

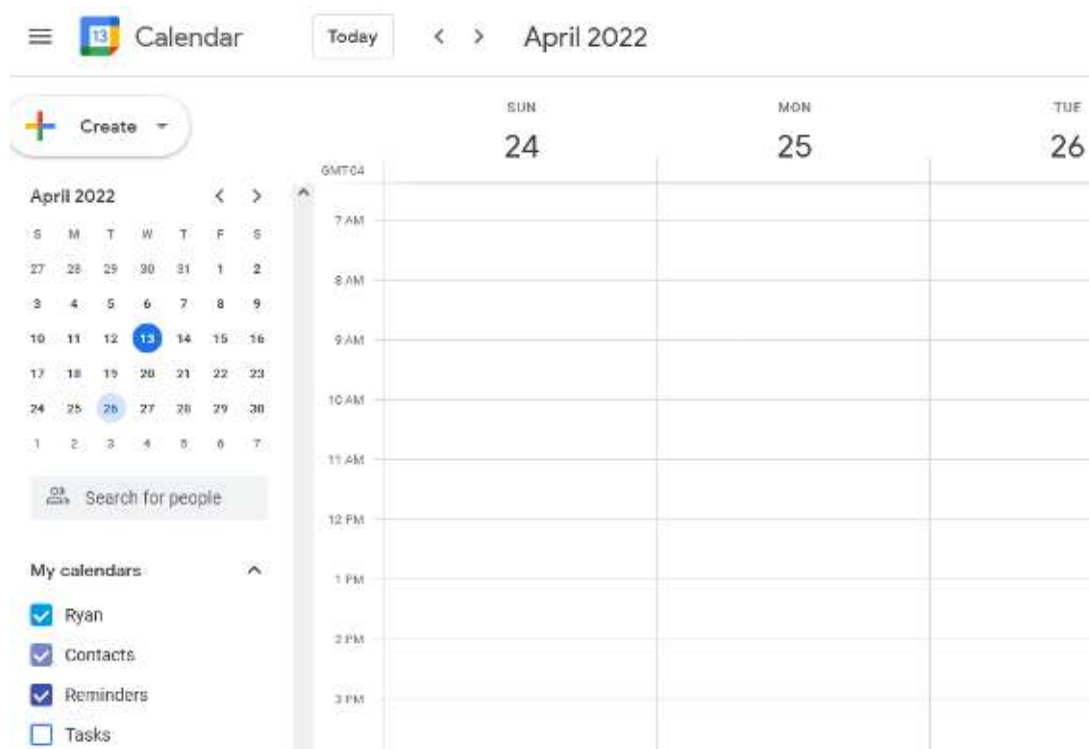
Creating Reminders

So you've purchased a webinar or online class but you don't want to forget to log on when it starts. If you have a Google account or Microsoft Outlook, then you have free tools available to you.

