



# Connect Through Tech

## Tech Coaching Quick Start Guide

### Using a Smartphone to Access Resources

#### Google Calendar Android Galaxy

*updated 4/7/2020*  
*v 1.0*





# Connect Through Tech

## Table of Contents

Benefits	3
Prerequisites	4
Introduction	5
Creating an Appointment	
By Voice	7
By Hand	9
Other Appointment Options	
Recurring Appointments	20
Inviting Others	27
Reminders	
For All Appointments	34
For a Specific Appointment	40
Checking Your Calendar	
By Voice	44
By Hand	46
Changing Appointment	51
Canceling Appointment	56



## Connect Through Tech

### **Benefits**

One of the reasons cell phones are so popular is because they are portable. This means all the things they are capable of doing, you can do “on the go.” You don’t need to pre-plan anything and you don’t need to be at home to take advantage of the help an app can provide.

This guide covers the Google Calendar app, a free, pre-loaded app for Android Phones. Calendar is available for use with no set up and no fees to purchase or use.

The Calendar app has many advantages over traditional paper calendars. Some functions can be done by voice, instead of by hand. Calendar appointments can be made to repeat daily, weekly, monthly or annually when you do the first entry – a big convenience for items that recur regularly. You can even ask Calendar to remind you before an appointment so you don’t forget. Calendar can also send invitations to other people to join you at particular events or appointments, complete with the location. Best of all, you will always have your calendar with you, so it is always possible for you to refer to it for any information you need.



# Connect Through Tech

## **Prerequisites**

- Android smart phone, operating system 8.x (Oreo) or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)



# Connect Through Tech

## Introduction

An “app” (short for application) tells your phone how to do a specific set of tasks. In the past, when you wanted to accomplish a specific task, you needed to buy a specific tool. Now your phone has many tools conveniently at your fingertips. Instead of having your calendar at home, your phone has one built right in and it can do much more for you than a paper calendar can.

In this guide, you will learn how to manage your calendar entries – how to set them up, edit and cancel. You will also learn how to use the added conveniences such as receiving helpful reminders and being able to notify people of particular events.

Once you see how you can do all these steps, select some items from your paper calendar and add to your phone. Try out the different features, including inviting family and friends. Remember this guide is always available for you to refer back to if you need a reminder on how to do something. **Google Assistant** (Android Program that responds to your voice) can be used to perform functions by voice. Some things to know:



# Connect Through Tech

## Introduction (continued)

1. Some Android phones may not have **Google Assistant** (Android Program that responds to your voice) pre-installed. If not, the app can be downloaded from the Google Play Store.
2. The **Google Assistant** works differently at different times. Be patient and try the suggestions below one at a time until it responds. If it continues to be unresponsive, switch to completing tasks by hand.
  - a. double tap the home button (this is the method used in this guide)
  - b. **click** (tap) the **Google Assistant** app.
  - c. say “OK Google” or “Hey Google,” (if needed, activate this feature in Settings - ask your coach to show you how)
  - d. if a blue microphone appears at the bottom of your screen, tap microphone and begin speaking
3. **Google Assistant** may not always understand your request. This is not because you are doing something incorrectly. Simply try rewording what you want to do. You may have to experiment to find out what works best on your phone.



## Connect Through Tech

### Creating an Appointment By Voice

Step 1. Press and hold home button on bottom of phone to **open** (start) **Google Assistant** (Android Program that responds to your voice).





## Connect Through Tech

### Creating an Appointment by Voice (continued)

Step 2. Say “Add an event to my calendar.”

**Google Assistant** (Android Program that responds to your voice) will respond “What’s the title of the event”

Step 3. Say “Meeting with Mark.”

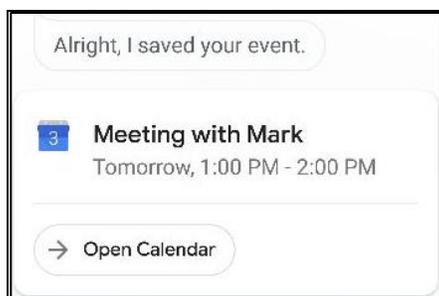
**Google Assistant** will respond “All right. When is the event?”

Step 4. Say “1 PM tomorrow”

**Google Assistant** will respond “Alright. Meeting with Mark tomorrow at 1 PM. Do you want to save that?”

Step 5. Say “Yes”

**Google Assistant** will respond “Alright, I saved your event” and will display screen below.





# Connect Through Tech

## Creating an Appointment By Hand

Step 1. **Click** (tap) Calendar app.



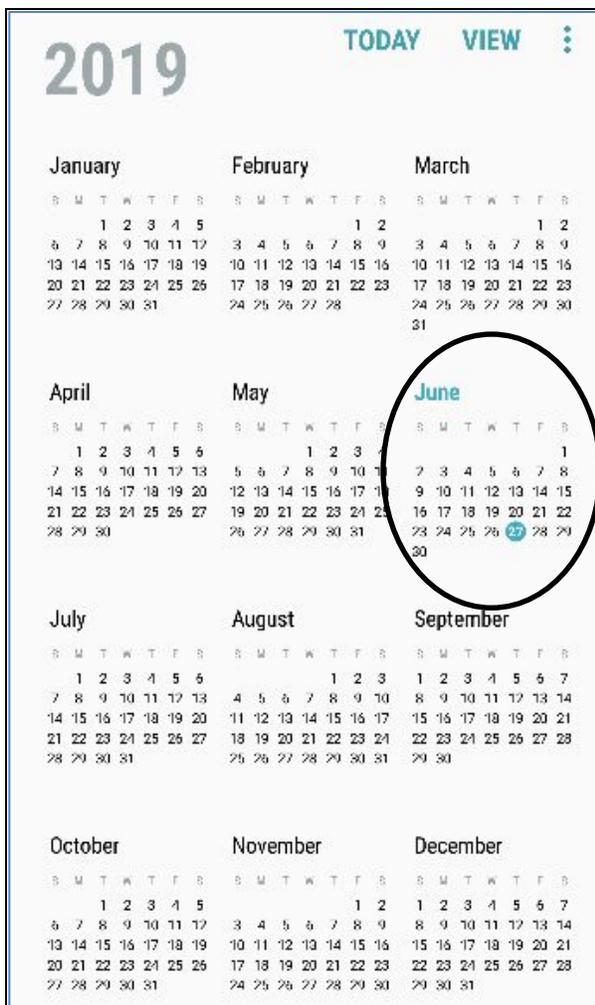
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



# Connect Through Tech

## Creating an Appointment By Hand (continued)

Step 2. If your calendar displays the screen shown below, **click** (tap) on the month in which you'd like to schedule an appointment. If not, proceed to next step. Today's date will be highlighted in blue.

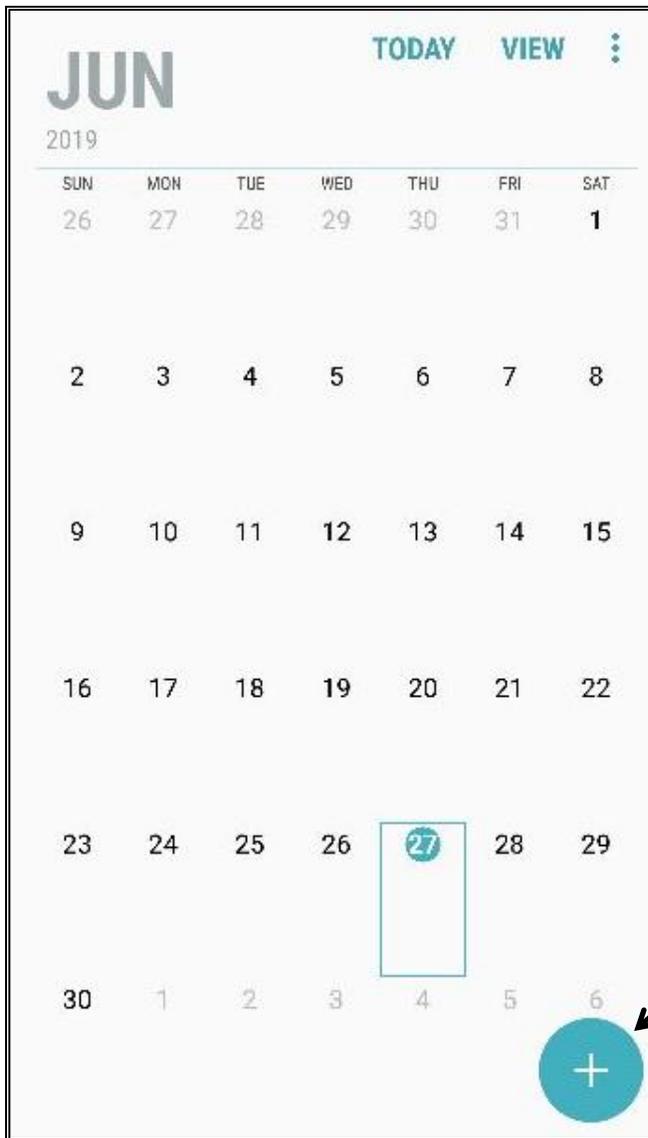




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 3. Add an appointment by **clicking** (tapping) the *Plus Sign* in lower right corner of screen.

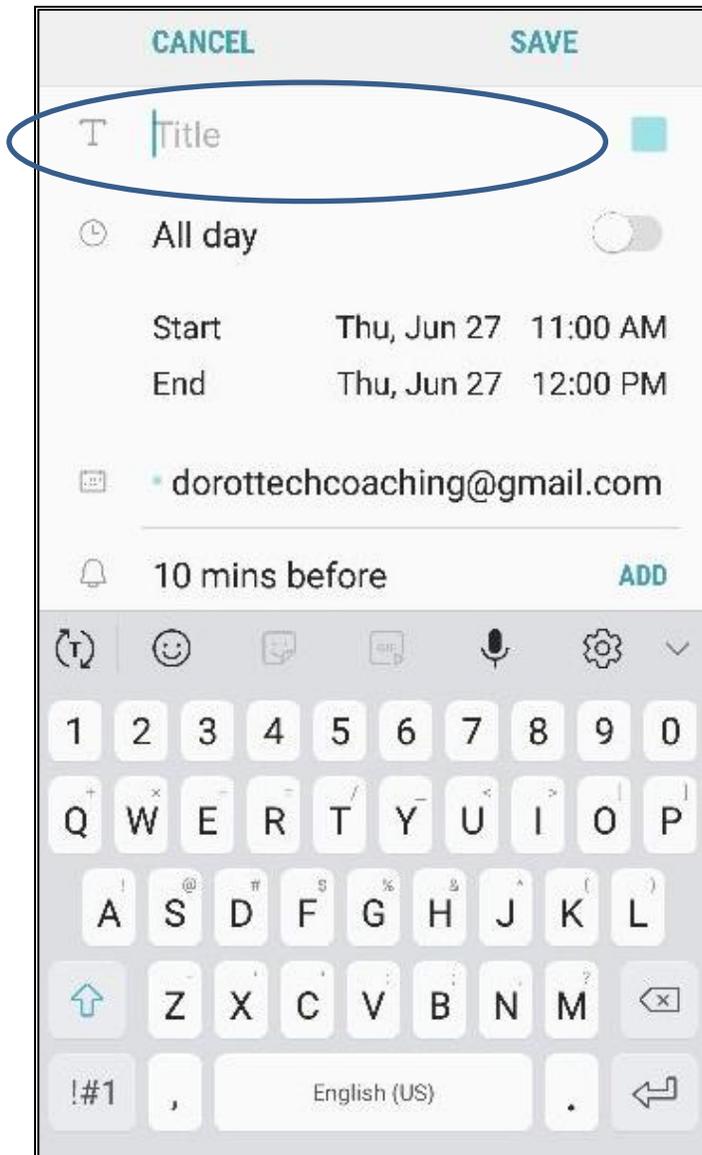




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 4. **Enter** (type) *Title* (description) of your appointment.

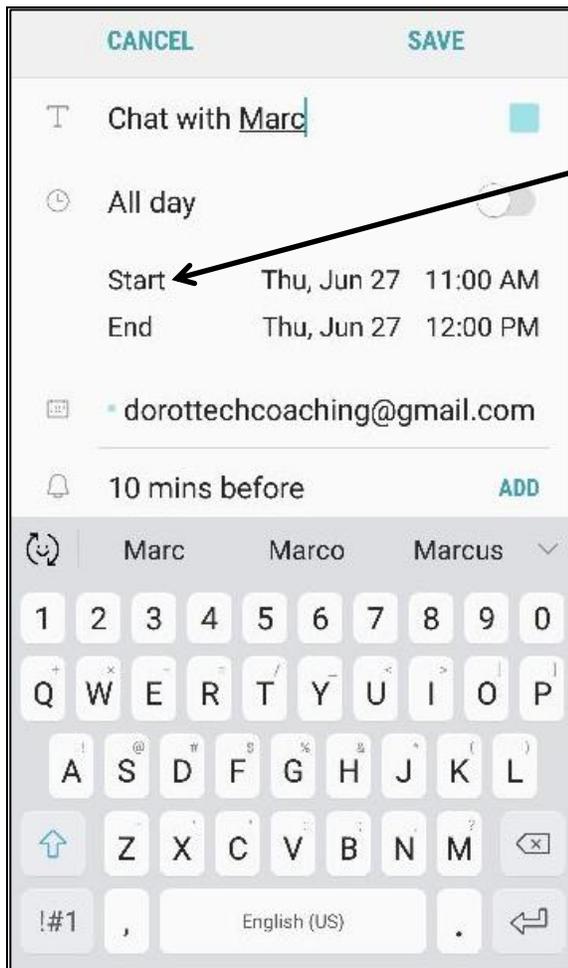




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 5. **Click** (tap) on *Start* to select date and time (will default to today's date and current time, but you can change it– see next step).





## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 6. Scroll up and down to select date and start time of your appointment. NOTE: You are selecting date, hour, minute, and AM/PM.

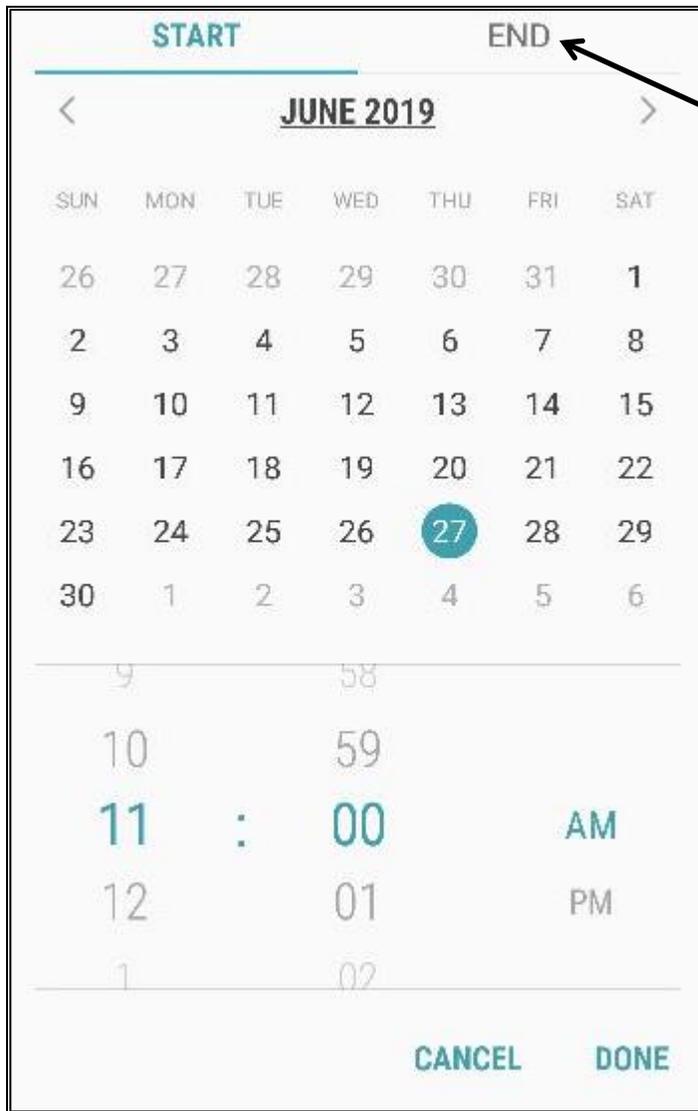
The screenshot shows a mobile interface for scheduling an appointment. At the top, there are two tabs: 'START' (selected) and 'END'. Below the tabs is a calendar for 'JUNE 2019'. The calendar shows days of the week (SUN to SAT) and dates from 26 to 30. The date '27' is selected and highlighted with a teal circle. Below the calendar is a time picker. The time is set to '11:00 AM'. The hour '11' has an upward arrow above it and a downward arrow below it. The minute '00' has an upward arrow above it and a downward arrow below it. The AM/PM indicator has an upward arrow above it and a downward arrow below it. At the bottom of the interface are two buttons: 'CANCEL' and 'DONE'.



## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 7. **Click** (tap) on *End* to select end time of your appointment.





## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 8. Appointments will default to one hour, but you can select different end time. To do this, scroll up and down to select end time of your appointment.

The screenshot shows a mobile interface for setting an appointment end time. At the top, there are 'CANCEL' and 'SAVE' buttons. Below this, the 'START' and 'END' fields are visible. The 'END' field is active, displaying a calendar for 'JUNE 2019' with the date '27' selected. Below the calendar, a time picker is shown with a colon separator. The hour is set to '2' and the minute to '00'. There are up and down arrows for each digit to allow scrolling. The AM/PM toggle is set to 'PM'. At the bottom of the interface, there are 'CANCEL' and 'DONE' buttons.



## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 9. You can now save your start and end time by **clicking** (tapping) on *Done*.

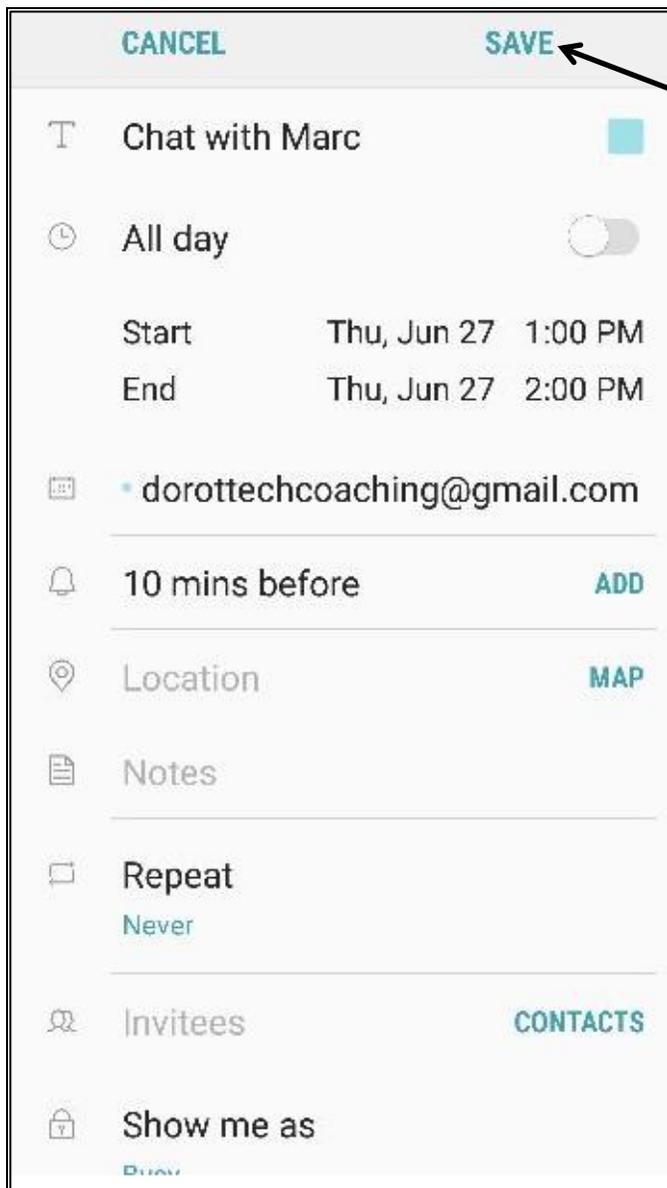




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 10. **Click** (tap) on *Save* to save your appointment.

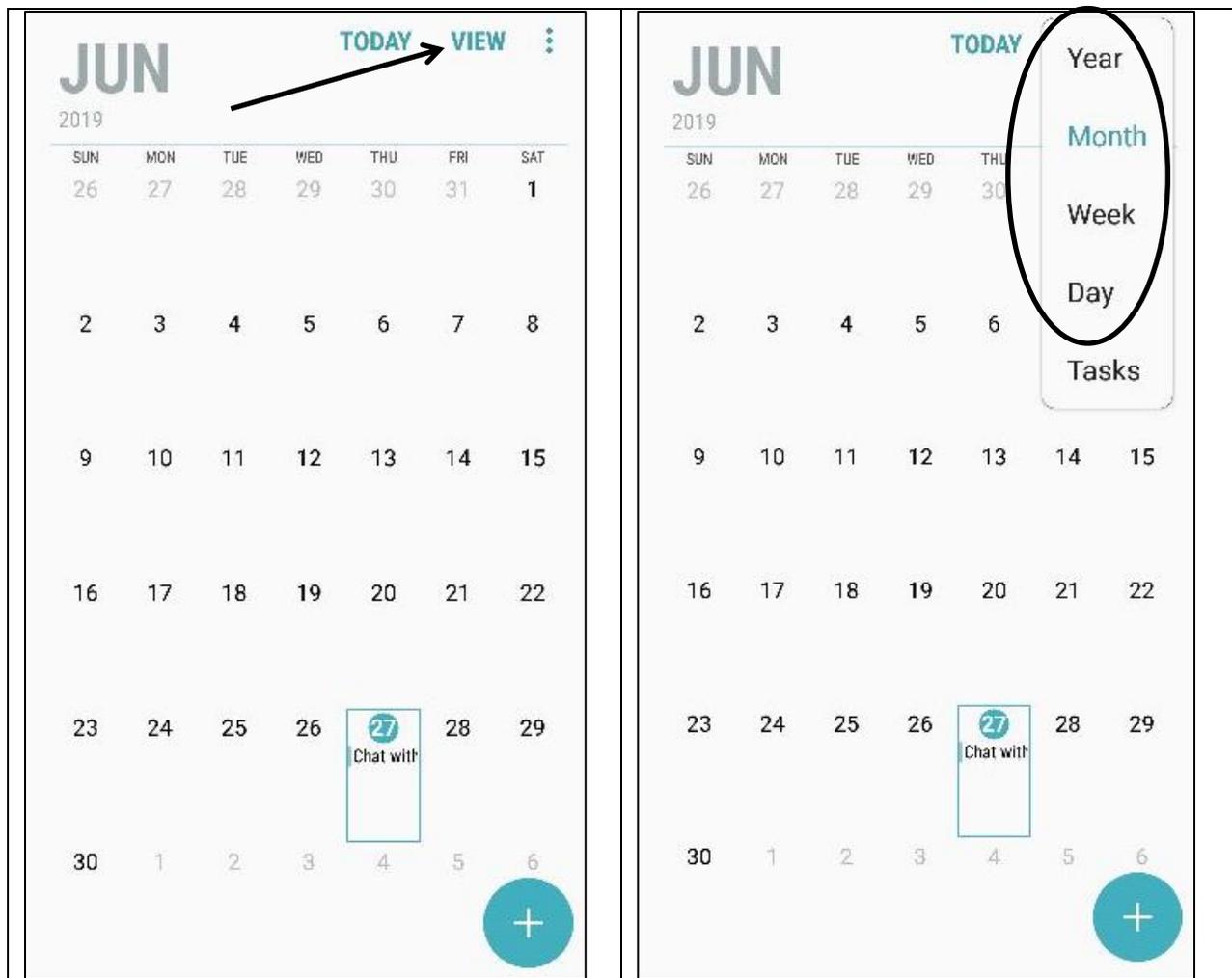




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 11. Your calendar now shows your appointment. To see more or less detail, you can **click** (tap) on *View* to select *Year*, *Month*, *Week* or *Day*. To change other settings (optional), proceed to next section.

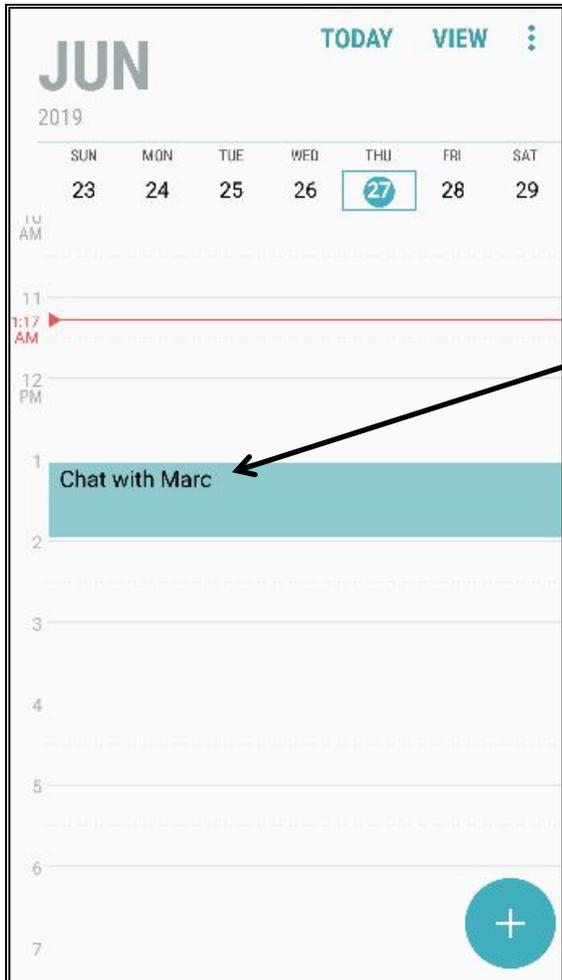




## Connect Through Tech

### Other Appointment Options Recurring Appointments

Step 1. **Click** (tap) on appointment you wish to schedule on a recurring basis.

