

Google Tip of the Day

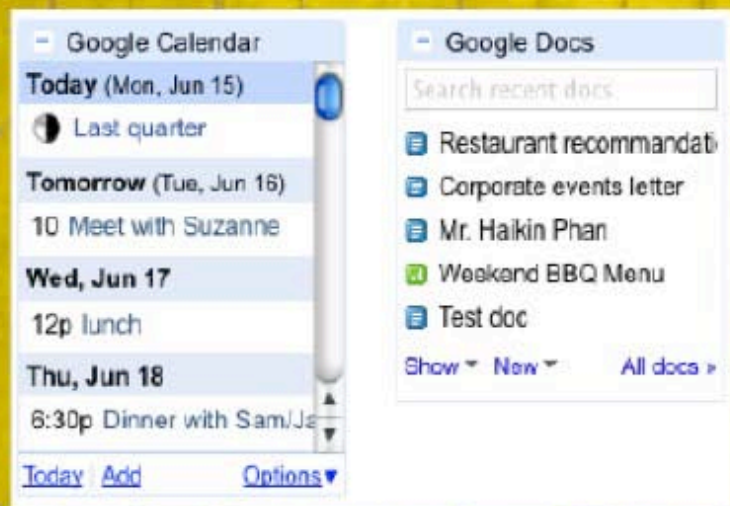
Change of plans?

Just *drag and drop* an event in Google Calendar to its new scheduled time!

The screenshot shows the Google Calendar interface for April 9-15, 2006. A calendar grid is displayed with a yellow highlight on Friday, April 14. A blue event box labeled '8:00pm play badminton' is shown on the left side of the grid, with a red arrow pointing to it and the text 'click and drag here to change the time'. A red curved arrow points from this event box to another '8:00pm play badminton' event box on the right side of the grid, with the text 'drag and drop supported' above it. The interface includes a search bar, navigation buttons, and a sidebar with calendar management options.

GOOGLE TIP OF THE DAY

VIEW YOUR GOOGLE CALENDAR AND DOCS IN GMAIL



GET RID OF EXTRA TABS!

• ADD THE *DOCS* + *CALENDAR* GADGETS TO *GMAIL* AND SEE EVERYTHING IN ONE PLACE

FIND THIS AND MORE
UNDER THE "SETTINGS"
TAB IN GMAIL.



Google Tip of the Day

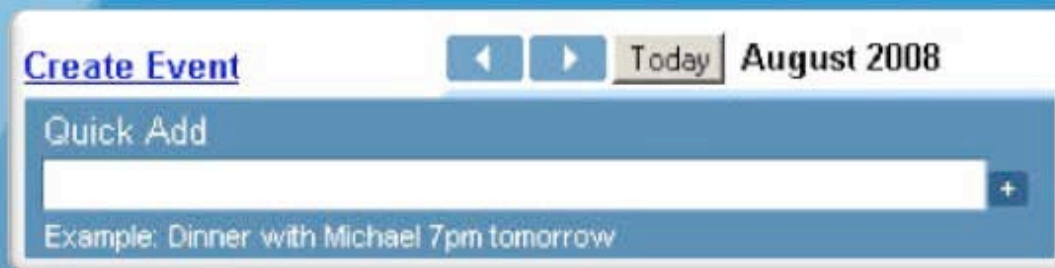
Too many calendars cluttering your Google Calendar view?



Click “Settings” and select “Hide this calendar from the list”.

Google Tip of the Day

Feeling lazy?



The image shows a screenshot of the Google Calendar 'Create Event' dialog box. At the top, it says 'Create Event' with a blue link. To the right are navigation arrows and a date selector showing 'Today' and 'August 2008'. Below this is a section titled 'Quick Add' with a text input field and a plus sign button. An example text 'Example: Dinner with Michael 7pm tomorrow' is shown below the input field.

Google Calendar's *Quick Add* feature allows you to easily add events in one easy step. Just press **Q** and add the event!

Google Tip of the Day

Busy day? Need a reminder?

Google Calendar will send you **text messages** to remind you of scheduled events. Just open your calendar, click **Settings > Mobile Setup** and enter your information.

Dave Taylor Details

[Calendar Details](#)

[Share this calendar](#)

Notifications

Event reminders:

Unless otherwise specified by the individual event.

By default, remind me via

SMS



15 minutes



before each event

[remove](#)

[Add another reminder](#)

Google Tip of the Day

Transform your PLU Google account.

Whether you're using Gmail or Google Calendar, you can try out new experimental features that make Google Apps more fun and functional by clicking on **"Labs"**.