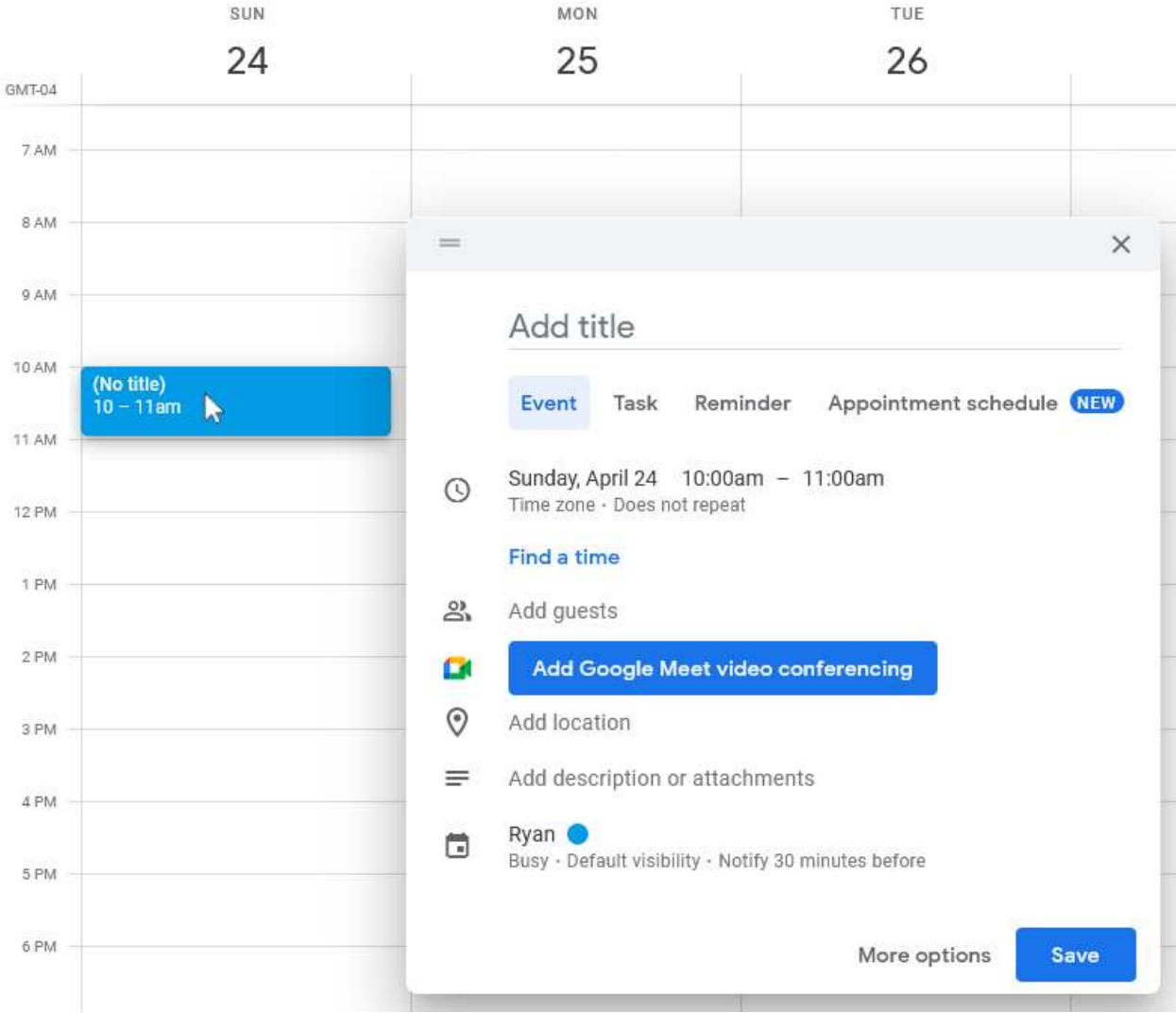


Creating Events in Google Calendar

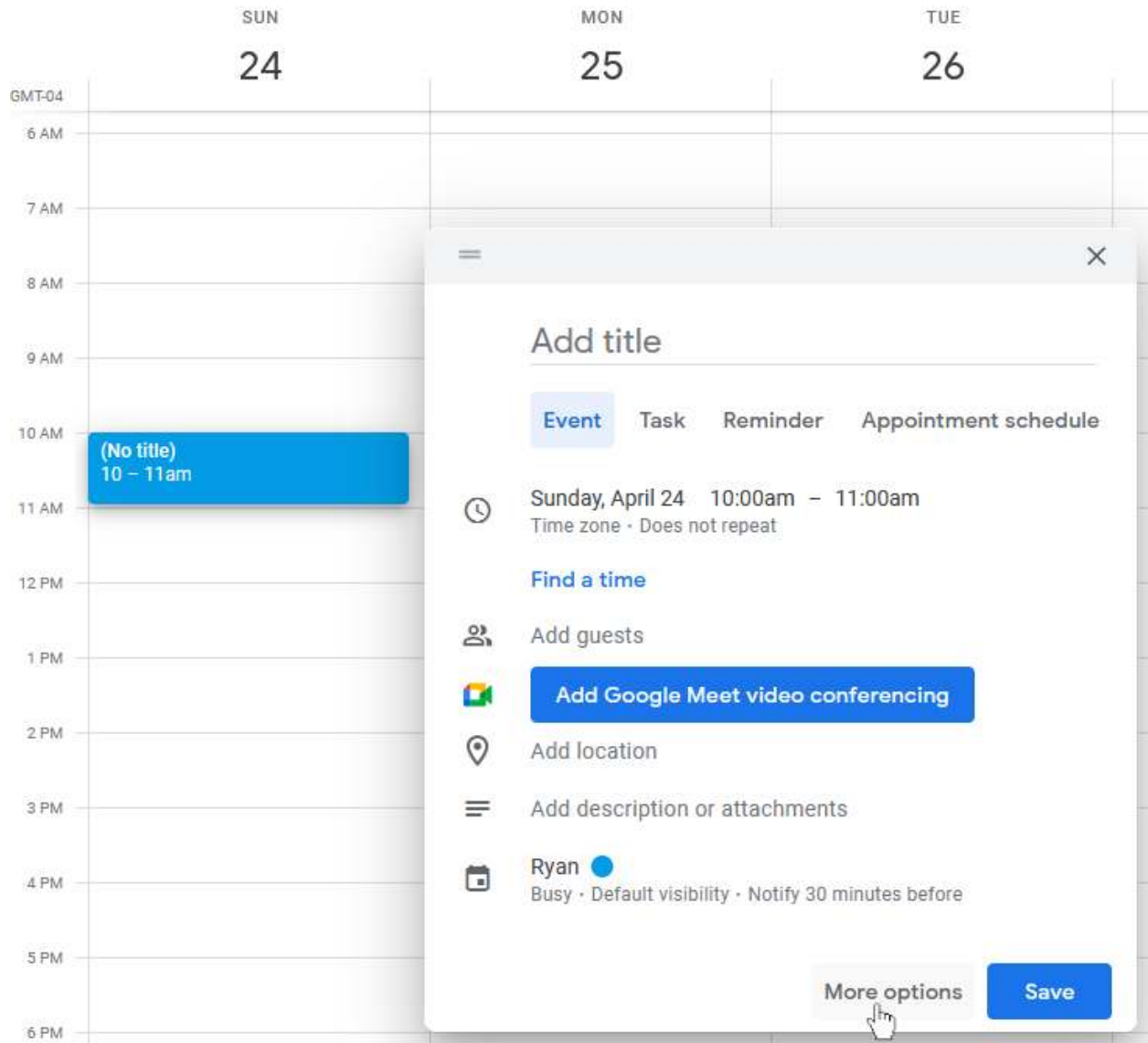
To get started with Google Calendar, first open your browser and go to <https://calendar.google.com>. Be sure to log in to your Google Account if you aren't already.