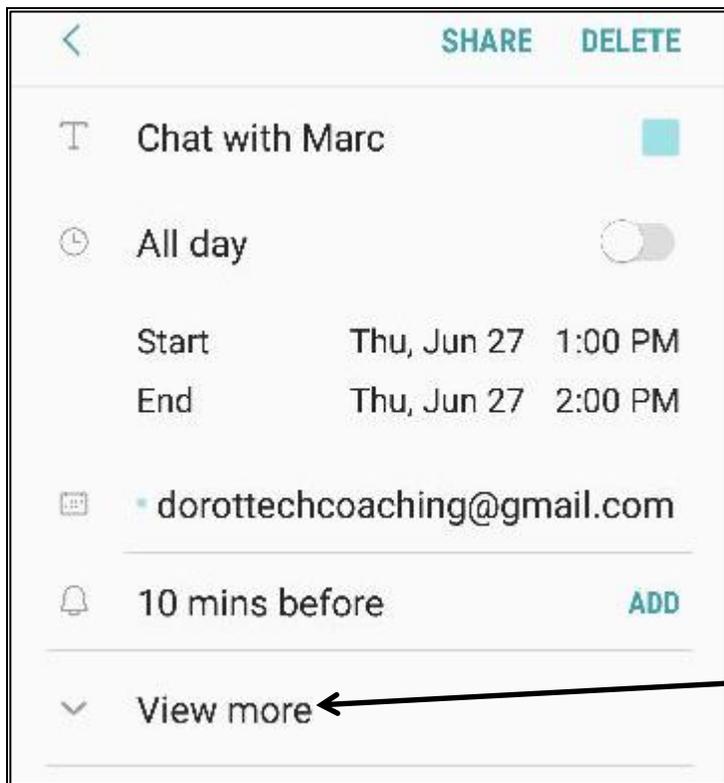




## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 2. **Click** (tap) on *View more*.

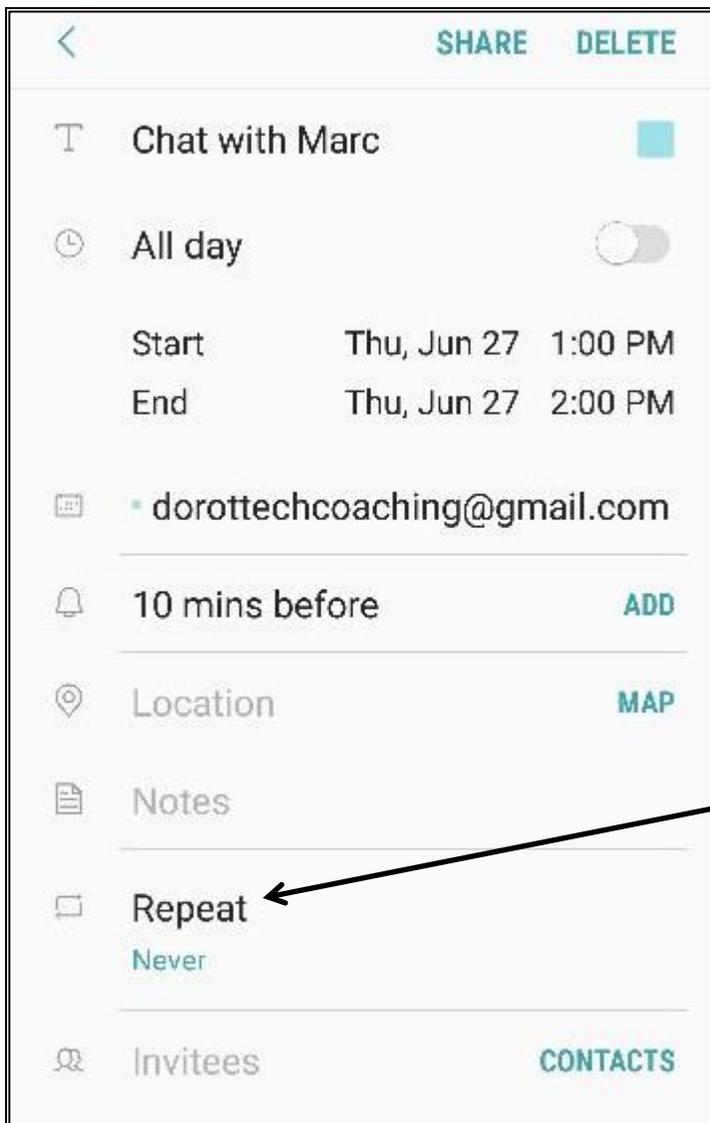




## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 3. **Click** (tap) *Repeat*.





## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 4. Select whether appointment will repeat daily, weekly, monthly or yearly (or customize your recurrence). In the example below, *Weekly* is selected.

< REPEAT

- Never
- Daily
- Weekly
- Monthly
- Yearly
- Customize

Duration  
Forever



## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 5. To select how long your recurring appointment will continue, **click** (tap) on *Duration*.

< REPEAT

- Never
- Daily
- Weekly
- Monthly
- Yearly
- Customize

Duration  
Forever



## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 6. Select *Forever* (if you would like your appointment to repeat indefinitely), *Repetitions* (to specify how many times appointment should repeat) or *Until* (to specify end date for your recurring appointment). End date of August 31, 2019 is selected below. **Click** (tap) *Done* to save.

The image displays two screenshots of a mobile application's 'REPEAT' settings screen. The left screenshot shows the 'REPEAT' menu with the following options: Never, Daily, Weekly (selected), Monthly, Yearly, and Customize. Below the menu is a 'Duration' section with three options: Forever (circled in red), Repetitions, and Until. The right screenshot shows the 'REPEAT' menu with the following options: Never, Daily, Weekly (selected), and Monthly. Below the menu is a calendar for August 2019 with the 31st selected. At the bottom of the right screenshot are 'CANCEL' and 'DONE' buttons. An arrow points from the 'DONE' button in the right screenshot to the 'Forever' option in the left screenshot.



## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 7. Your recurring appointment is saved. **Click** (tap) upper left arrow to view updated calendar.

**REPEAT**

- Never
- Daily
- Weekly
- Monthly
- Yearly
- Customize

Duration  
Until **SAT, AUG 31, 2019**

**CANCEL** **SAVE**

T Chat with Marc

All day

Start Thu, Jun 27 1:00 PM  
End Thu, Jun 27 2:00 PM

10 mins before **ADD**

Location **MAP**

Notes

Repeat  
Weekly, Until Sat, Aug 31, 2019

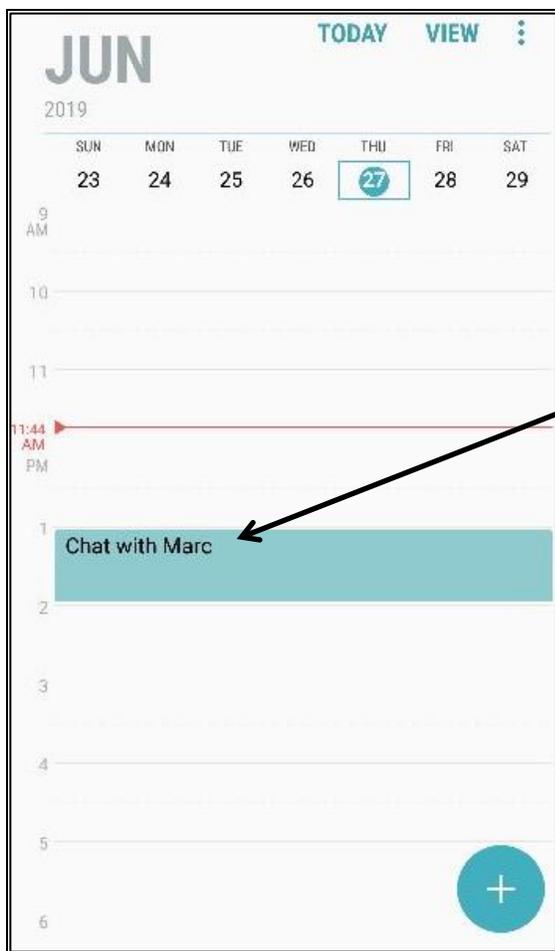


## Connect Through Tech

### Other Appointment Options: Inviting Others

NOTE: Steps below will differ whether or not person to invite to your appointment is already in your *Contacts*.

Step 1. **Click** (tap) on appointment you are inviting other people to join.

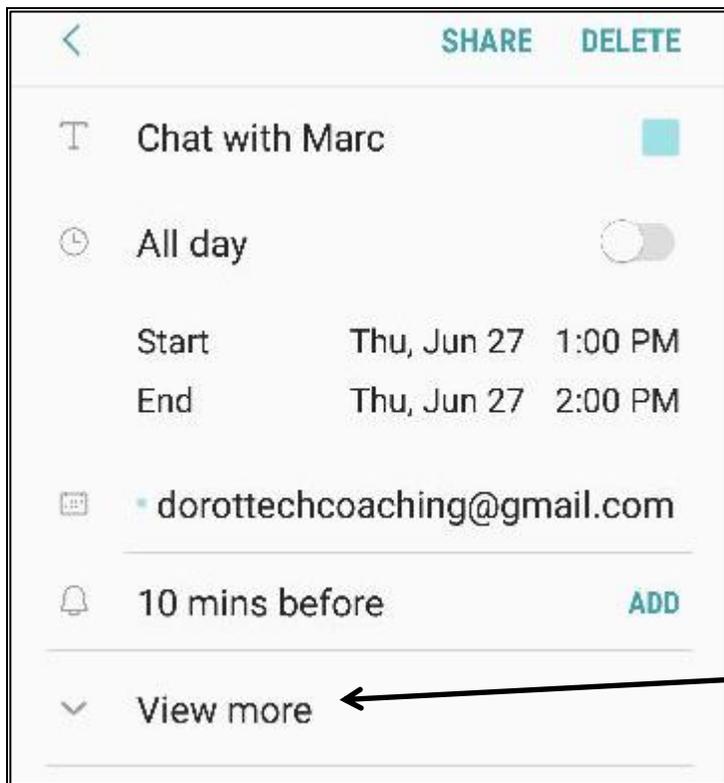




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 2. **Click** (tap) on *View more*.

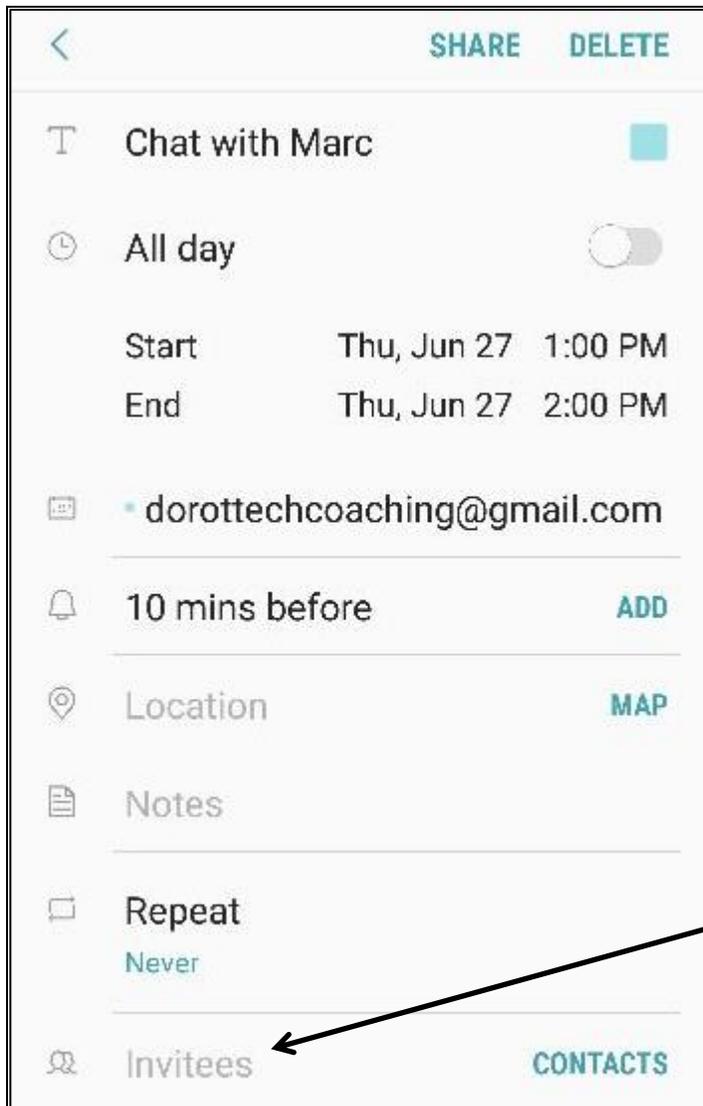




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 3a. To invite people **not in your Contacts**, **click** (tap) *Invitees* on the bottom of your screen.

