

University College Dublin
IT Services – Seirbhísí TF



Digital Office
Oifig ar Líne

Using Google Calendar to save time: tips and tricks

Today's session

- Digital Office
- Time management and calendaring tips
- Features in Google Calendar to help save time
- Further resources



www.ucd.ie/digitaloffice

Digital Office

A toolkit of UCD IT Services resources around three themes:

- Collaborating
- Time management and calendaring
- File storage and sharing

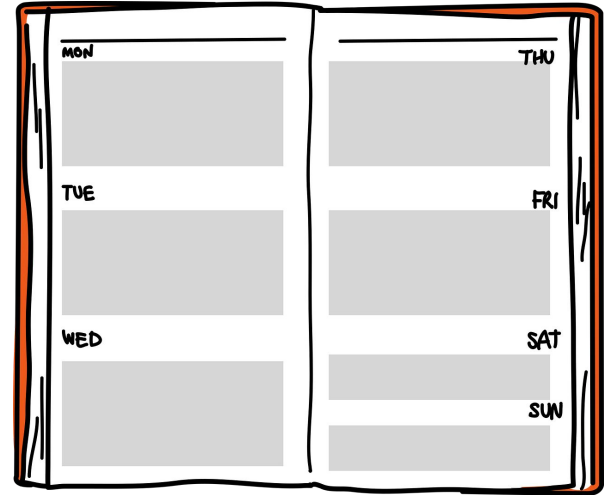
www.ucd.ie/digitaloffice



Join the **Digital Office Community** on Google Chat:
open to all UCD staff

Time management and calendaring tips

- Keep your calendar up to date!
- Hybrid working needs
 - On-site and online presence
 - Team calendars and scheduling
- Minimising admin tasks and emails when setting up meetings



Google Calendar features: live demo

All links are to the UCD IT Support Hub:

1. Showing my standard working hours and location
2. Displaying my calendar to colleagues as blocks of 'busy'
3. Delegating or sharing my calendar
4. Setting an out-of-office in my calendar (plus focus time, working location, task)
5. Checking for a meeting time that suits attendees
6. Indicating online or on-site attendance at a meeting
7. Creating and sharing a team calendar (plus [video 0:42](#))
8. Setting an appointment schedule (e.g. office hours, drop-in clinics)
9. Propose 1:1 meeting slots in Gmail



1. Showing working hours and location

Set a regular schedule

and/or day by day

← Settings

General

- Language and region
- Time zone
- World clock
- Event settings
- Notification settings
- View options
- Events from Gmail
- Working hours and location**
- Keyboard shortcuts
- Offline
- Appointment schedules
- Add-ons

Working hours and location

Enable working hours
Working hours will inform people if they try to invite you to a meeting outside of these hours

M T W T F S S

	WORKING HOURS	WORKING LOCATION ⓘ	
Monday	9:00am to 5:00pm	Unspecified	⊕
Tuesday	9:00am to 1:00pm	Home	⊕
Wednesday	9:00am to 5:00pm	Office	⊕
Thursday	9:00am to 1:00pm	Unspecified	⊕

[Copy to all](#)

Only people who can view your free/busy availability can see your working hours and location.
[Learn more about working hours and location.](#)

Main office building

The office that you work at most often. It is used as the default office for your working location and shown with your contact details across Google Workspace.

Office: - Floor: -

Only your administrator can set your main office location

Working location

Tuesday, 1 August – Tuesday, 1 August [Add time](#)

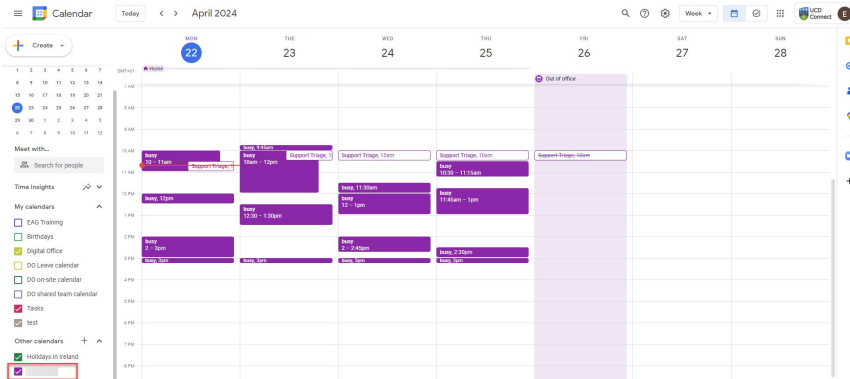
Choose a location

Home Office Other locations ▾

[Save](#) [Make it a Zoom Meeting](#)