First, find the time and date on your calendar when your webinar will be. Click on the calendar at that time slot. Be sure you're accounting for any time zone difference. A blank event will appear, along with a window for details.



In the event window that pops up, click on **More options** to open a more detailed window.



Click on **Add title** and type the name of your webinar or class. If any details like the start time aren't right, you can change them here. Click on **Does not repeat** to change the repeat options, and select **Custom...** on the menu that appears.

The screenshot shows a calendar event creation form. At the top left, there is a close button (X) and the text "Add title". To the right is a blue "Save" button. Below the title field, the event date and time are set to "Apr 24, 2022 10:00am to 11:00am Apr 24, 2022" with a "Time zone" dropdown. A dropdown menu is open, showing repeat options: "Does not repeat", "Daily", "Weekly on Sunday", "Monthly on the fourth Sunday", "Monthly on the last Sunday", "Annually on April 24", "Every weekday (Monday to Friday)", and "Custom...". The "Custom..." option is highlighted with a mouse cursor. On the left side, there are several input fields: "All day" (checkbox), "Event Details" (tab), "Add Google Calendar icon" (button), "Add location" (location pin icon), "Notification" (bell icon), "Add notification" (bell icon), "Ryan" (calendar icon and name), "Busy" (calendar icon and dropdown), and "Default visibility" (calendar icon and dropdown). On the right side, there is a "Guests" section with an "Add guests" button and "Guest permissions" with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked). At the bottom, there is a rich text editor with a toolbar containing icons for link, bold, italic, underline, list, link, and unlink, and a text area with the placeholder "Add description".

Be sure **Repeat every** is set to 1 week, then click **After** and set the number of occurrences to equal the number of sessions your webinar or class has. Then click **Done**.

Custom recurrence

Repeat every 1 week

Repeat on

S M T W T F S

Ends

Never

On Jul 24, 2022

After 4 occurrences

Cancel Done

If you prefer, you can skip the step on this page and create a separate event for each session of your webinar or class with their own reminders.

By the bell notification icon, click on the **Notification** menu box to set the notification type to Notification or Email. **Notification** can play alerts on your computer or mobile device, while **Email** will send you an email prior to the event. See the next page for more details on these notification types. Click on the menus to the right of the notification types to set how long prior to the start of the event you want to receive these notifications. You can also click **Add notification** to create as many notifications as you like. Click **Save** when you're done.

