

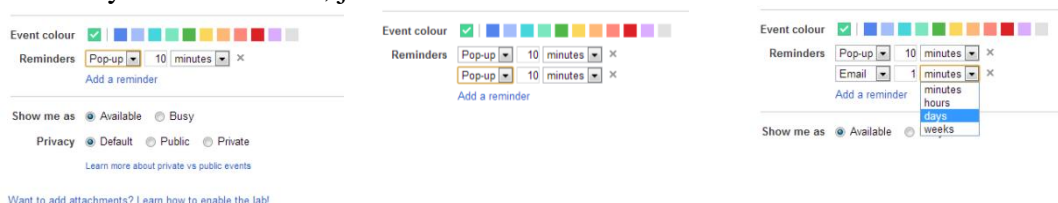
Online Calendars. Part three

In this issue, we'll look at setting a reminder on your online calendar (specially applies to Google calendar, but the basic principle applies to other calendars online and also apps).

The main benefit of having appointments, birthdays etc set, is so that you can have a reminder set up with a suitable amount of notice. For birthdays, for example, two weeks might be a good idea to allow time to find a suitable present. You can use the default, set a reminder at the time or change it later.

To add a reminder, just click Edit Event when you first set the appointment, or after you have clicked on a pre-existing one.

In this example, it has only offered a Pop-up (does what it says on the tin – pops up on your screen!!), but if you think an email would be more useful, you can just click the down arrow and change from Pop-up to Email and set how long before the event you want this to happen. If you think having an email as well would be sure to make sure you don't miss it, just click on the [Add a reminder](#) link.

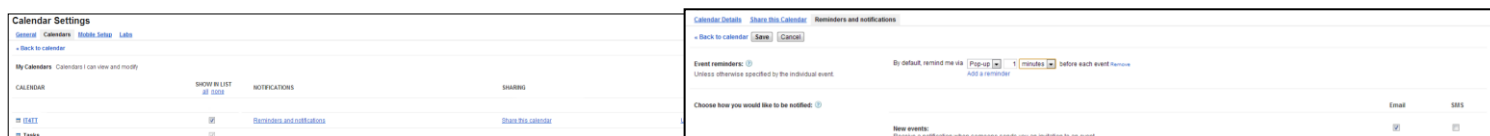
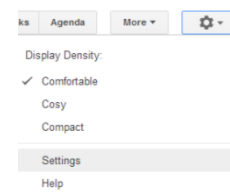


You can also set a colour to coordinate with other similar appointments, or to make it stand out from the others – just click on coloured box you want to use.

Once you've set a reminder, if you hover your mouse over the event, you will see a little alarm clock next to the appointment.

You can Invite a Guest – e.g. send an email reminder to committee members a day or so before a meeting etc. Be sure to click the **Save** button when you have finished.

To change the default reminder time – click on the cog icon (usually top right of your calendar) and click Settings. Click Calendar (top left) and then the [Reminders and Notifications](#) link and click to add any reminders you want, or change the length of the default time.



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This article is for guidance only, and the opinion of the writer. For more in depth information, please contact us.

We offer individual training, either one-off sessions or a series, at a pace to suit you; a session lasts 2 hours and costs £10. We can cover a range of subjects including absolute basics on Windows XP/Vista/W7/W8; photo management; iPad; Tablet computers; basic web design; Word processing etc.

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