete More Actions ▼ Refresh 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

☆ Gary Dean **[Invitation]** Inauguration Celebration @ St 1:41 pm

Your mailbox

Archive Report spam Delete More Actions ▼ Refresh 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

☆ Gary Dean **[New Event]** Inauguration Celebration @ St 1:41 pm

The "New Event" message gives you the event details but does not let you accept or decline the invitation for your manager from your Inbox. However, you can respond from the invitation that appears on your manager's calendar (which is shared with you). To quickly view your manager's calendar, click the **view my calendar** link in the "New Event" message.

☆ **Gary Dean** [show details](#) 1:41 PM (42 minutes ago) [Reply](#) ▾

Title: Inauguration Celebration
When: Sun Jan 25 11am – 12pm (CST)
Who: Mary Manager, Gary Dean*

[Add to calendar >](#)

Your Agenda for Sun Jan 25, 2009
 No earlier events
 11am Inauguration Celebration
 No later events
[view my calendar >](#)

[Google Calendar](#)

The following event has been created:
Inauguration Celebration
 Sun Jan 25 11am – 12pm
 (Timezone: Central Time)

Calendar: mary.manager@electric-automotive.com

Frequently Asked Questions about Google Calendar

See the *Getting Started Guide* and *Google Apps FAQ* for more tips and "how-to's." <<applies if you also customize and publish these templates>>

Setting Up Meetings

How can I see when someone is available?

You have two options to see when someone or a room is available.

Option 1. Check availability in an event. In the event's details, click the **Check guest and resource availability** link.

[Create Event](#)
[Quick Add](#)

< January 2009 >
 S M T W T F 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 29 30 31
 1 2 3 4 5 6 7

My calendars
 alice.admin@electric-a
 mary.manager@electr
 Meeting Room: EPA
[Settings](#) [Create](#)

- Back to Calendar [Save](#) [Cancel](#)

What Doc Review
When 1/23/2009 9:30am to 10:30am 1/23/2009
 All day
Repeats: Does not repeat ▾
[Check guest and resource availability](#)

Where
Calendar alice.admin@electric-automotive.com
Description

Guests
[Add guests](#)
 Enter the email addresses of guests, separated by commas
 "Mary Manager" <mary.manager@electric-a>
 "Gary Goodsall" <gary.goodsall@electric-a>
[Choose from contacts](#)
 Guests can modify event

Then add attendees and view their availability, or click the **Find next available time** link.

Find a Time

When: 1/23/2009 9:30am to 10:30am Show
 1/23/2009 All Times

[Find next available time](#)

Attendees

Add

- Alice Admin
- Mary Manager
- Gary Goodsall

Where

Filter room Add

- Crazy Horse (4)
- Crazy Horse (4)
- Grey Goose (VC 8)
- Pittsfield, MA - Smirm

Select a room to add.

OK Cancel

Option 2. Check availability through calendars. You can overlay other calendars on your calendar. Each calendar appears in a different color so you can tell exactly who is busy and when. To overlay calendars:

In the **Other calendars** list on the left of your calendar, type the addresses of the employees whose calendars you would like to add. Once you add a calendar, you can click in the list to toggle it on or off.

Note: A long list of calendars in the **Other calendars** list can make your calendar slow to load. See [Why does my calendar take so long to load?](#)

Create Event

[Quick Add](#)

< **January 2009** >

S	M	T	W	T	F	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	29	30	31
1	2	3	4	5	6	7

▼ **My calendars**

- alice.admin@electric-a
- mary.manager@electr
- Meeting Room: EPA

[Settings](#) [Create](#)

▼ **Other calendars**

-
- "Evelyn Ernst" <evelyn.ernst@electric-automotive.com>
- "Emily Email" <emily.email@electric-automotive.com>
- [marty_min@electric](#)

[Settings](#) [Add](#)

Today Jan 12 – 18 2009 [Refresh](#) [Print](#) [Day](#) **Week** [Month](#) [4 Days](#) [Agenda](#)

	Mon 1/12	Tue 1/13	Wed 1/14	Thu 1/15	Fri 1/16
8am	Half Travel	Alice Vacation			8-9:30-9:30 MTG Arca GOL committ
9am			My Me 9-9-9 MT(MT) Ops Ops Gro.Gro		
10am	10-11 1-on-1 with Martv			10-11 Alice M Meetime	10-11 1-on-1 with Frank M
11am	11-12p Andy Staff		11:30-2:30p Building Walkthrough		
12pm		12p-1:30p Lunch w/ Jane		12p-1p Working Lunch	12p-1p All-Hands Meeting
1pm	1p-3p Quick Review		1p-2p Amy's		1:11:30p TGIF TGIF TGIF
2pm					
3pm					4p-5p Test for h...e
5pm					

How can I invite groups to meetings?