× Webinar at SDI

Apr 24, 2022 10:00am to 11:00am Apr 24, 2022 Time zone

All day Weekly on Sunday, 4 times ▾

[Event Details](#) [Find a Time](#)



Add Google Meet video conferencing



Add location



Email ▾ 30 ↕ minutes ▾ ×

Notification ▾ 10 ↕ minutes ▾ ×

Add notification



Ryan ● ▾

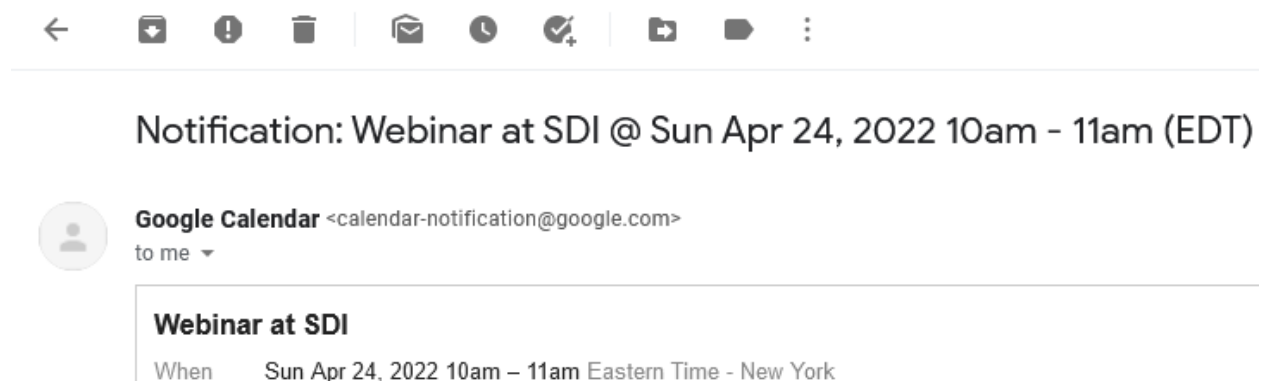


Busy ▾ Default visibility ▾ ⓘ

Notifications will send a desktop alert on your computer, but only if you leave Google Calendar open at the time the Notification is scheduled. If you have an Android smartphone or tablet, it will also send a Notification to that device regardless of whether you leave Google Calendar open or not. Desktop alerts look like this:



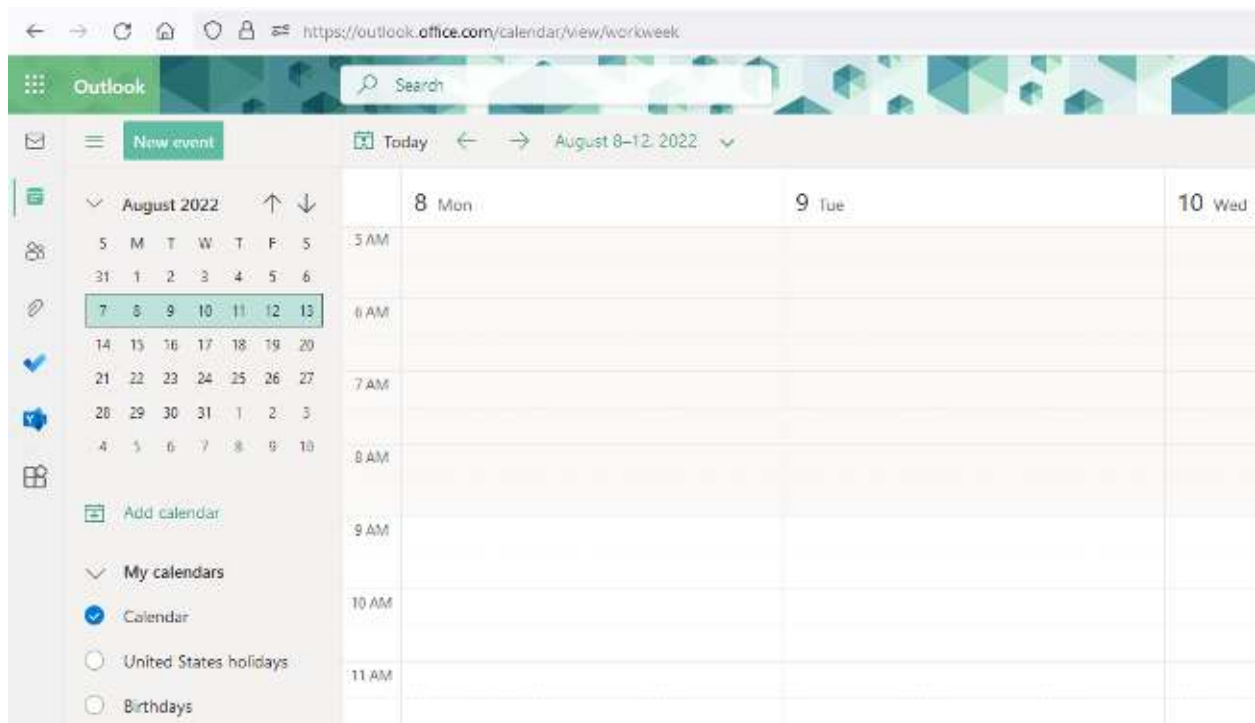
The **Email** alert is an automated email with simple details about the event, reminding you about it.



