



Smart Tools – Better Results

Time Management–Google Calendar

Google Calendar is a versatile effective time management tool for organising meetings, events, and tasks efficiently for all users, including university students. It is available across various devices, including desktops, tablets, and smartphones, making it a convenient tool.

Video Tutorial

Watch a [video tutorial](#) by *Insider Tech* to quickly learn the basics of Google Calendar.

Support Page

[The Google Support page](#) provides detailed guidance on using Google Calendar features, such as creating events, sharing calendars, and adding rooms for events. It also includes practical help and troubleshooting for you to manage the Google Calendar effectively.

Free Online Course

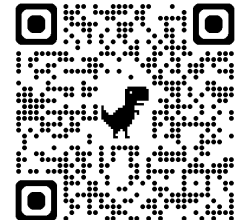
[The Google Cloud Skills Boost](#) provides a structured learning programme that teaches you how to use Google Calendar in-depth, especially in a professional or organisational context. Topics include event creation, calendar sharing, settings customisation, and the creation of appointment schedules. Completing the course can earn you a badge and/or certification, showcasing your expertise.

Download Google Calendar

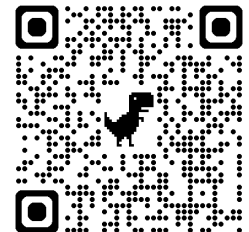
Google Calendar is available on a variety of devices and platforms.

Smartphones and Tablets:

- Android devices (Samsung, Google, OnePlus, Xiaomi, Oppo, Motorola, Sony, Asus, Nokia, Honour, Huawei): Google Calendar is often pre-installed. If not, it can be downloaded from the [Google Play Store](#).



- iOS devices (iPhone, iPad): Available for download from the [Apple App Store](#)



Web Browsers: Google Calendar is accessible via calendar.google.com on desktop and mobile web browsers, including Chrome, Edge, Safari, and Firefox.

External Resources

Below are the links referenced in this guide.

<https://www.youtube.com/watch?v=6dyCOXNLp8U>

<https://support.google.com/a/users/answer/9302892?sjid=3667895008883616727-EU>

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https://www.cloudskillsboost.google/paths/23/course_templates/201

<https://play.google.com/store/apps/details?id=com.google.android.calendar>

<https://apps.apple.com/ky/app/google-calendar-get-organised/id909319292>

<https://calendar.google.com/>