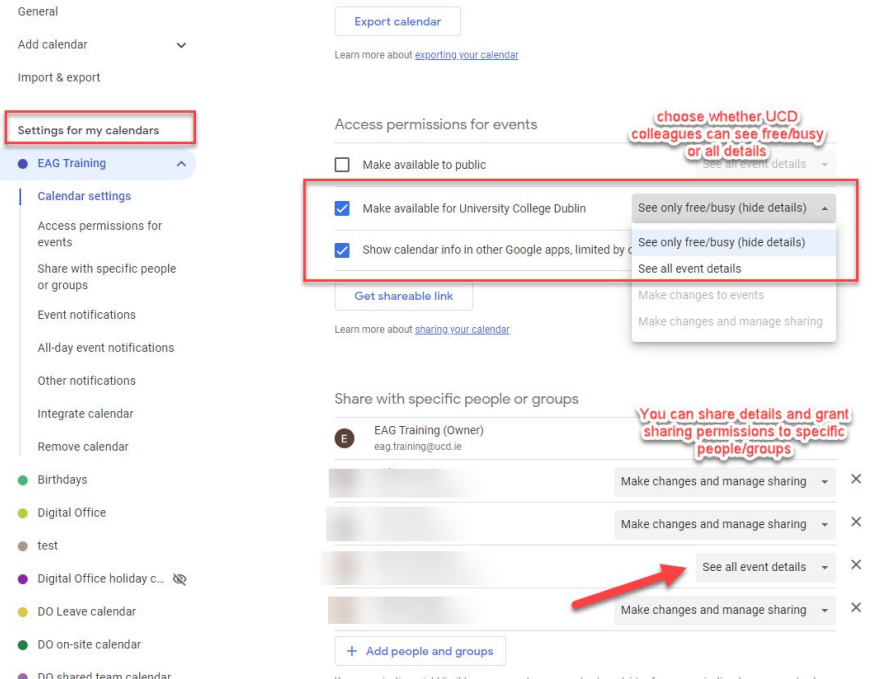
2. Displaying blocks of 'busy' to colleagues & 3. Delegating/sharing my calendar

Viewing colleagues' calendars



You can share your calendar with specific people or groups

Settings < Settings Choose what to display to whom



4. Setting an out-of-office in Calendar

Viewing out-of-office or outside working hours while scheduling

The screenshot shows the 'Sample meeting' scheduling interface. At the top, there's a search bar and a 'Sample meeting' title. Below that are tabs for 'Event', 'Focus time', 'Out of office', 'Working location', 'Task', and 'Appointment schedule'. The main area displays the meeting details: 'Friday, 26 April 12:30pm - 1:30pm', 'Time zone · Doesn't repeat', and a 'Find a time' button. Underneath, there's an 'Add guests' section with 'EAG Training' as the organizer. A red box highlights the 'Out of office' icon, with a red arrow pointing to it and the text 'outside working hours'. Another red box highlights the 'Busy' icon, with a red arrow pointing to it and the text 'out of office'. Below the guests, there's a 'Suggested times' section. At the bottom, there are options for 'Add Google Meet video conferencing', 'Add rooms or location', 'Add description or attachments', and 'EAG Training' as the meeting type. A 'Save' button is at the bottom right.

Setting your time block type

The screenshot shows the Google Calendar interface. At the top, there's a 'Calendar' header with a 'Today' button and navigation arrows. The main area displays a calendar view for April 2024, with the current date 'MON 22' highlighted. A red box highlights the 'Create' button in the top left. Below the calendar, there's a 'Meet with...' section with a search bar. To the right, there's a 'Time Insights' section. Below that, there's a 'My calendars' section with a list of calendars: 'EAG Training' (checked), 'Birthdays' (unchecked), 'Digital Office' (checked), 'DO Leave calendar' (unchecked), 'DO on-site calendar' (unchecked), 'DO shared team calendar' (unchecked), 'Tasks' (checked), and 'test' (checked). A red arrow points to the 'Out of office' time block in the calendar view. On the right, there's a modal for setting an 'Out of office' time block. The modal has tabs for 'Event', 'Focus time', 'Out of office', 'Working location', 'Task', and 'Appointment schedule'. The 'Out of office' tab is selected. The modal displays the date 'Monday, 22 April 11:00am - 12:00pm' and 'Doesn't repeat'. There are checkboxes for 'Automatically decline meetings' (checked), 'Only new meeting invitations' (unchecked), and 'New and existing meetings' (checked). Below that, there's a 'Message' section with the text 'Declined because I am out of office'. At the bottom, there's a 'Public' dropdown and a 'Save' button.