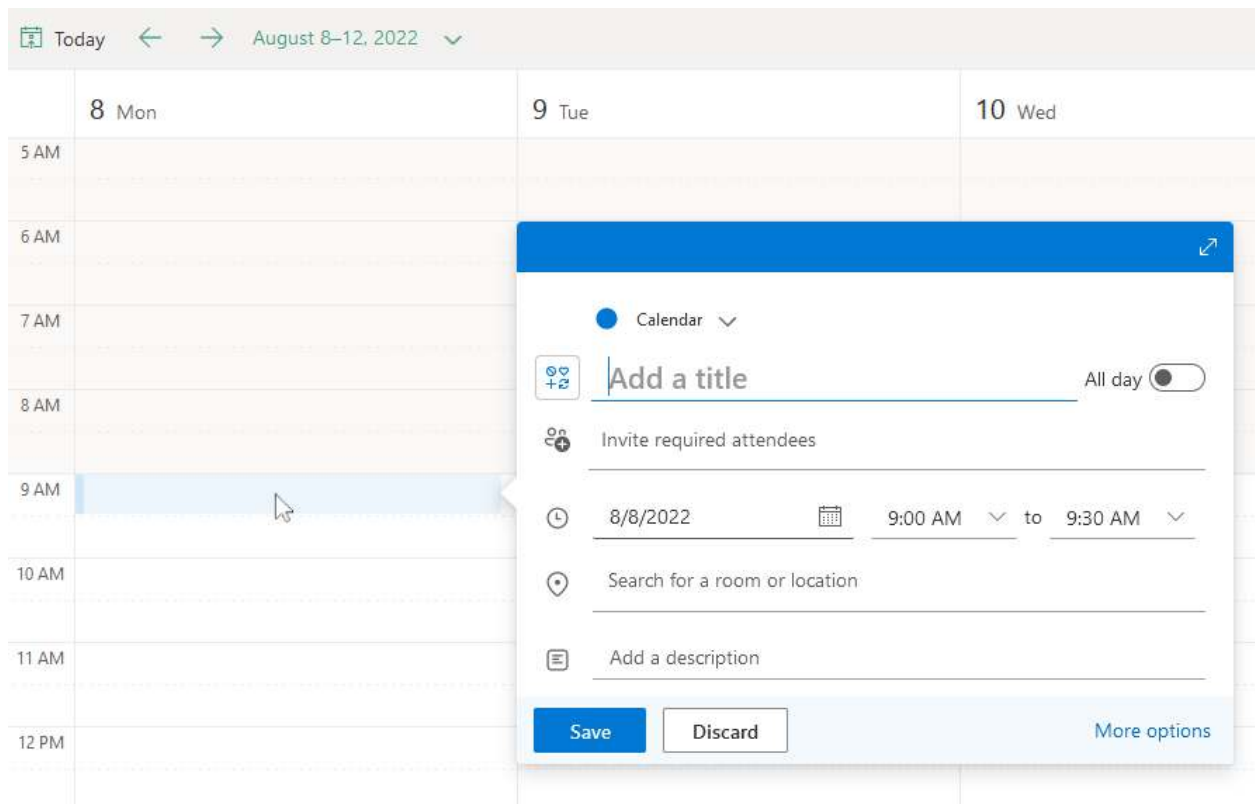
Enjoy your webinar or class at SDI!