If your administrator has created groups (mailing lists) for your organization, you can invite a group to a meeting. Simply enter the single address for the group as a guest, instead of entering the individual addresses of all the members of the group.

Important: At this time, if you invite a group to a meeting, you can't see the individual members of the group in your invitation. Therefore, you can't:

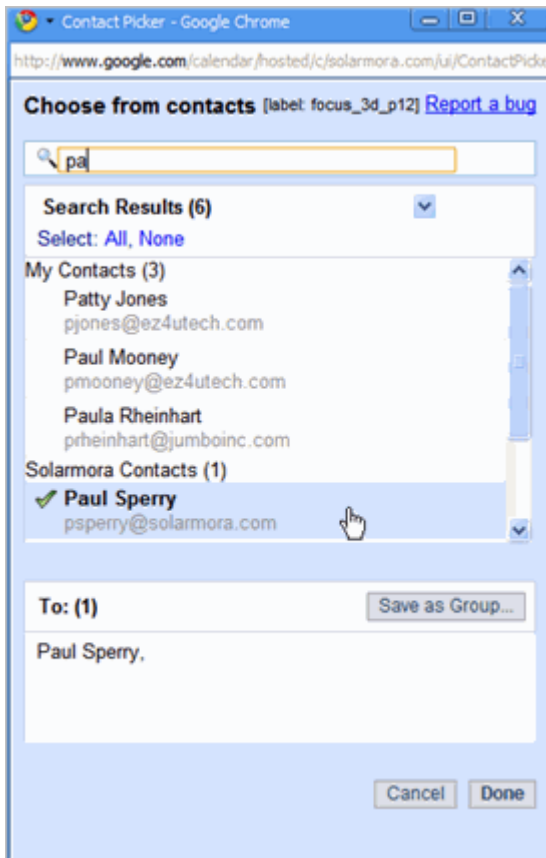
- Exclude any members before sending the invitation
- Check the availability of each member of the group

Alternatively, you can invite the same group of people to different meetings by creating a **personal contact group**. A contact group is a easy way to add several individual addresses at once:

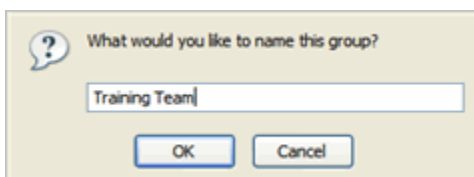
1. Open the Contact Picker by doing one of the following:
 - If you are creating an event invitation, under **Add Guests**, click **Choose from contacts**.
 - If you are composing an email message, click the **To:** link.



2. In the **Search my contacts** field, start typing the name of a contact you want to add to your group. Then click the name to add it to the list below:



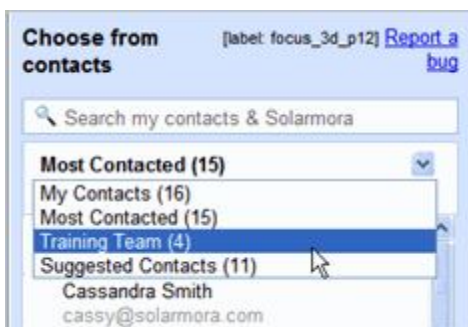
3. Continue adding contacts to the group.
4. When you are finished, click **Save as Group**.
5. Enter the name of the group, and click **OK**. For example:



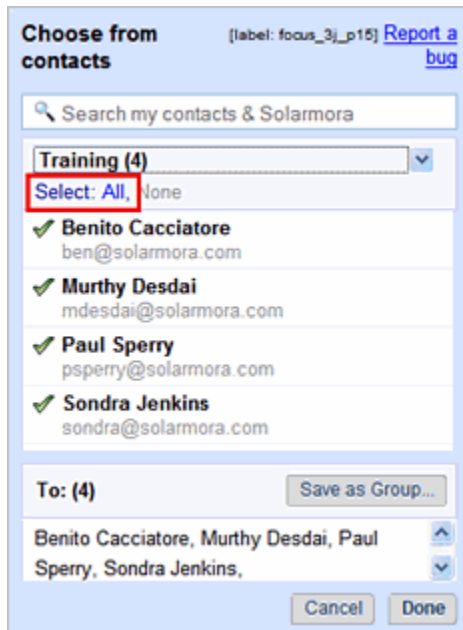
6. To add the group to your email message or event invitation, click **Done**.