5. Checking meeting times

Enter email address(es) to 'Meet with...' on the left to see available timeslots

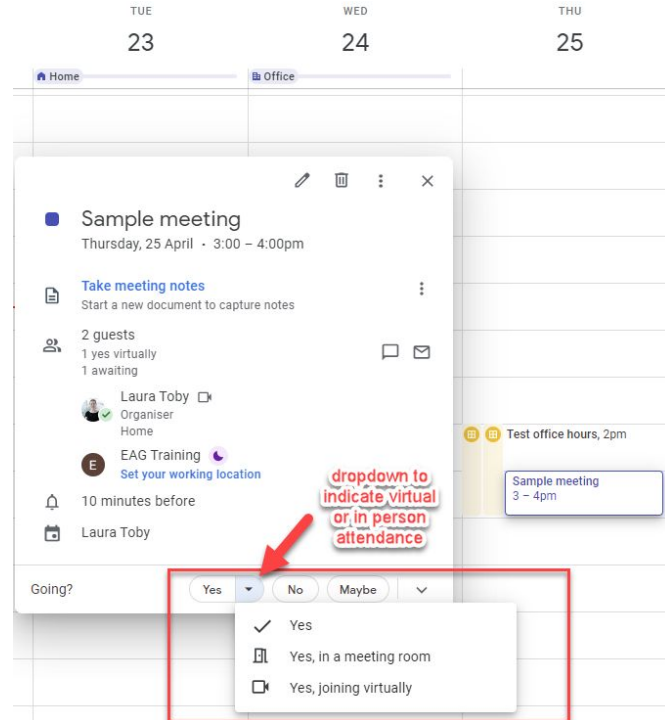
The screenshot displays the Outlook calendar interface for April 2024. The main view shows a weekly calendar grid from Monday, April 22nd, to Friday, April 26th. The interface includes a 'Calendar' header with navigation controls, a 'Create' button, and a search bar. A sidebar on the left contains a 'Meet with...' section, which is highlighted with a red box. This section has two input fields for email addresses and a 'Search for people' button. A red arrow points from the 'View schedules by colour' button in the top right of the calendar grid to the 'Meet with...' sidebar.

Day	Home	Office	Office	Home	Home
MON 22	Home	Office	Office	Home	Home
TUE 23	Home	Office	Office	Home	Home
WED 24	Home	Office	Office	Home	Home
THU 25	Home	Office	Office	Home	Home
FRI 26	Home	Office	Office	Home	Home

Key events and busy blocks visible in the calendar:

- Monday, April 22:** busy 10-11am, Support Tri 10:30-11:00am, busy 12pm, busy 2-3pm, busy 3pm.
- Tuesday, April 23:** Office Hours, 9am, busy 9:45am, busy 10am, busy 12:30-1:30pm, busy 3pm.
- Wednesday, April 24:** Support Triage, 1, busy 11:30am, Private event 12-1pm, busy 12-1pm, busy 2-2:45pm, busy 3pm.
- Thursday, April 25:** Support Triage, 1, busy 10:30-11:15am, busy 11:45am, Digital Office webinar: 11:45am - 1pm, Test office hours, 2pm, busy 2:30pm, busy 3pm.
- Friday, April 26:** Out of office, Service Now Tickets, 11am, Triage - Support, 3pm.