Creating events in Outlook

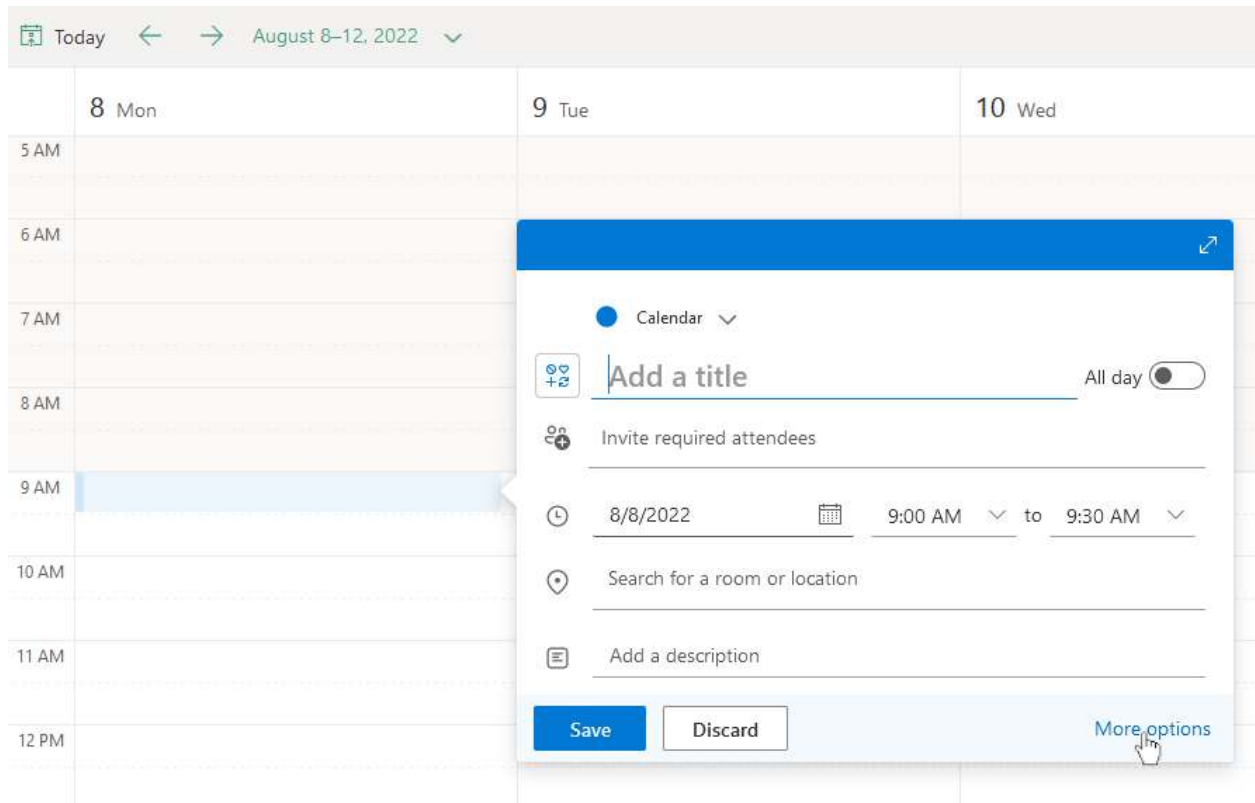
This section of the tutorial will cover creating a reminder in Outlook's web interface. First, open your browser and go to <https://outlook.office.com/calendar/>. Be sure to log in if you haven't already.



