



## Access Your Calendar Anywhere, Anytime!

Having a calendar on your computer is one thing; being able to access it remotely is another!

My household utilizes Microsoft Outlook calendar to maintain our “master schedule” of all work and family activities. The system involves my husband and me maintaining individual calendars and inviting the other to “meetings” that impact the household - typically shuttling kids, sporting activities and events we plan to attend together.

It wasn't until recently that my family indicated their need to know the day or week's agenda; my little problem solvers started reviewing the “master calendar” – on MY COMPUTER! Since my business *is* my computer, kids are *banned* from its use; a shared calendar solution had to be devised allowing household members access from any computer.

Enter Google calendar - an incredibly easy, FREE solution for anyone needing to organize a schedule, share a schedule, access a calendar from a mobile phone and receive event reminders via email or text messages. An MS Outlook / Google Calendar synch utility is available as well!

The “master calendar” in our household is still my MS Outlook calendar; Google's synch utility runs in the background on my computer and continuously updates the Google Calendar. Household members are invited to share the Google calendar (with “read only” rights - an email address is required) and the full calendar is viewable on any computer, anytime, anywhere. Problem solved!

There are different ways to use this technology, but if you want to use MS Outlook / Google Calendar similarly, here's what is needed:

1. Microsoft Outlook version 2003 or 2007 and email account\*
2. Windows XP or Windows Vista
3. Google Account: [click here](#) to create an account
4. Google synch utility: [click here](#) to install
5. Set synch options: 2-way sync, Google Calendar to MS Outlook or MS Outlook to Google Calendar

*\*Gmail address is not required to use Google Calendar; however, there are some features of Google Calendar that are available only to Gmail users [click here](#) for details*

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