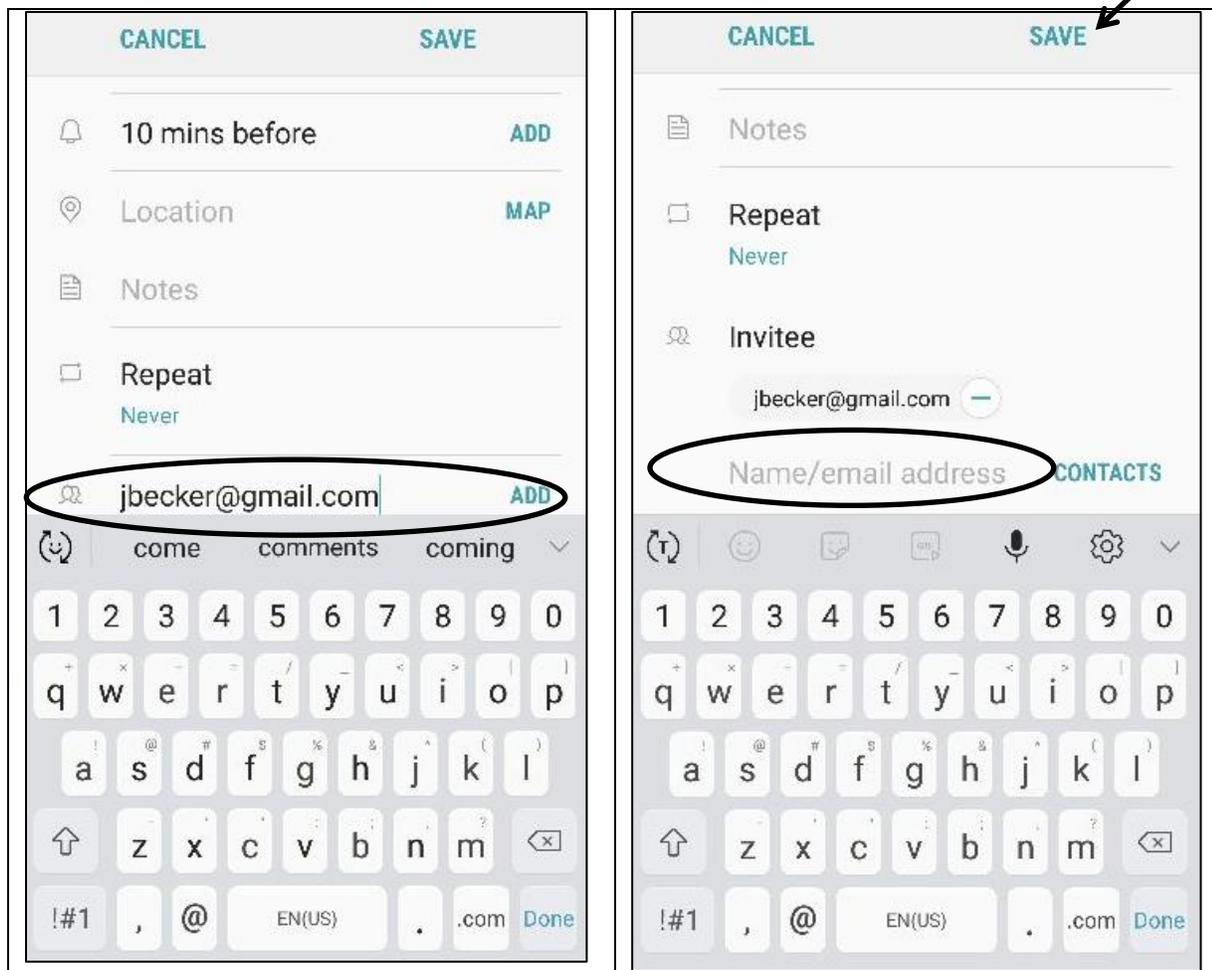




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 3b. **Enter** (type) email address of the person to add to your appointment, then **click** (tap) *Add* (left below). If you want to add others, repeat these steps for each person (right below). **Click** (tap) *Save* when finished.

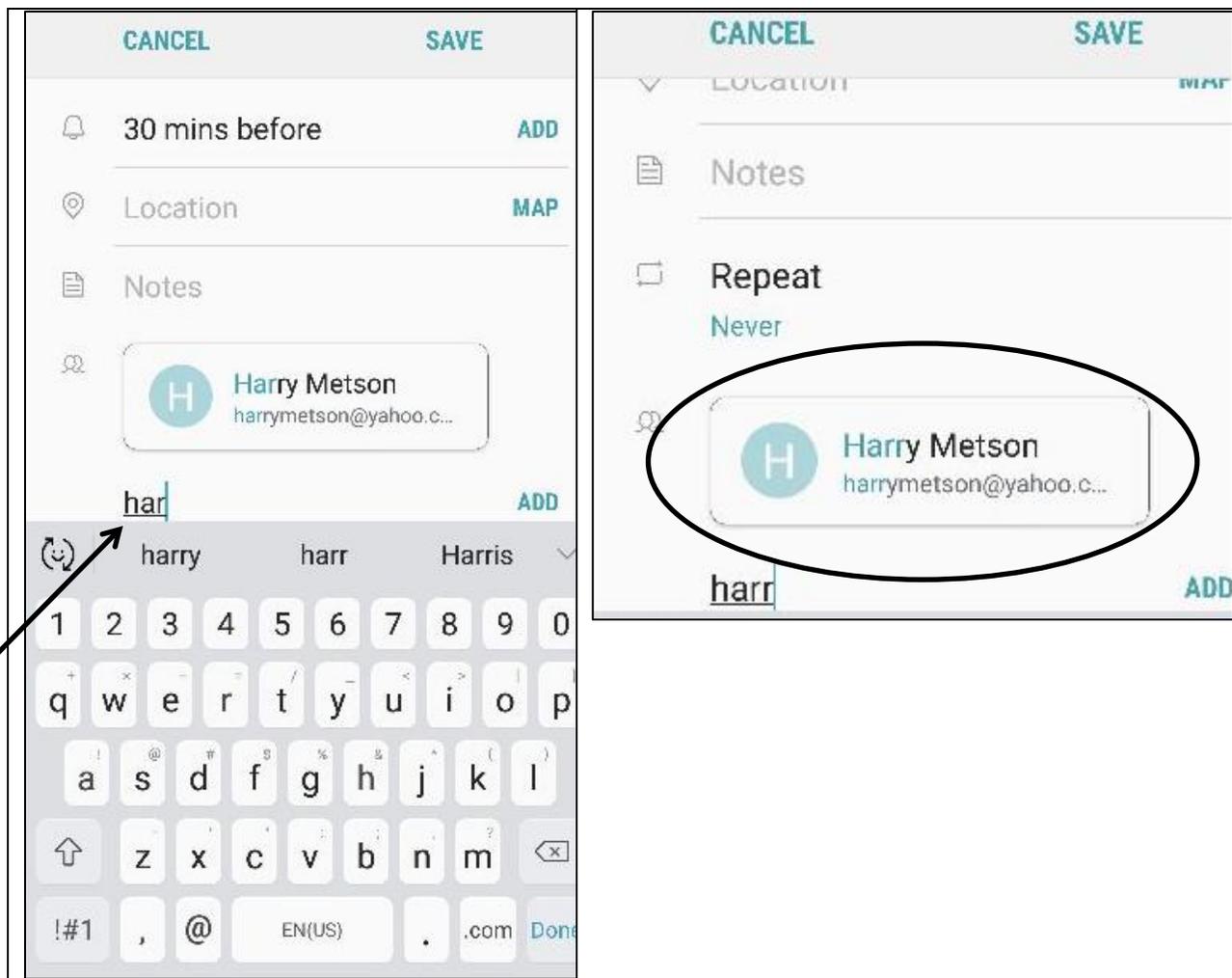




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 4. If person is **already in your Contacts**, add them by starting to type their name or their email, then **clicking** (tapping) on person's name and email address when it appears.

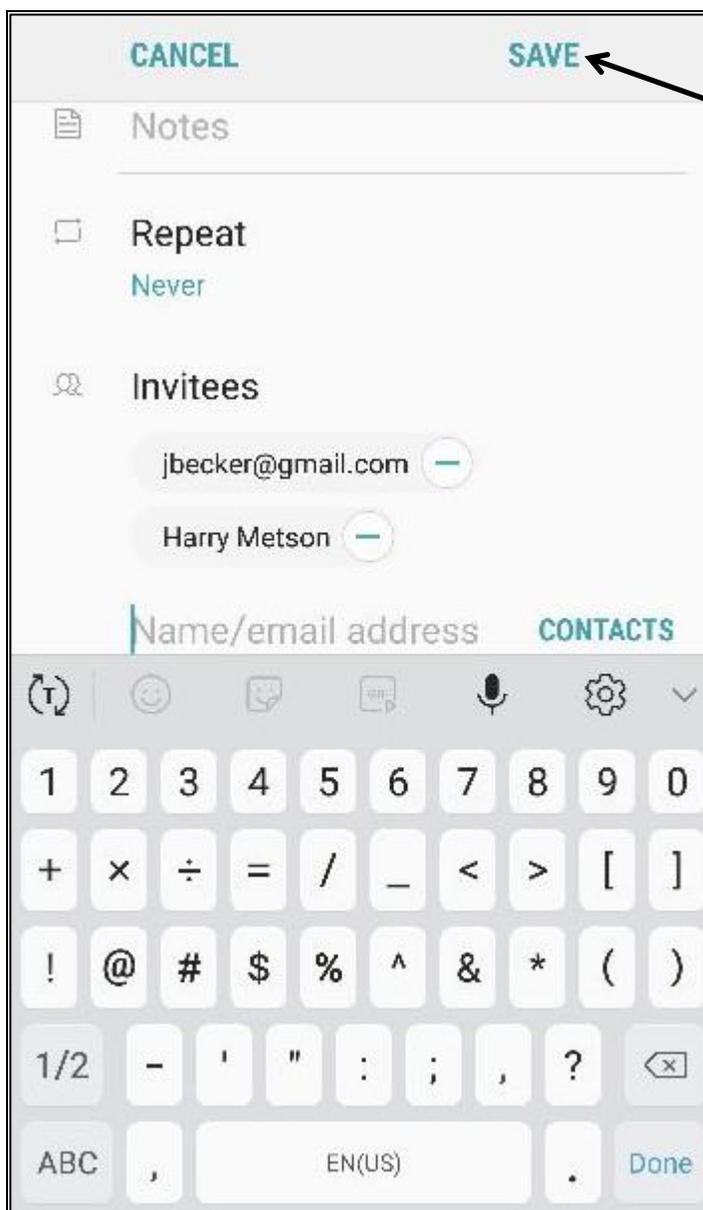




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 5. **Click** (tap) Save when finished.

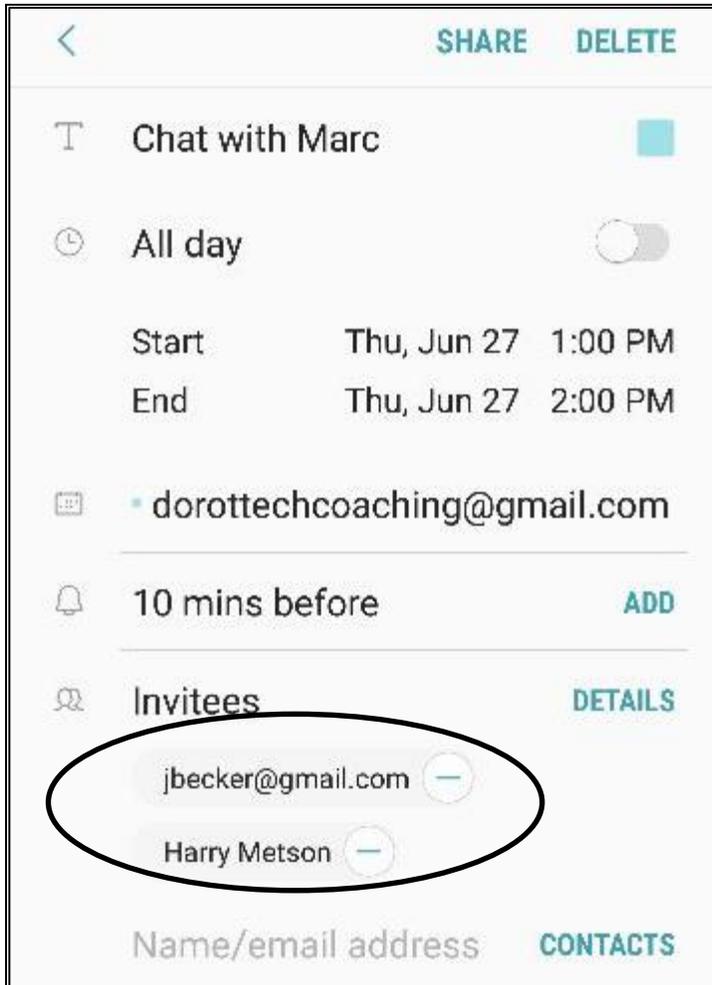




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 6. Screen shows who you've invited to your appointment.





## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (recommended)

Step 1. **Click** (tap) Calendar app.