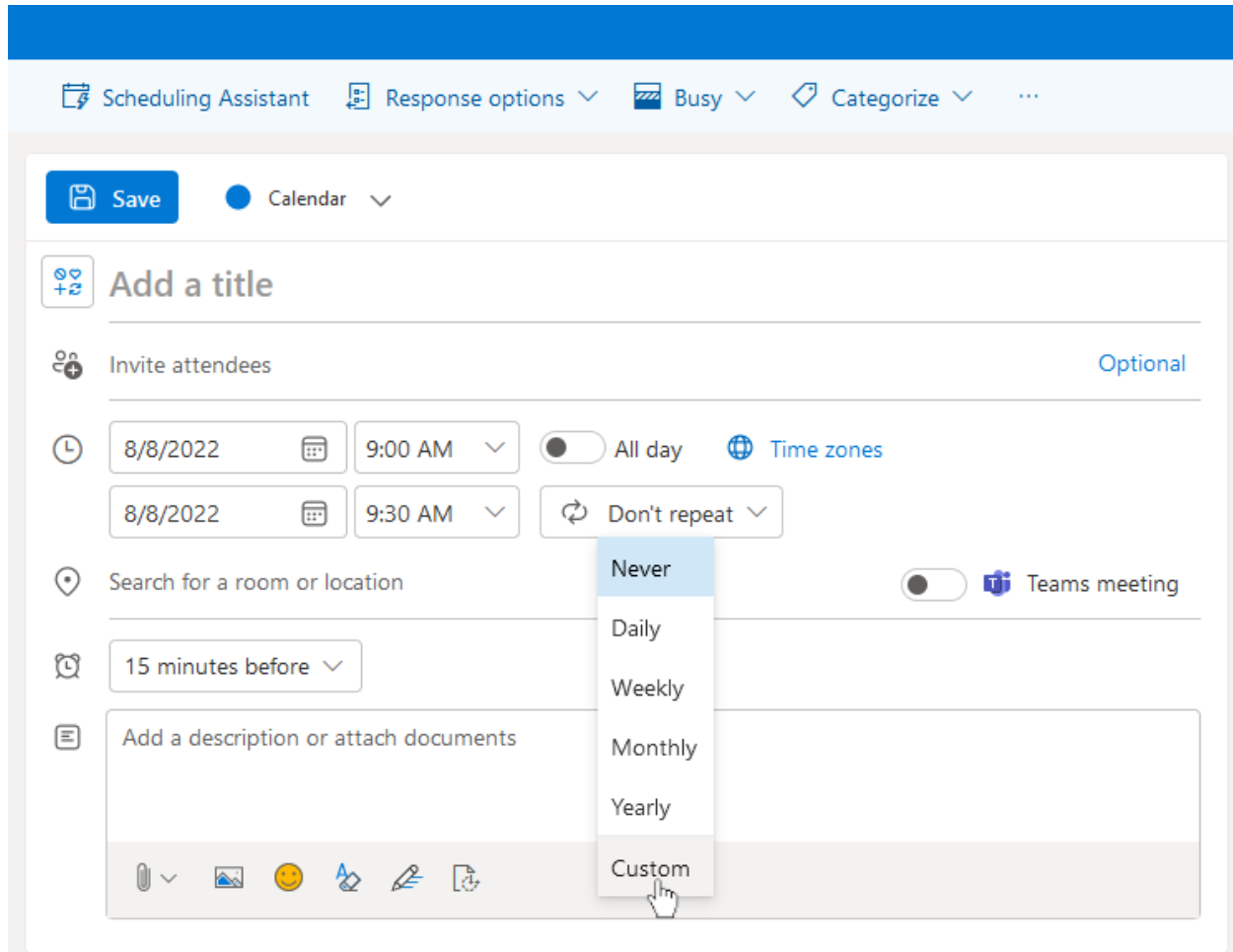
First, find the time and date on your calendar when your webinar will be. Click on the calendar at that time slot. Be sure you're accounting for any time zone difference. A blank event will appear, along with a window for details.