6. Indicating online or onsite attendance at a meeting



7. Creating and sharing a team calendar



Create a shared
Google Calendar

Additional helpful features

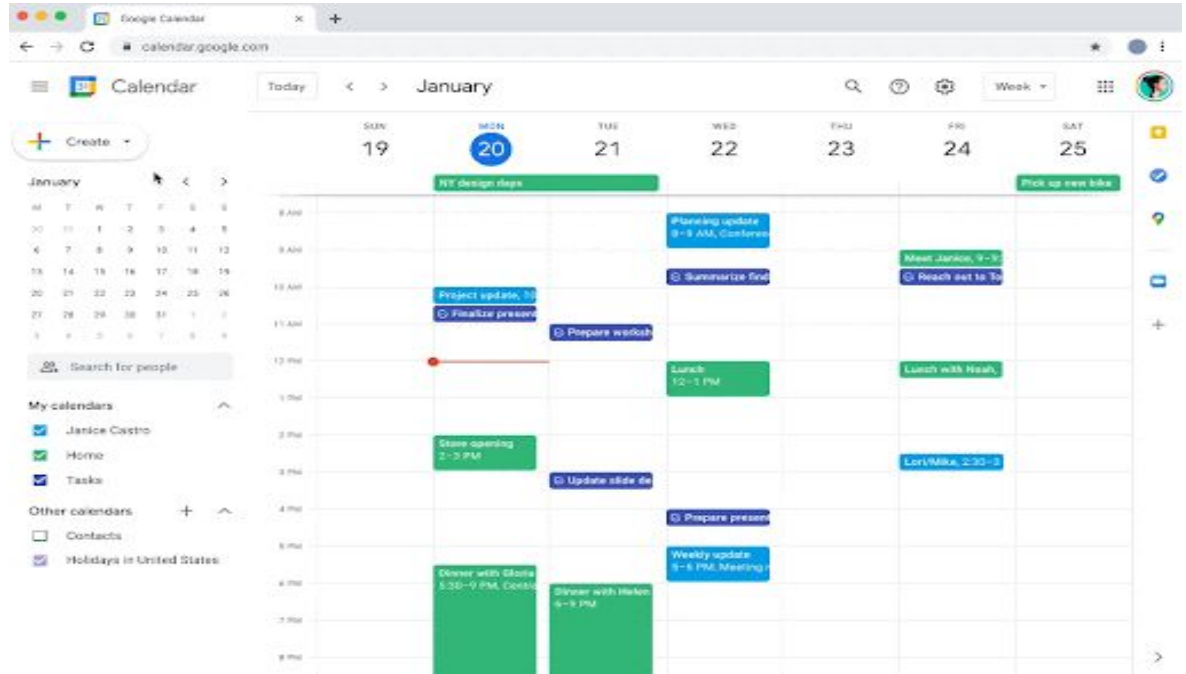
- **Appointment Schedules:**
useful for office hours, drop-in clinics
- **Proposing 1:1 meeting times**
from Gmail:
helpful where you don't have access to someone else's calendar



8. Setting an appointment schedule

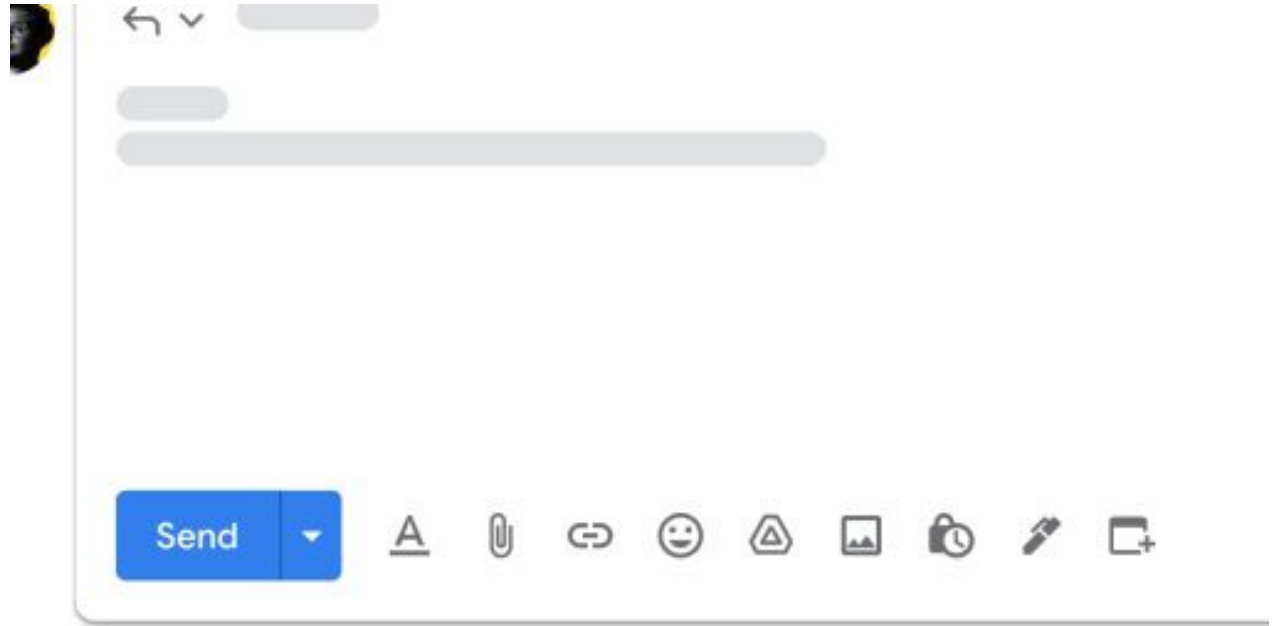
Very useful for office hours: shareable booking page