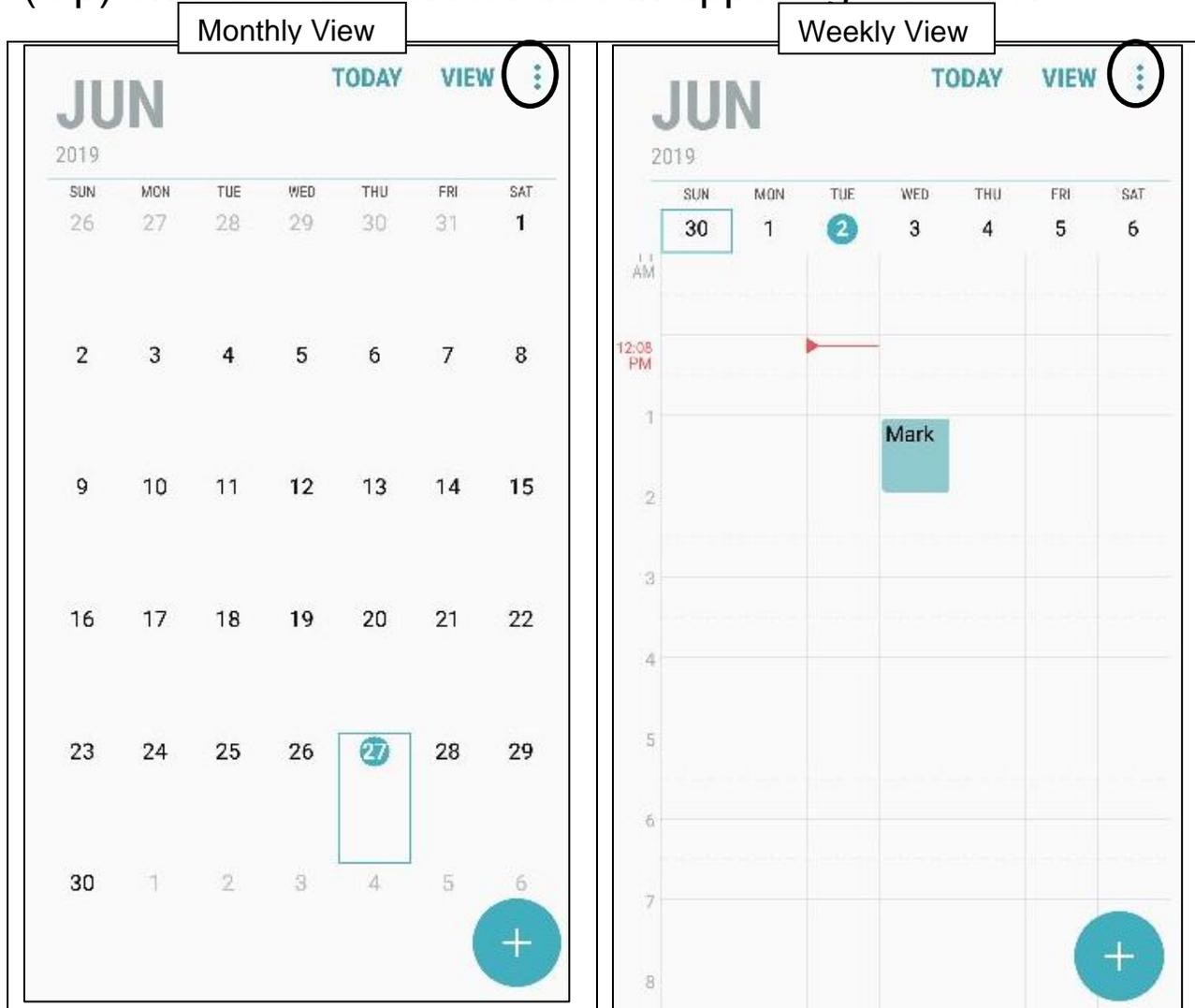
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



# Connect Through Tech

## Other Appointment Options: Reminders for All Appointments (continued)

Step 2. From whatever calendar view you are in, **click** (tap) on the three vertical dots in upper right corner.

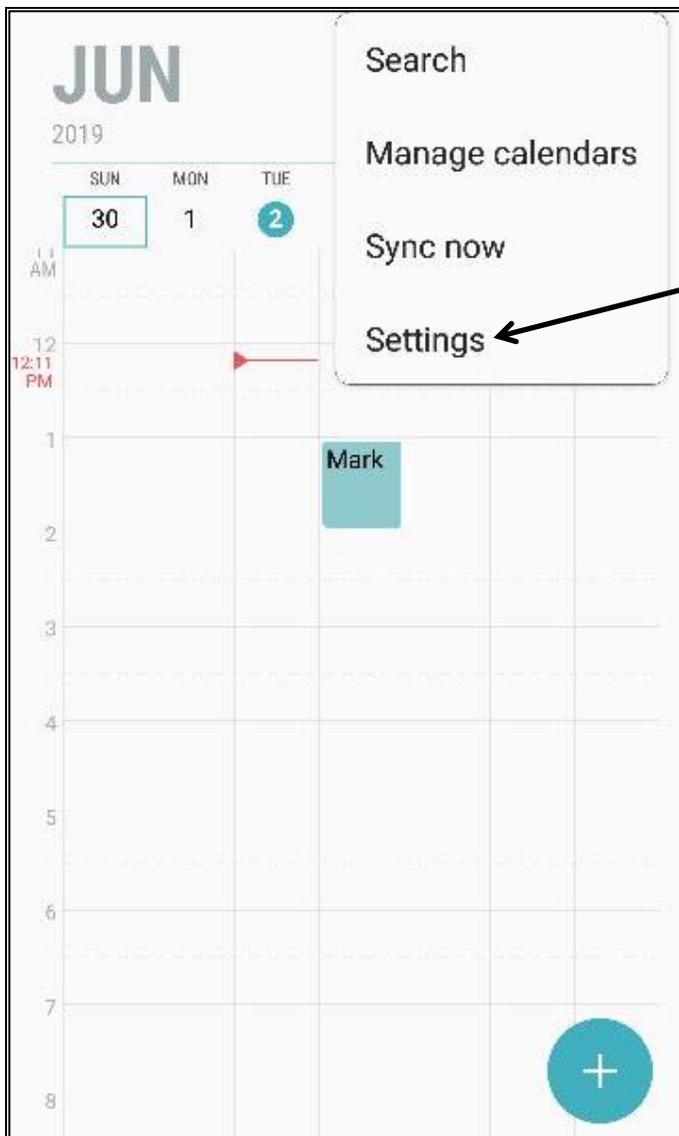




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 3. **Click** (tap) on *Settings*.

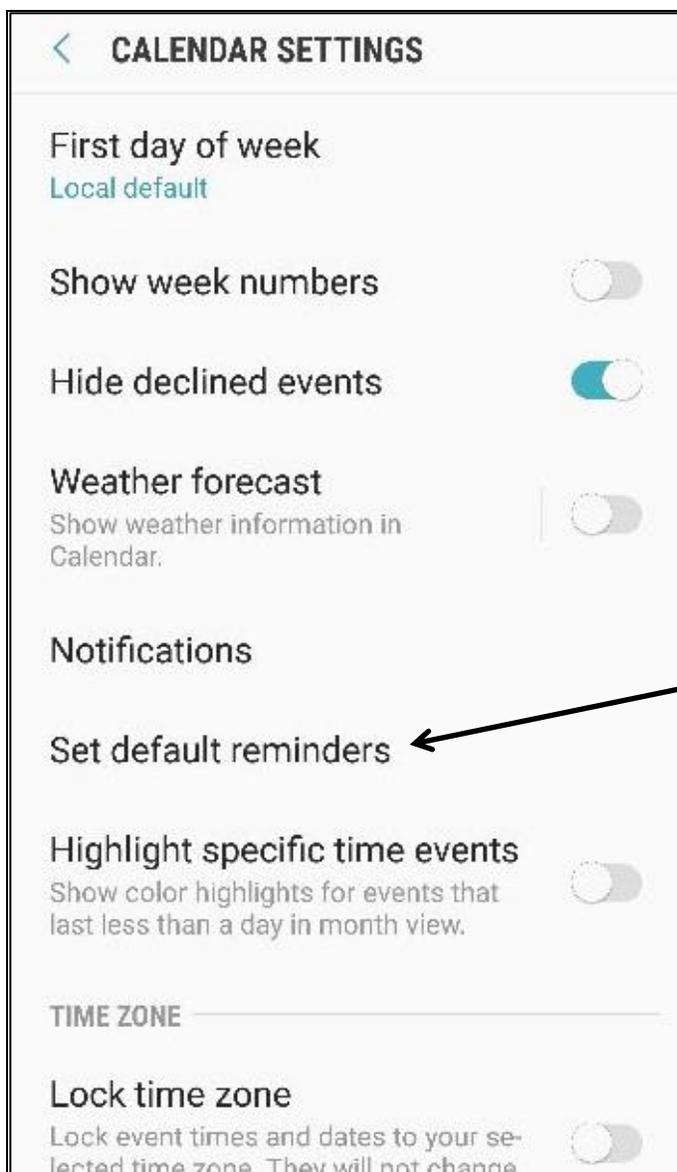




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 4. **Click** (tap) on *Set default reminders*.

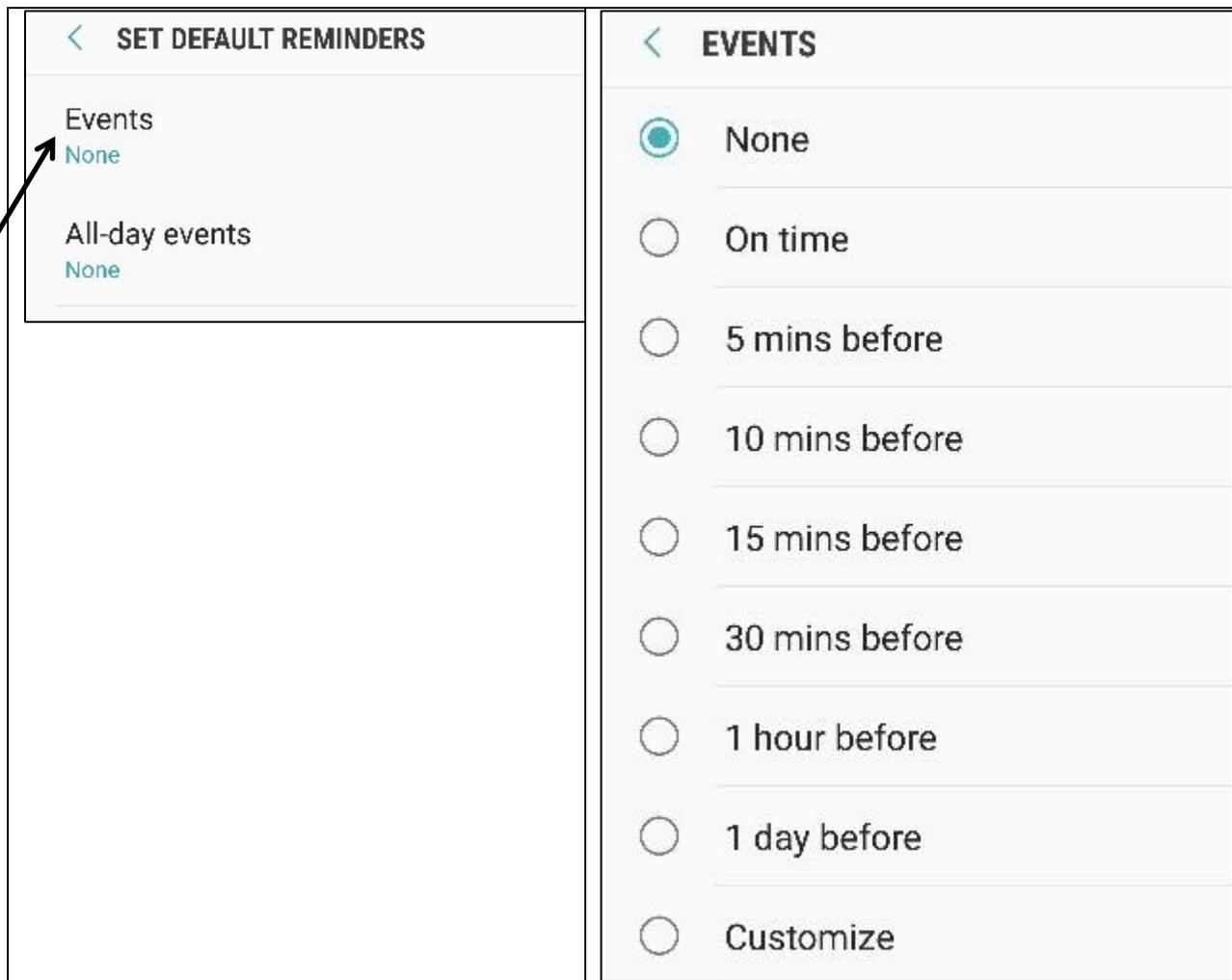




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 5. **Click** (tap) on *Events*, then pick when would like to receive a reminder. Once you **click** (tap) the time you want (see choices below), you will see screen in step 6.

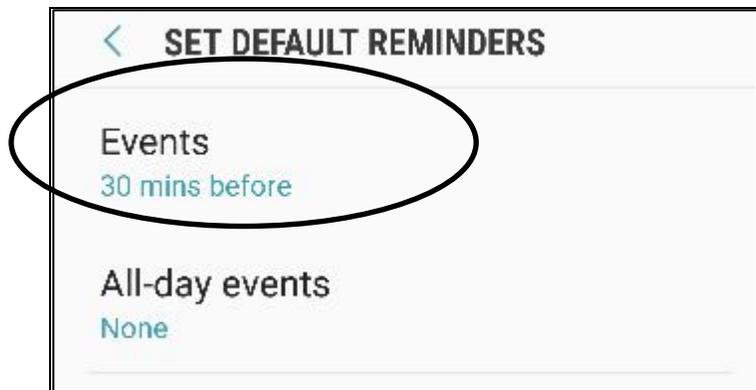




## Connect Through Tech

### **Other Appointment Options: Reminders for All Appointments (continued)**

Step 6. For all events (appointments) you create, you will now receive a reminder prior to the start time. Here 30 minutes was selected. NOTE: If desired, you can select a different default reminder time to apply only to all-day events. You can change the default whenever you wish by repeating the earlier steps.