Then, you can quickly invite the same group to any future events you schedule in the future:

1. In your invitation, click the **Choose from contacts** link.
2. Select the group from drop-down list.



3. Click **All** to add everyone in the group to your event.



Choose from contacts [label: focus_3]_p15] [Report a bug](#)

Search my contacts & Solarmora

Training (4) ▼

Select: **All**, None

- ✓ Benito Cacciatore
ben@solarmora.com
- ✓ Murthy Desdai
mdesai@solarmora.com
- ✓ Paul Sperry
psperry@solarmora.com
- ✓ Sondra Jenkins
sondra@solarmora.com

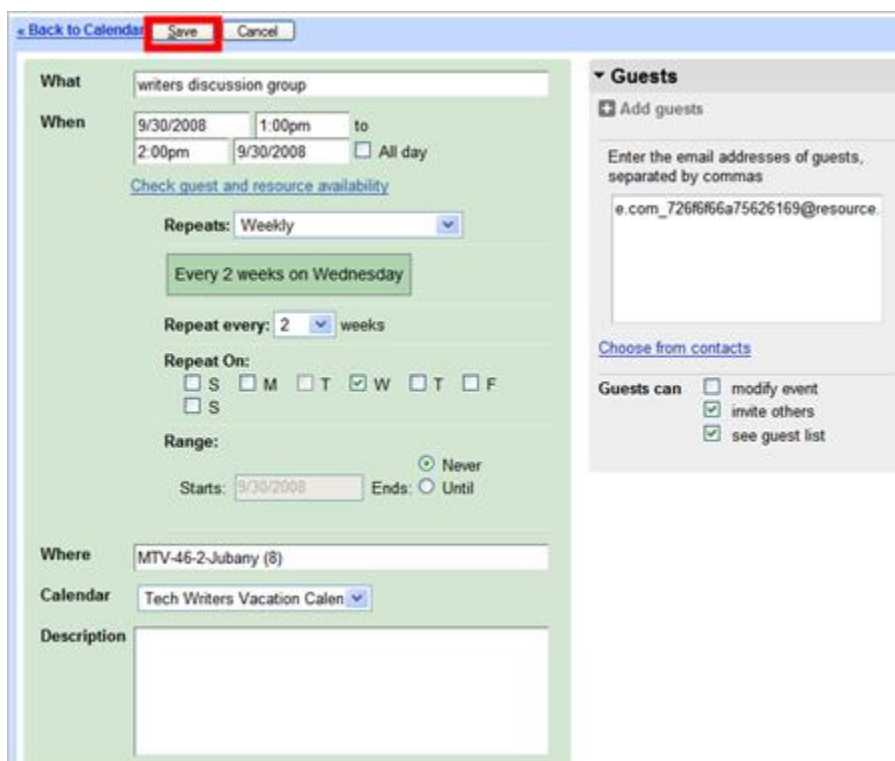
To: (4) Save as Group...

Benito Cacciatore, Murthy Desdai, Paul Sperry, Sondra Jenkins, ^
v

Cancel Done

How can I set up large meetings (over 100 people) ?

The maximum number of attendees for a single meeting is 500. If you need to schedule larger meetings, please contact IT, who can provide a tool to help set up large meetings.