Note: appointment slots (previous version) are changing to schedules in July



9. Propose 1:1 meeting slots from Gmail

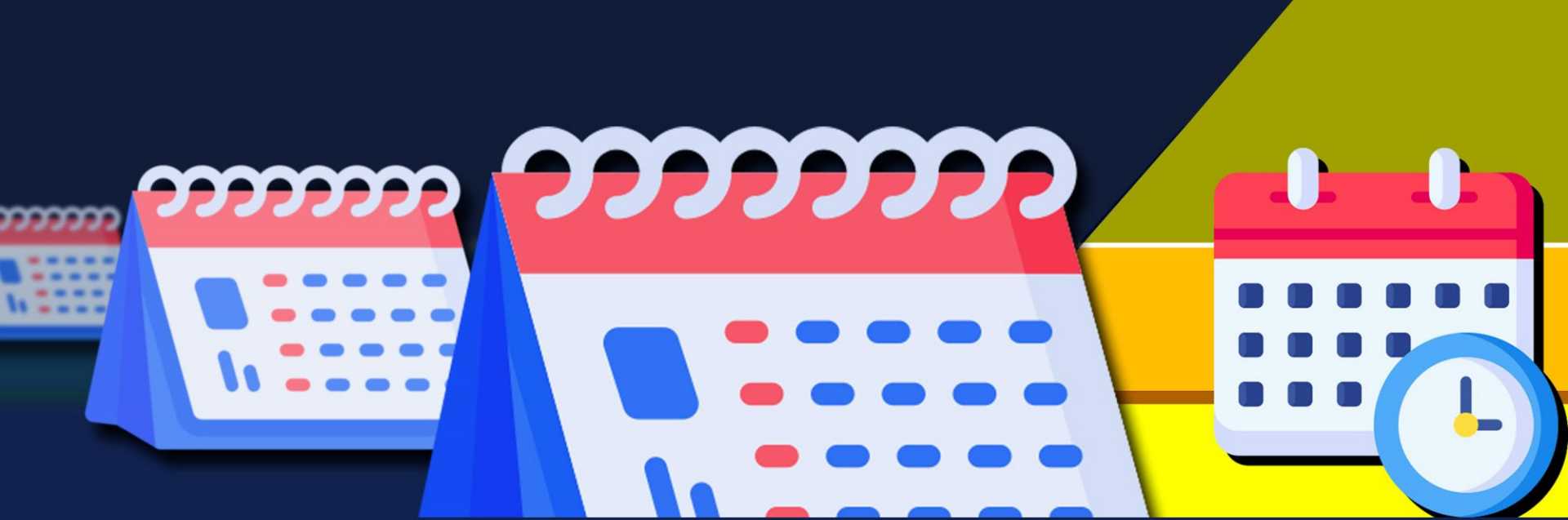
New feature:
currently only possible
with one other
attendee



Resources and support

- UCD Digital Office: www.ucd.ie/digitaloffice
- UCD IT Support Hub: www.ucd.ie/ithelp
- [Google Workspace Community](#) on Google Chat
- Google Workspace Help Centre:
<https://support.google.com/calendar/>
- LinkedIn Learning: [Introduction to Google Calendar on LinkedIn Learning](#)





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Thank you!