

Google Calendar

www.google.com/calendar

A free time-management application

what is it?

Google calendar is a free application that allows users to create and share events with each other. However, you must have a Google account to use Google Calendar. Since it is a web-based application, all events scheduled are stored online. This enables you to access your calendar and events from any location. You can also create customizable reminders so you will never miss an important event again!

educational use?

Faculty and students can easily schedule and monitor events with each other—whether that be important classes, guest lectures, or even when certain assignments are due. Google calendar can also be accessed on any smart phone thus making it more accessible than ever.

pros & cons?

Google Calendar is free to use and has the ability to sync with other email applications such as Microsoft Outlook, Apple iCal and Mozilla Sunbird. Another benefit of using Google Calendar is that you can share your schedule with other Google Calendar users.

what's it cost?

Free to use.

alternatives?

A notable competitor is Windows Live Calendar.

resources?

Calendar Help

<http://www.google.com/support/calendar/?hl=en>