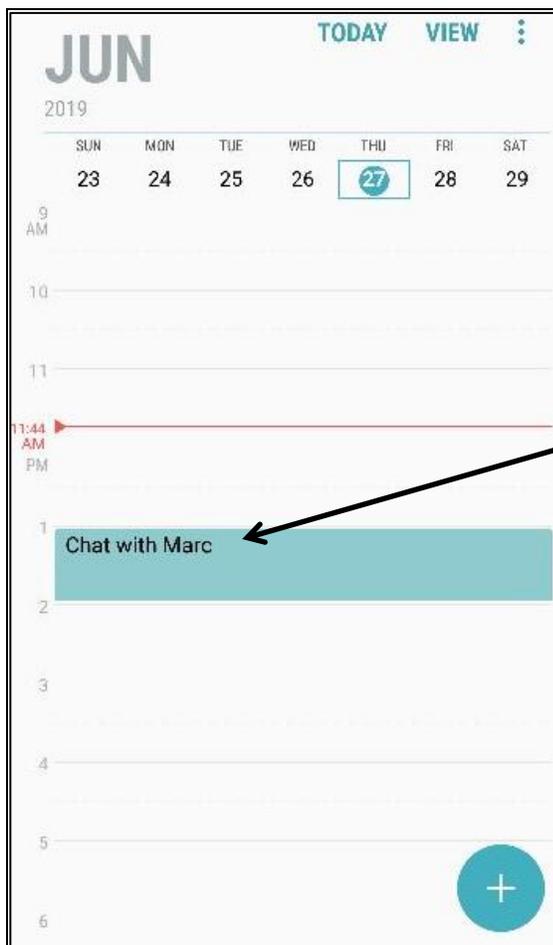
## Connect Through Tech

### Other Appointment Options:

#### Reminders for a Specific Appointment

(if you did not set reminders as a default for all appointments OR if you wish to use a custom reminder for a specific appointment)

Step 1. **Click** (tap) on the appointment for which you want to receive a reminder.

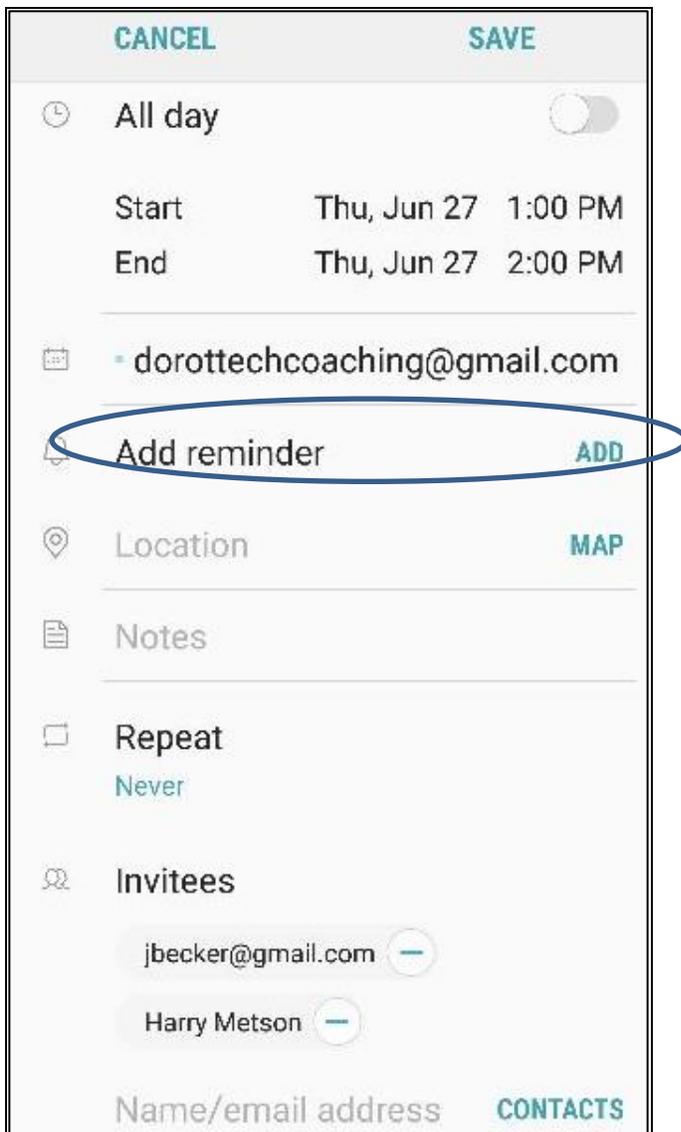




## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 2. **Click** (tap) on *Add reminder* or *Add*.





## Connect Through Tech

### Other Appointment Options:

### Reminders for a Specific Appointment (continued)

Step 3. **Click** (tap) time when you would like to receive a reminder. Here, a reminder *10 minutes before* the start time of the appointment is selected, which will bring up screen on next page.

Alert type	Notification
<input type="radio"/> None	
<input type="radio"/> On time	
<input type="radio"/> 5 mins before	
<input type="radio"/> 10 mins before	
<input type="radio"/> 15 mins before	
<input checked="" type="radio"/> 30 mins before	
<input type="radio"/> 1 hour before	
<input type="radio"/> 1 day before	
<input type="radio"/> Customize	



## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 4. Your 10 minute alert is set. **Click** (tap) **Save** to save your changes.

**CANCEL** **SAVE**

Start Thu, Jun 27 1:00 PM  
End Thu, Jun 27 2:00 PM

dorottechcoaching@gmail.com

**10 mins before** **ADD**

Location **MAP**

Notes

Repeat  
Never

Invitees

jbecker@gmail.com

Harry Metson

Name/email address **CONTACTS**



## Connect Through Tech

### Checking Your Calendar by Voice

Step 1. Press and hold home button on bottom of phone to **open** (start) **Google Assistant** (Android Program that responds to your voice).



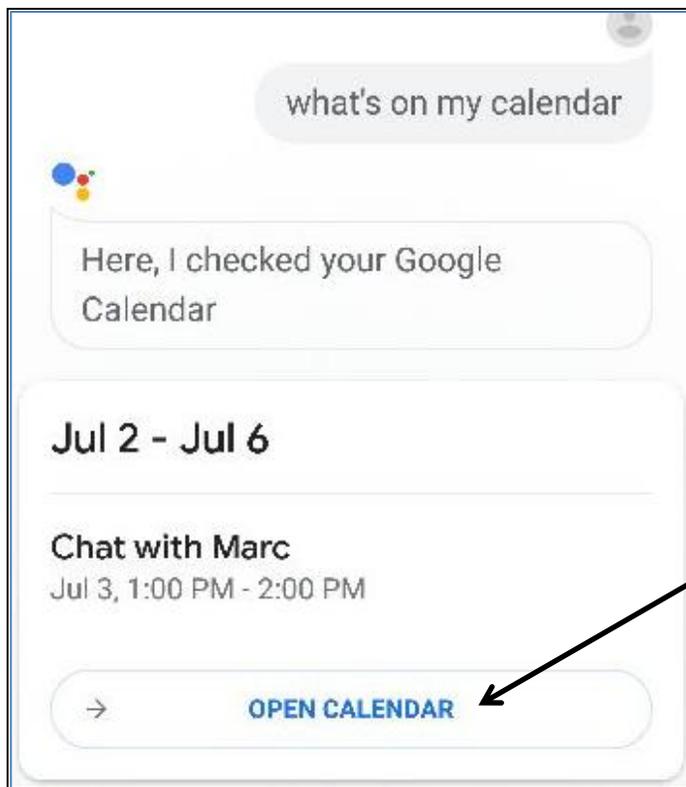


## Connect Through Tech

### Checking Your Calendar By Voice (continued)

**Step 2.** Ask **Google Assistant** (*Android Program that responds to your voice*), “What’s on my calendar?”

**Google Assistant** will announce “Here, I checked your Google Calendar” and will narrate your event(s) and display below screen. **Google Assistant** will show up to 3 appointments; to see more appointments, **click** (tap) *Open Calendar*.





# Connect Through Tech

## Checking Your Calendar by Hand

Step 1. **Click** (tap) Calendar app.



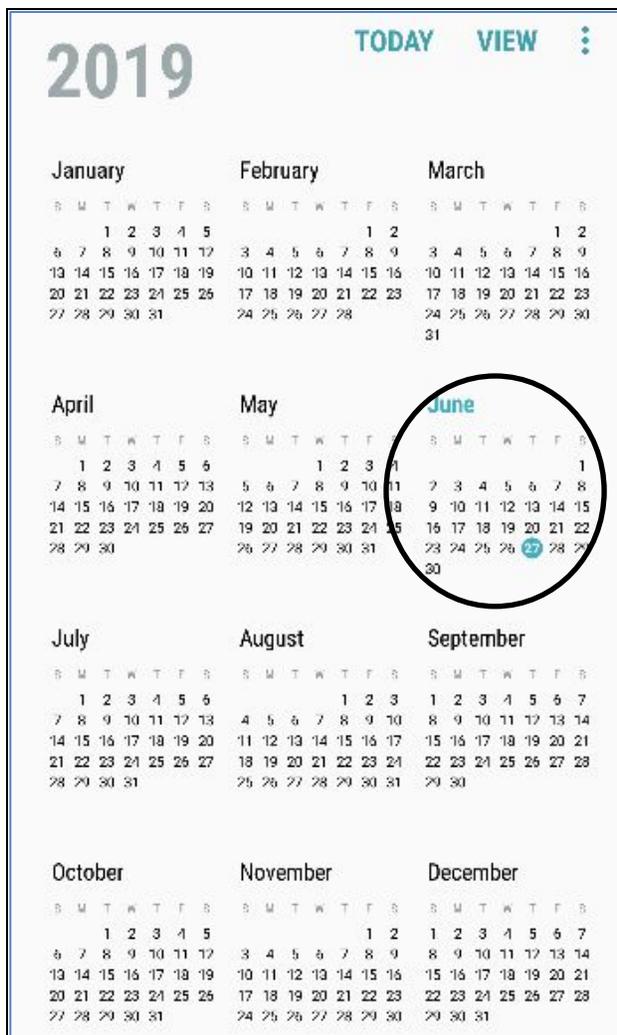
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



# Connect Through Tech

## Checking Your Calendar By Hand (continued)

Step 2. If your calendar displays the screen shown below, **click** (tap) on the month in which you'd like to review your calendar. If not, proceed to next step. Today's date will be highlighted in blue.





## Connect Through Tech

### Checking Your Calendar By Hand (continued)

Step 3. **Click** (tap) on day for which you'd like to review calendar. Current date is always highlighted in blue. NOTE: Dates with appointments will have brief text descriptions for each event.

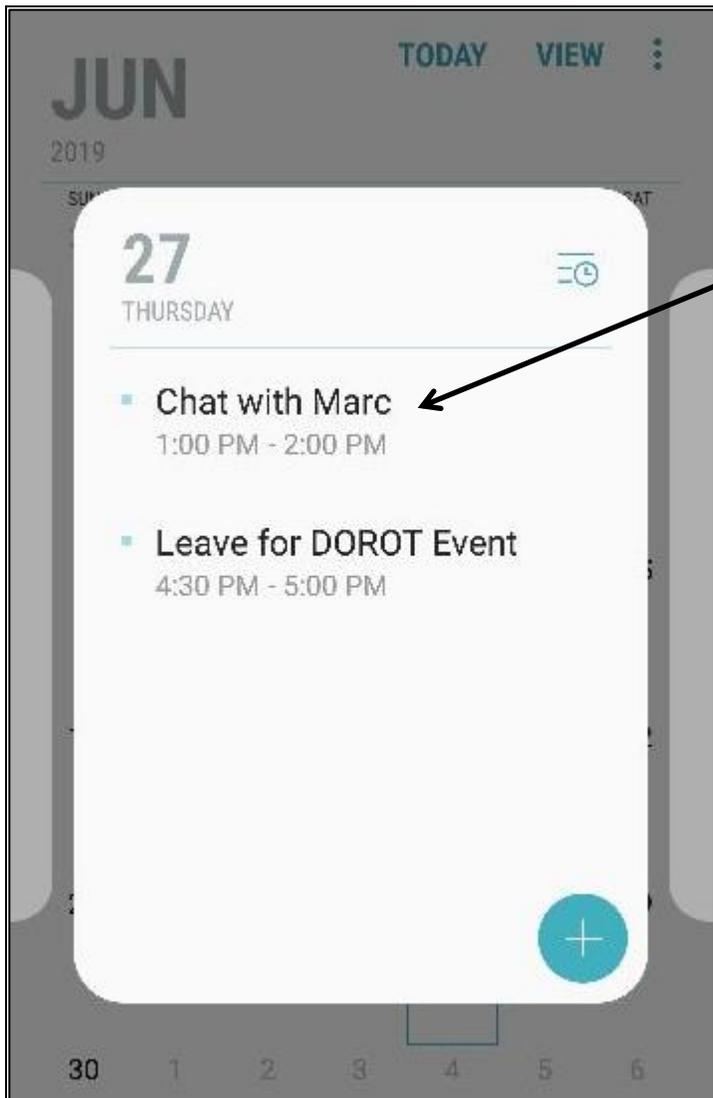




## Connect Through Tech

### Checking Your Calendar By Hand (continued)

Step 4. Titles of appointments for selected date will appear. To get more details for a specific appointment, **click** (tap) on that appointment.

