



**T1** HOW DO I ACCESS MY GOOGLE CALENDAR?  
 EXIT TICKET CALENDAR INFO ACTIVITY  
 19.1.6.1

**Directions:** Look at the Gmail Inbox. Highlight or circle where you can locate your Google Calendar.

The screenshot shows a Gmail inbox with the following email list:

Category	Sender	Subject	Time
Unread	WeWork	WeWork cares about your security - wework Hi Daniel, In order to protect our members from being the victims of phishing campaigns and th	1:23 pm
Unread	WeWork Community Manager	Request Solved: Hello, Two of the people in the office have been trying to print. The f... - ##- Please type your reply :	1:18 pm
Everything else	me	(no subject)	2:09 pm
Everything else	WeWork, me (3)	Reminder - Ticket Awaiting Your Reply: Hello, Two of the people in the office have been... - Hello, I apologize for the wait. I	1:02 pm
Everything else	WeWork	Gabrielle just sent you a message - WeWork Hi there, You have new message(s) from Gabrielle Mazza: At 12:04 PM Gabrielle sent: Women o	12:19 pm
Everything else	me	(no subject) - Daniel Colon Graphic Design Intern, Digitability e:Daniel@digitability.com   w:digitability.com	10:41 am
Everything else	Michele, me (4)	quick graphic for a slide... - I know I was just asking for that for later but thats fine just send it when ever Daniel Colon Graphic Design Intern, D	10:05 am
Everything else	Staples	Just for you! Up to \$45 off your ink or toner purchase! - So many ways to save — all inside! view images Download our mobile App. Staples® f	8:57 am
Everything else	Asana	Asana You have 2 overdue tasks: Guide: Mon... and Level 1 cu... - digitability.com - Hi Daniel, You have some digitability.com tasks that are c	4:40 am
Everything else	Staples	Get ready to save even more! - Insider perks are headed your way. view images DAILY DEALS STAPLES COUPONS ELECTRONICS PRINT	Jan 23
Everything else	Daniel Colon	Fwd: Your return of Benibos Mens Slim Fit Casual One... - Forwarded message From: "return@amazon.com" <return@amazon.com> Date: D	Jan 23
Everything else	me, Kayla (2)	tracking number - Thank you! On Jan 23, 2018 10:45 AM, "Daniel Colon" <daniel@digitability.com> wrote: Here is the tracking number for the t	Jan 23
Everything else	print.marketing0084@S. (2)	Thank you for your Print & Marketing Services request - Always make a great impression. DAILY DEALS STAPLES COUPONS ELECTRONIC	Jan 23



**T2** HOW DO I ACCESS MY GOOGLE CALENDAR?  
 EXIT TICKET VOCAB BLOCKS

19.1.6.2

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Define</b>	<b>Sentence</b>
<b>Examples</b>	<b>Draw</b>

**How do I Access my Google Calendar?**



## T3 HOW DO I ACCESS MY GOOGLE CALENDAR? EXIT TICKET TRACE 'N' LEARN CARDS

### 19.1.6.3

How do I Access my  
Calendar?

To access your  
google calendar  
click on the  
calendar link. The  
calendar link is  
located above the  
gmail search field.



# WORKPLACE CONNECTIONS

## 19.1.WC.1

**Directions:** You just started working at a Doctor’s Office. How could you use Google Calendar to help you be better at your job?

---

---

---

---

---

---

---

---

---

---



# WORKPLACE CONNECTIONS

## 19.1.WC.2

**Directions:** You just started working at a Doctor’s Office. Circle the appropriate ways to use Google Calendar to help you be better at your job.

- 1. Schedule new due dates
- 2. Create events at your new job
- 3. Set a reminder for the movie coming up
- 4. Share your calendar with a co-worker
- 5. Set reminders for a weekly meeting



# WORKPLACE CONNECTIONS

## 19.1.WC.3

**Directions:** You just started working at a Doctor’s Office. Point YES/NO to the ways to use Google Calendar that would help you be better at your job.

1. Schedule new due dates

 Yes	 No
---------	--------

2. Create events at your new job

 Yes	 No
---------	--------

3. Set a reminder for the movie coming up

 Yes	 No
---------	--------

4. Share your calendar with a co-worker

 Yes	 No
---------	--------

5. Set reminders for a weekly meeting

 Yes	 No
---------	--------