← Back to Calendar **Save** Cancel

What writers discussion group

When 9/30/2008 1:00pm to 2:00pm 9/30/2008 All day

[Check guest and resource availability](#)

Repeats: Weekly ▼

Every 2 weeks on Wednesday

Repeat every: 2 ▼ weeks

Repeat On:
 S M T W T F
 S

Range:
 Never
 Until
 Starts: 9/30/2008 Ends:

Where MTV-46-2-Jubany (8)

Calendar Tech Writers Vacation Calen ▼

Description

Guests

Add guests

Enter the email addresses of guests, separated by commas:

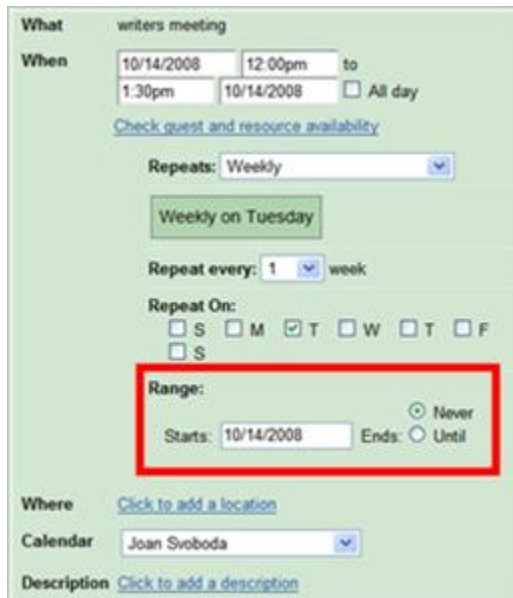
e.com_726f656a75626169@resource

[Choose from contacts](#)

Guests can modify event invite others see guest list

Tips:

- Schedule your meeting with an **Until** date 6 or 7 meetings into the future. If you do not receive any declines, try extending the meeting another month, and so on.
- If you select the **Never** option for the end date, Google Calendar may decline your meeting. In this case, try shortening the range of the meeting. For example, try selecting 1 year, 6 months, and so on.



The screenshot shows the 'What' and 'When' sections of a Google Calendar event creation form. The event title is 'writers meeting'. The start date is 10/14/2008 at 12:00pm, and the end date is 10/14/2008 at 1:30pm. The 'Repeats' dropdown is set to 'Weekly', with a sub-option of 'Weekly on Tuesday'. The 'Repeat every' is set to 1 week. The 'Repeat On' section shows checkboxes for days of the week, with 'T' (Tuesday) selected. The 'Range' section is highlighted with a red box, showing 'Starts: 10/14/2008' and 'Ends: Never' selected with a radio button. Other options include 'All day', 'Check guest and resource availability', 'Where', 'Calendar' (Joan Svoboda), and 'Description'.

- If Google Calendar schedules your meeting but declines specific days, open each of those meetings and select a different room. When you save the event, make sure you select **Only this instance**.



The screenshot shows the 'Edit Recurring Event' dialog box. It asks, 'Would you like to change only this instance of the event, or all events in this series?'. There are three buttons: 'Only this instance' (highlighted with a red box), 'All events in the series', and 'Cancel'.

When I set up a meeting, how do I avoid being listed as an attendee?

There are two options for creating meetings to which you do not want to be invited. If you use either of these options, the meetings won't display in your own calendar, but you can still find them.

Option 1. Create the meetings on another calendar. This calendar may be another person's calendar - such as an executive's calendar to which you have "modify" permission -- or a shared calendar, such as one you created just for this purpose. For example, a recruiter might create a shared secondary calendar named "New Hire Interviews," and use it to set up meetings on behalf of others, without being listed as an attendee.

Because all the calendars to which you have "modify" permission appear in your **My calendars** list, you

can view all of them together by overlaying them. This technique can help you find a meeting when you're not sure on which calendar it was created.

You can see not only the meetings you created for yourself but also the meetings you created on behalf of others. These meetings are labeled "Created by <you> for <someone else>".

Option 2. Create a meeting and decline the invitation when you receive it. To prevent these declined meetings from cluttering your calendar display, go to **Settings > General > Show events you have declined**, and select **No**. If you later want to find a meeting you declined, temporarily change this setting to **Yes** to display declined meetings. For details, see [How do I get a meeting to disappear from my calendar?](#)

Can I prevent invitees from changing meeting details?

If invitees change details about a meeting, their changes show up only on their calendars. Only the person who scheduled the meeting can make changes that appear on all invitees' calendars.

Additionally, if the meeting creator modifies a meeting, the creator's updates override any changes that invitees made.