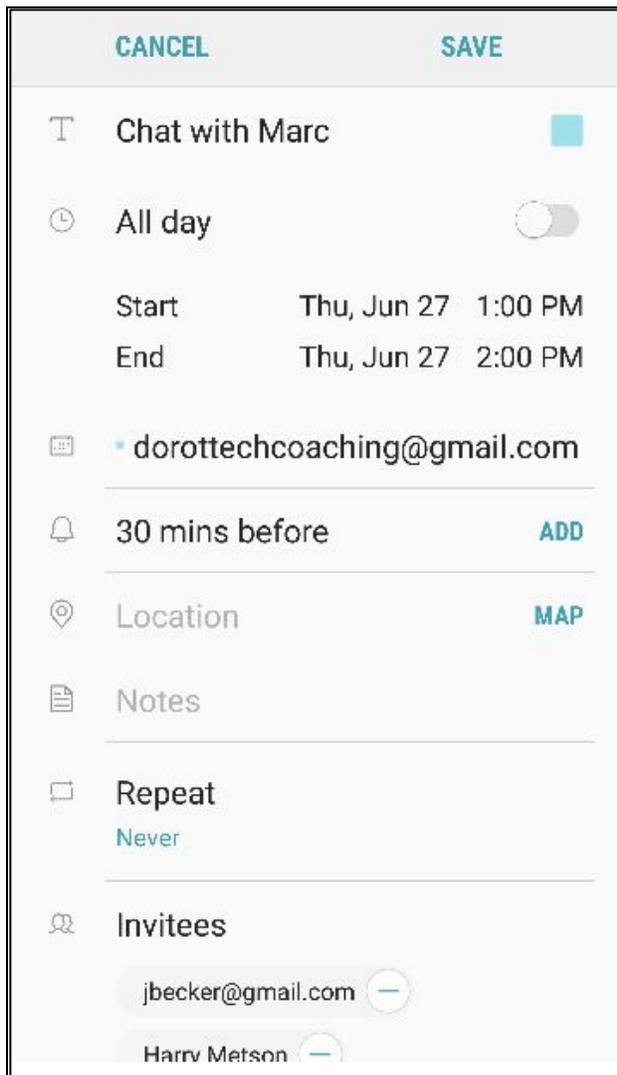




## Connect Through Tech

### Checking Your Calendar By Hand (continued)

Step 5. Appointment details, such as others joining the appointment and a reminder notice will display on screen (if you chose these options).





# Connect Through Tech

## Changing Appointment

Step 1. **Click** (tap) Calendar app.



NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



## Connect Through Tech

### Changing Appointment (continued)

Step 2. **Click** (tap) on day with appointment you'd like to change.

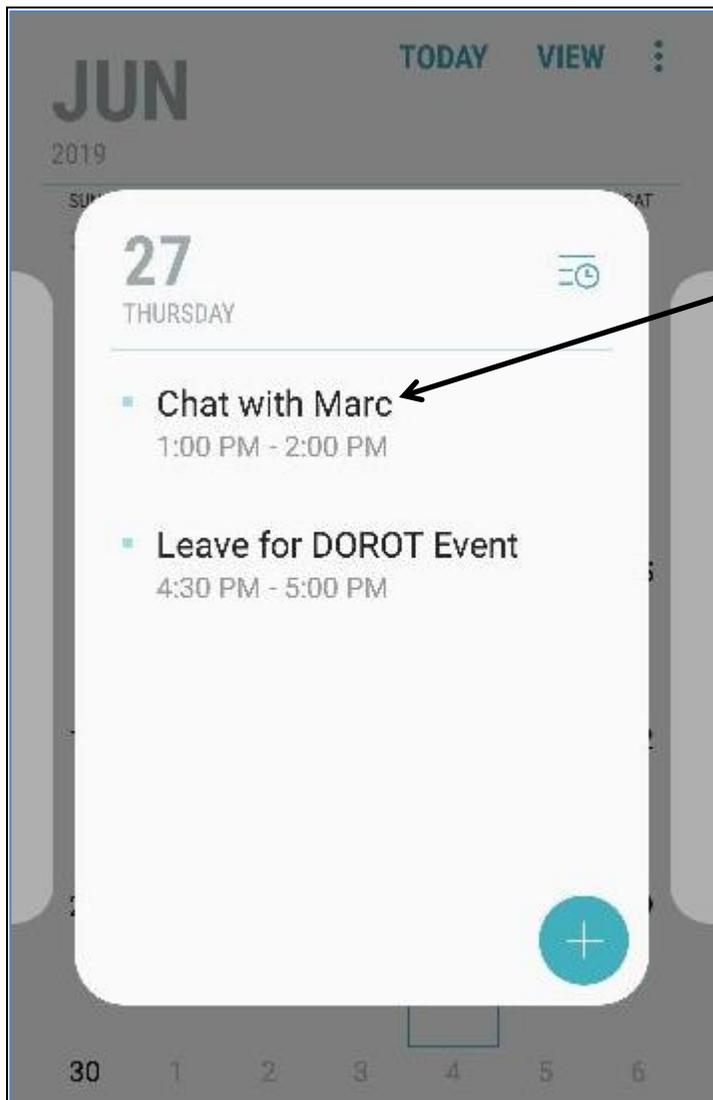




## Connect Through Tech

### Changing Appointment (continued)

Step 3. **Click** (tap) on appointment to change.

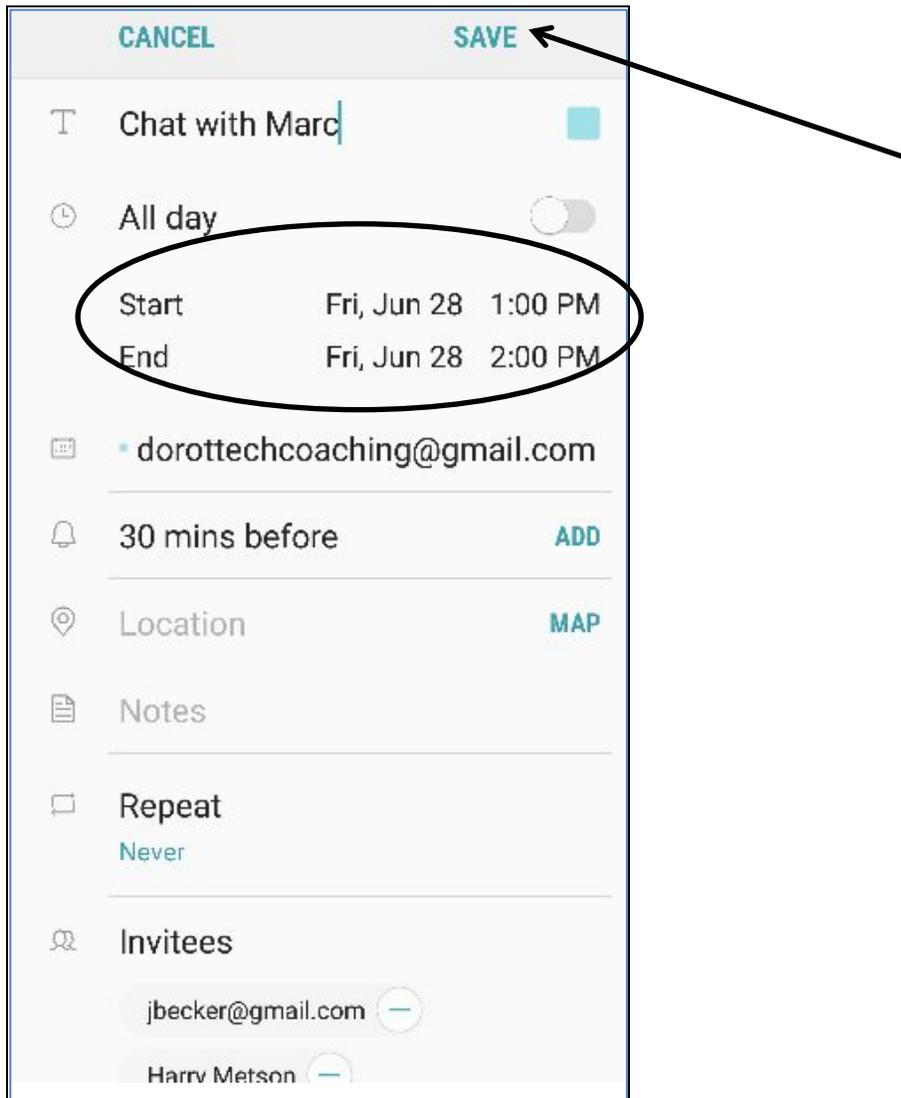




## Connect Through Tech

### Changing Appointment (continued)

Step 4. Change any detail about appointment. In this example, the day is changed for Chat with Marc to June 28, 2019. When finished, **click** (tap) Save in upper right corner of screen to save changes.

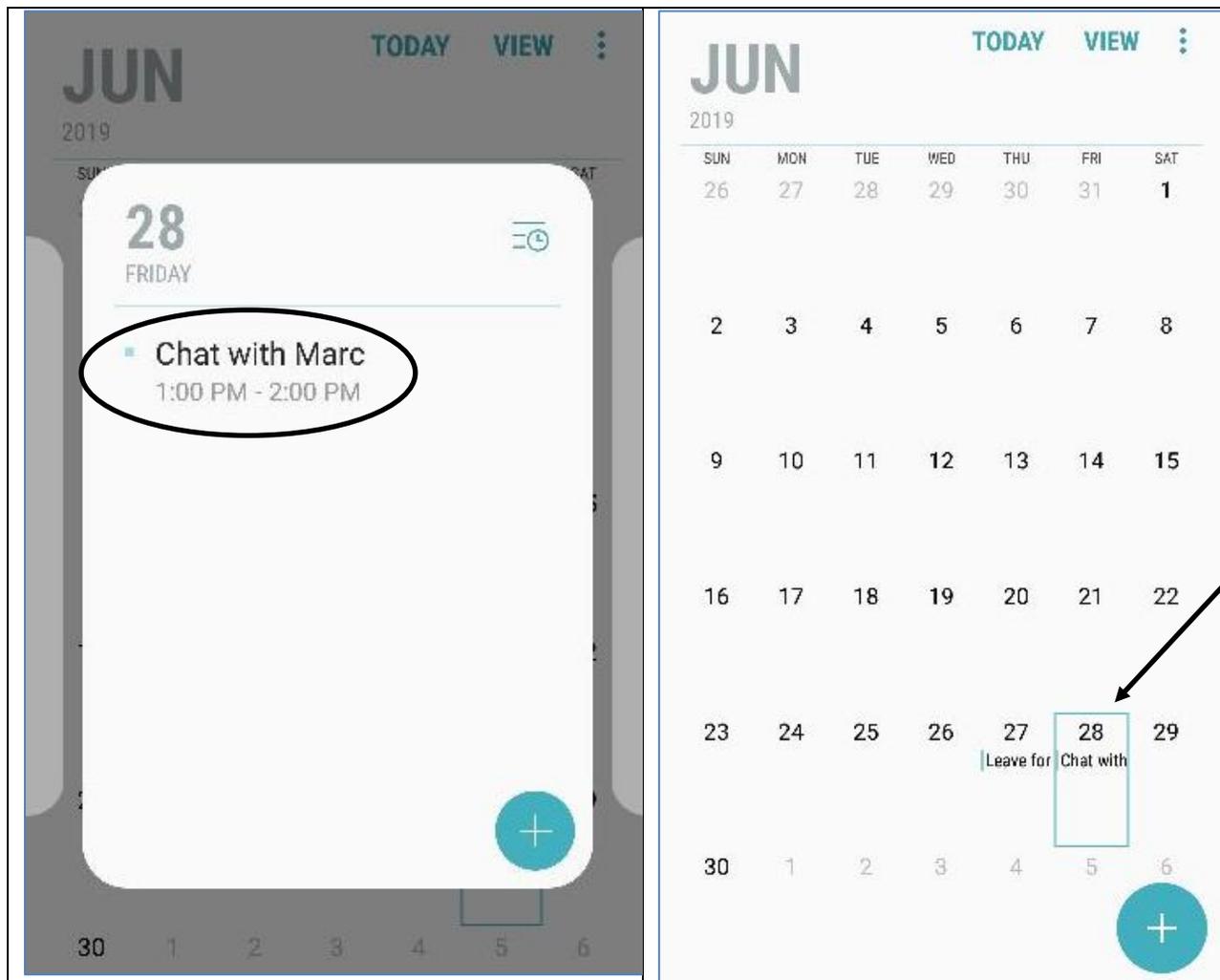




## Connect Through Tech

### Changing Appointment (continued)

Step 5. Appointment is now scheduled for June 28, 2019 (daily view and monthly view shown below).





## Connect Through Tech

### Canceling an Appointment

Step 1. **Click** (tap) Calendar app.



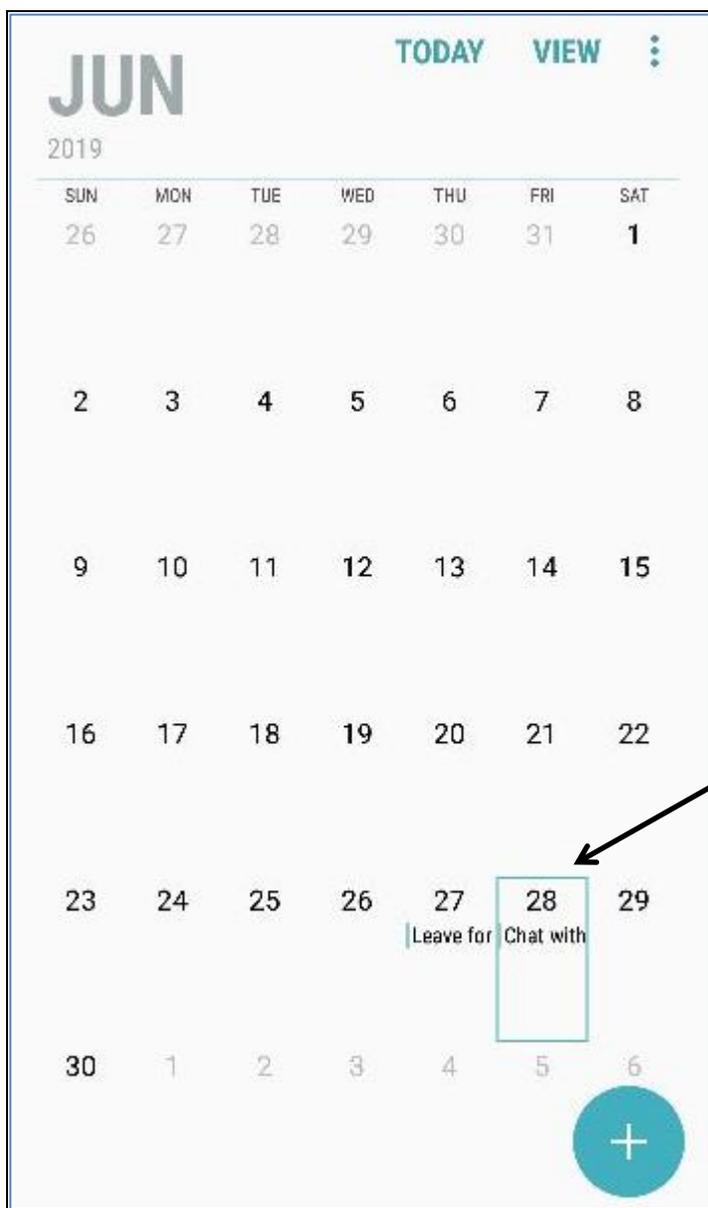
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



## Connect Through Tech

### Canceling an Appointment (continued)

Step 2. **Click** (tap) on day with appointment you'd like to cancel.