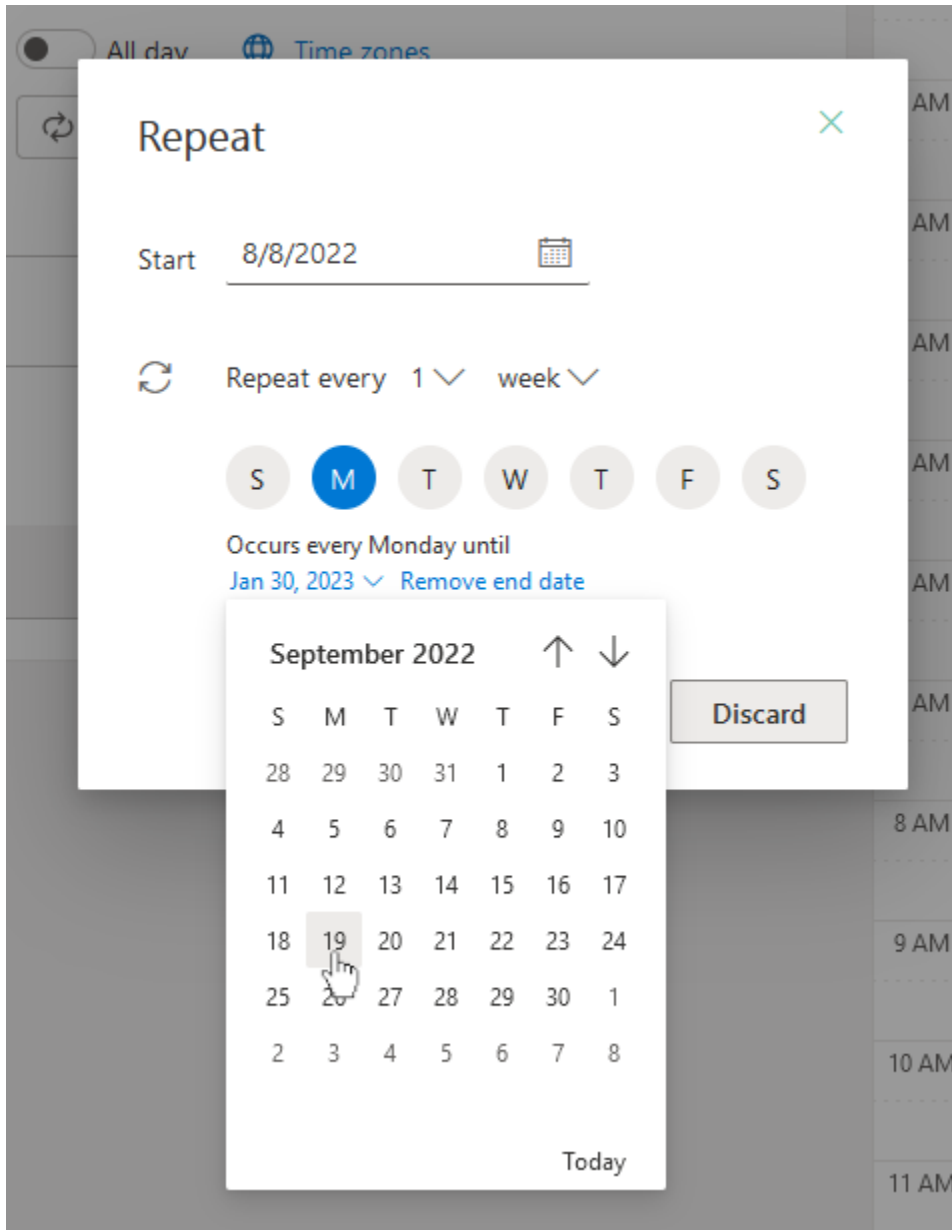
In the event window that pops up, click on **More options** to open a more detailed window.



Click on **Add a title** and type the name of your webinar or class. If any details like the start time aren't right, you can change them here. Click on **Don't repeat** to change the repeat options, and select **Custom** on the menu that appears.



Be sure **Repeat every** is set to 1 week, then click the date below **Occurs every ... until** and select the end date of the event. Then click **Save**.

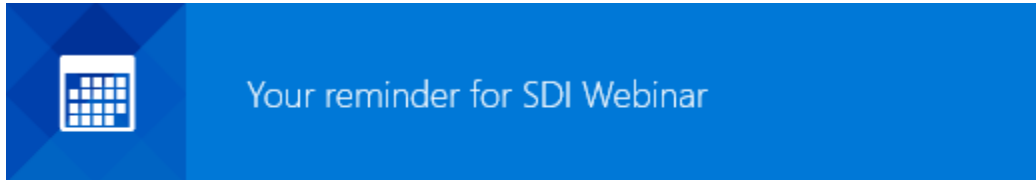


If you prefer, you can skip the step on this page and create a separate event for each session of your webinar or class with their own reminders.

By the alarm clock notification icon, click the menu that says by default **15 minutes before** to change when you'll receive a notification for this event. You can also click **Add email reminder** to receive an email prior to the event. Click **Save** when you're done.

The screenshot shows the editing interface for a calendar event titled "SDI webinar". At the top, there is a blue "Save" button and a "Calendar" indicator. Below the title, there is an "Invite attendees" section. The event details include a date of 8/8/2022 and a time of 9:00 AM, with an "All day" toggle switch. A second time slot is shown for 9:30 AM. A search bar for a room or location is present. The notification settings are expanded, showing a list of options: "Don't remind me", "At time of event", "5 minutes before", "15 minutes before" (which is selected with a checkmark), "30 minutes before", "1 hour before", "2 hours before", "12 hours before", "1 day before", "1 week before", and "Add email reminder".

Notifications will send a desktop alert on your computer, but only if you leave Outlook Calendar open at the time the Notification is scheduled. The **Email** alert is an automated email with simple details about the event, reminding you about it. The alerts look like this:



SDI Webinar in 15 minutes

Enjoy your webinar or class at SDI!