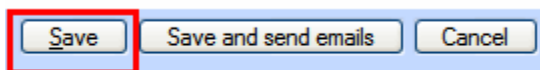
For example, if you create a meeting and invite John, and then John changes the room, the room change shows up only on John's calendar. If, however, you later change the time of the meeting, the meeting is moved to a different time on John's calendar *and* the room change that John made no longer appears on his calendar.

Notifications

How can I send meeting notifications only to specific people?

To send notifications only to specific individuals, do the following:

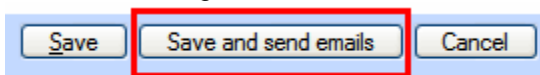
1. Schedule the meeting.
2. Add the people to whom you *don't* want to send notifications.
3. Save the meeting, and then select **Save**.



4. Open the meeting and add the people to whom you want to send notifications.

Don't make any other modifications to the meeting before you save it. If you change the time, room, description, etc., Google Calendar will send the updated notification to all guests on the meeting list. The only time Google Calendar sends an update to only *new guests* is if your only change to a meeting is to add guests.

5. Save the meeting, and then select **Save and send emails**.



Only the newly added invitees received the email notification.

Note: Individual users can set a preference to not receive notifications.

Can I add meeting notes for just one of the invitees?

Not if you are the meeting organizer. If you are the meeting organizer and you add a note in the event **Description** field, it appears in the event on every invitee's calendar. If someone else is the meeting organizer, and you add a note in the calendar of the individual for whom you are a designate, only that individual can see the note. However, if the meeting organizer updates the **Description** field in which you put the note, your note is overwritten.

How do I turn off automatically adding invitations to my calendar?

1. Click **Settings** on Google Calendar.
2. Under **Automatically add invitations to my calendar**, select **No, only show invitations to which I have responded**.

Important: If your manager's calendar is set up to show only invitations to which he or she has responded, your manager might miss a scheduled event. For example, if you schedule a meeting for your manager, but don't send an email invitation, your manager will never learn of the meeting unless you specifically tell him or her about it.

Can I create a resource or calendar that never accepts invitations?

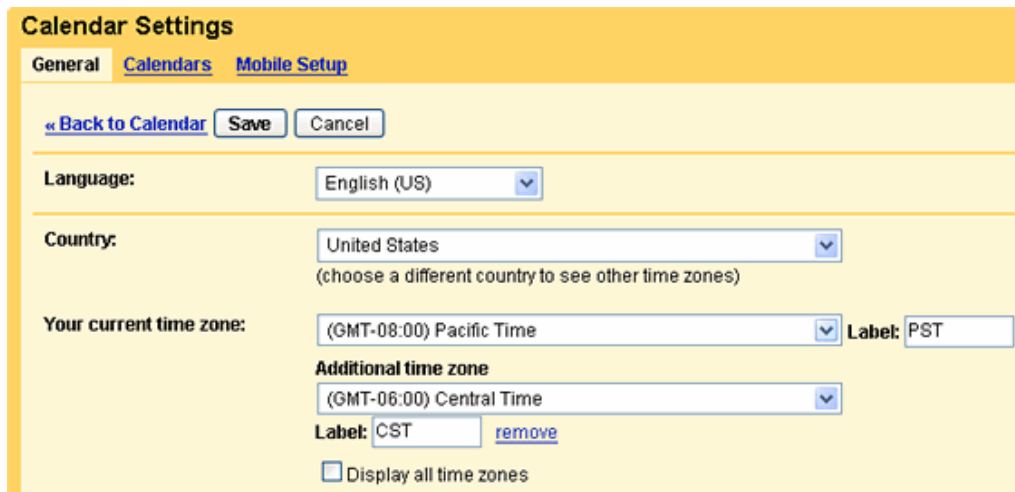
There is no way to set up a calendar that will decline all invitations by default.

Viewing Calendars

How can I view a different time zone?

You can change your calendar's time zone, as follows:

1. Click **Settings** on Google Calendar.
2. On the **General** tab, you'll see your current time zone. To add an additional time zone, first, choose the country of the additional time zone, and then click the **Show an additional time zone** link.
3. Choose a time zone from the list and type a name in the **Label** field.



Calendar Settings

General **Calendars** Mobile Setup

[« Back to Calendar](#)

Language:

Country:
(choose a different country to see other time zones)

Your current time zone: Label:

Additional time zone

Label: [remove](#)

Display all time zones

4. Click **Save**.

How do I hide a meeting on my calendar?