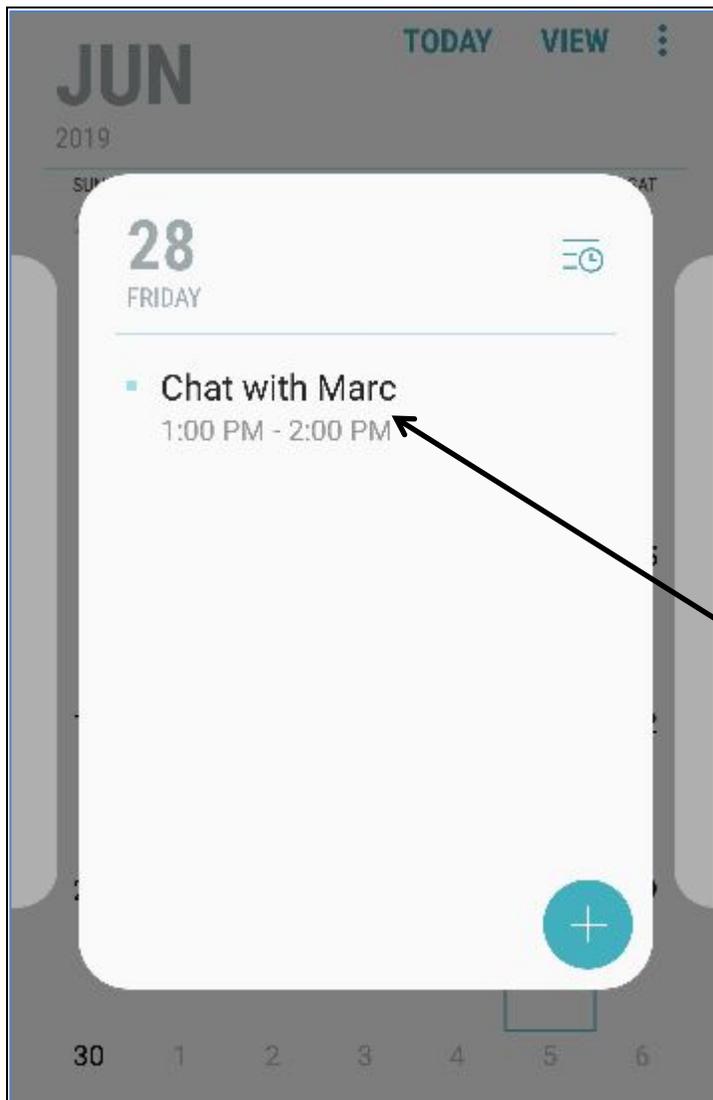




## Connect Through Tech

### Canceling an Appointment (continued)

Step 3. **Click** (tap) on appointment to cancel.

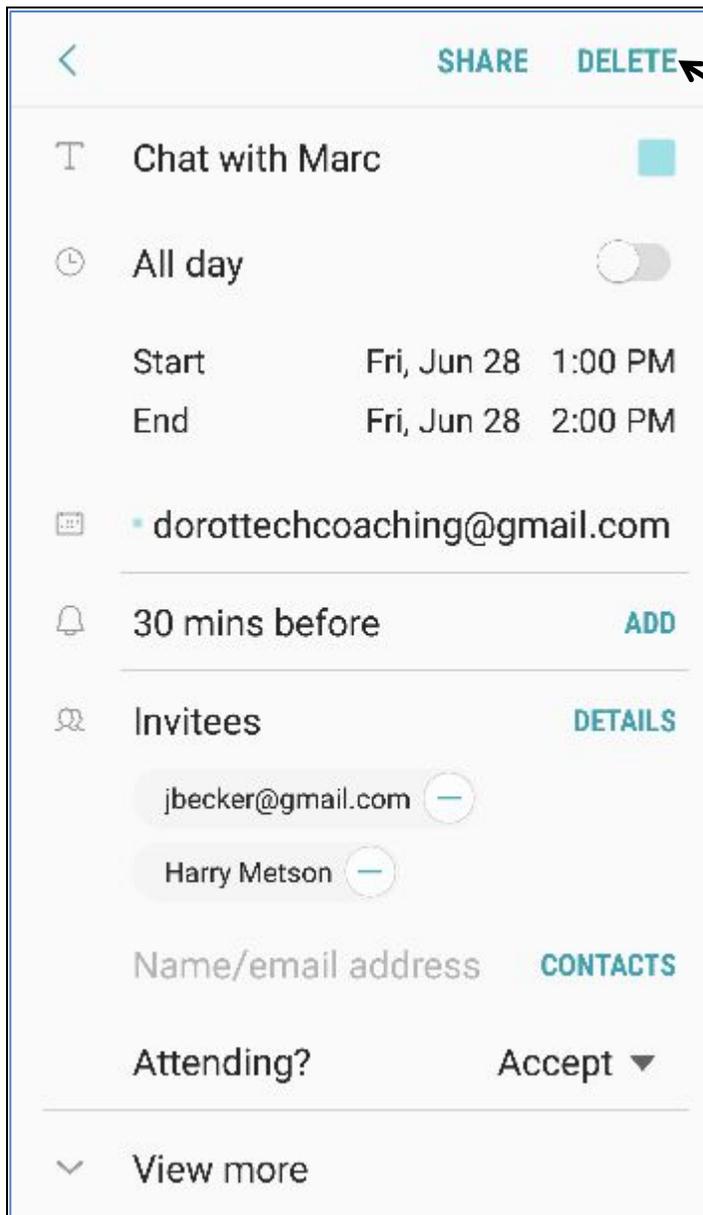




# Connect Through Tech

## Canceling an Appointment

Step 4. **Click** (tap) on *Delete* to cancel appointment.

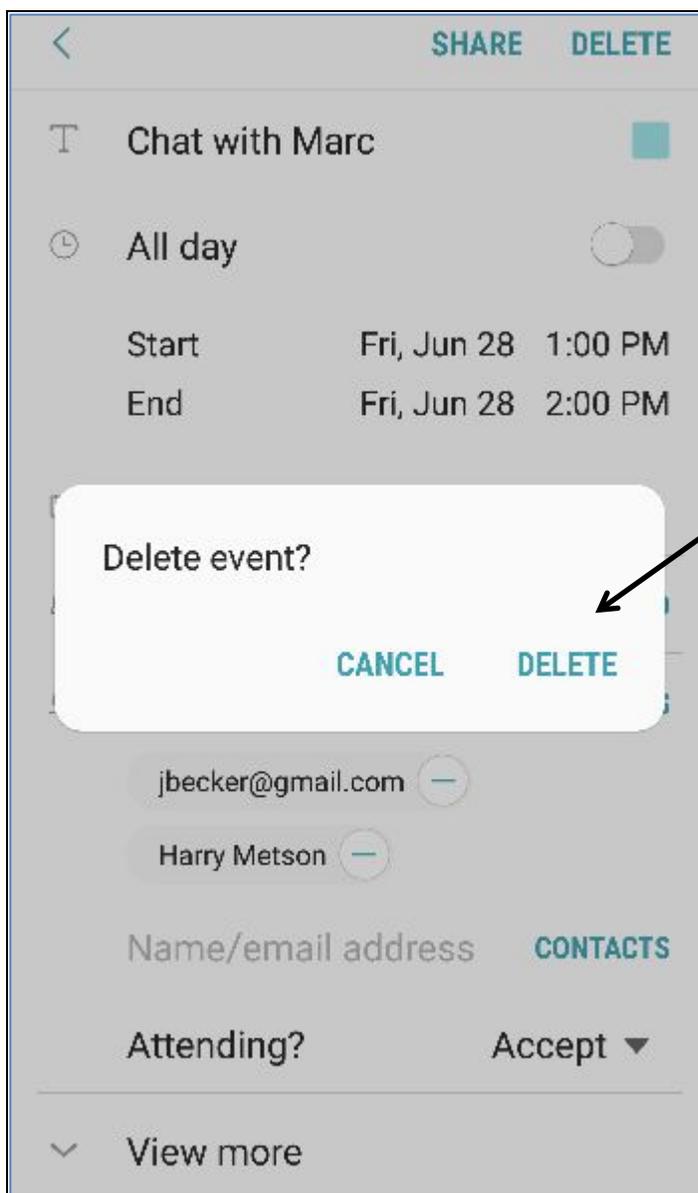




## Connect Through Tech

### Canceling an Appointment

Step 4. You will be asked to confirm that you want to delete this appointment. **Click** (tap) on *Delete*.

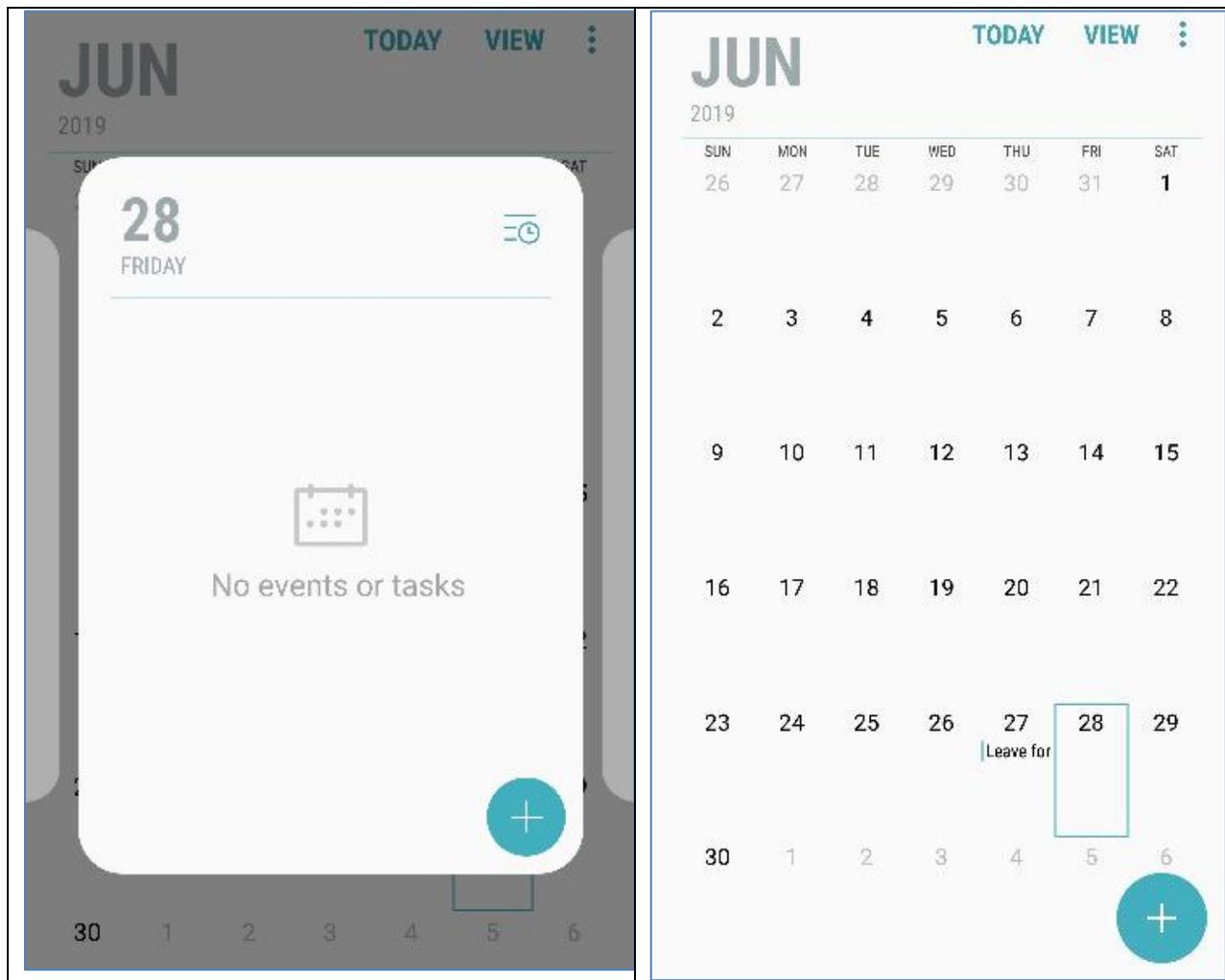




## Connect Through Tech

### Canceling an Appointment (continued)

Step 5. Appointment is removed from calendar. (Daily view and monthly view shown below).





## Connect Through Tech

DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).