There is no way to hide individual meetings. However, you can hide meetings that you've declined. See: [How can I hide meetings that I declined?](#)

Why does my calendar take so long to load?

Having multiple calendars in your "Other calendars" list makes overlaying those calendars very convenient. But, having too many calendars in this list can increase the load time for your calendar.

To hide a calendar from your "Other calendars" list, click the down arrow to the right of the calendar owner's name, and then select **Hide this calendar from the list**. Or click the calendar name in the list to deselect it, which prevents the calendar from overlaying in your calendar but still keeps it in the list. To redisplay the calendar, click the calendar name again.

How can I hide meetings that I declined?

If you don't want to delete the meeting, you can change your settings to hide all meetings that you have declined.

1. Click **Settings** on Google Calendar.
2. On the **General** tab, under **Show events you have declined**, select **No**.
3. Click **Save**.

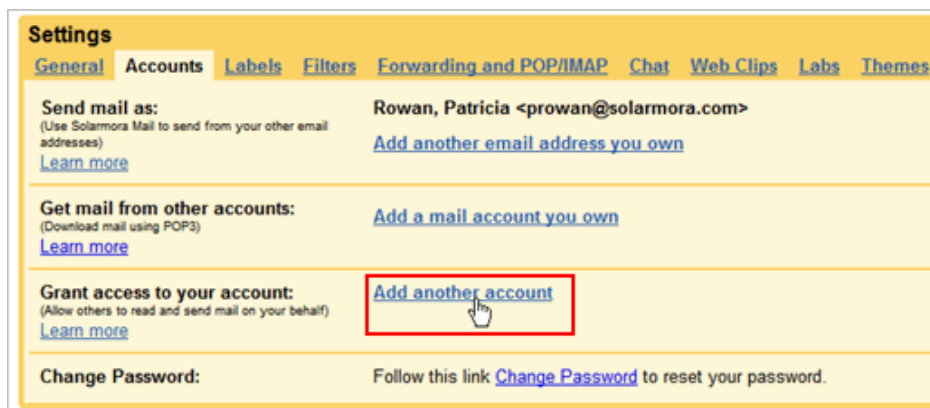
Step 1: Set up access to email

Before you can manage your manager's email (or any employee's email), you must first gain access to his or her email, as follows:

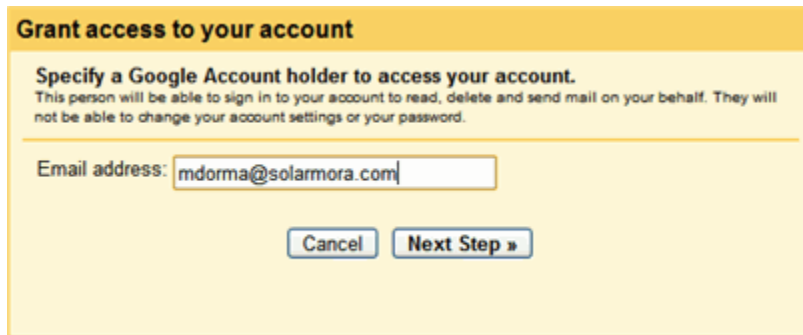
1. Have your manager log in to *his or her* Google Apps Mail account.
2. In your manager's Mail window, click **Settings** in the upper-right corner of the page.



3. Click the **Accounts** tab, and then, under **Grant access to your account**, click **Add another account**.



4. In the **Email address** field, type your primary address, and then click **Next Step**.



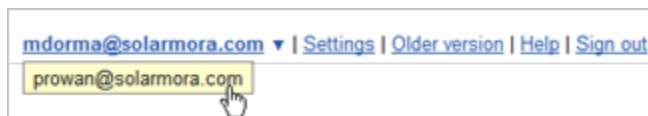
5. In the confirmation message box, click **Grant Access**.

You now have access to all of your manager's email account.

Step 2: Send email from your manager's account

After you set up access to your manager's Google Apps Mail account, you can access that account from your own account. Here's how:

1. Log in to your Google Apps Mail account.
2. In the upper-right corner of the page, click the drop-down arrow next to your address, and then select your manager's address. For example:



A new Mail window opens, showing your manager's email. You can now send messages and manage email on your manager's behalf.