

Other Google Applications

Calendar and Account Settings

[Mail](#) [Calendar](#) [Documents](#) [Sites](#) [Contacts](#) [more...](#)

addr@domain.org - 

Add Events links

Calendar View Tabs

[Create event](#) [Quick add](#)

[Today](#)   [January 2019](#) [Print](#) [Refresh](#) [Day](#) [Week](#) [Month](#) [4 Days](#) [Agenda](#)

January 2019

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20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My calendars

[My Public Calendar](#)   
[Personal Calendar](#) 

[Tasks](#) 

[Add](#) [Settings](#)

Other calendars

[Add a coworker's calendar](#)

[US Holidays](#) 

[Add](#) [Settings](#)

Month View

Click on a day to view the Week Calendar.  
Click again to see just the Day Calendar.

Access to Calendar's Action Menu and Color Palette

Calendar Index (My calendars" and "Other calendars")

Click on the Calendar to add Event or Task

Add Other Calendars

Quick Link to Global Calendar Settings

# Google Calendar User Manual

**HCPPro**



## **Google Calendar User Manual:**

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*Methamphetamine Initiative, Grant Owner's Manual* ,2002 TRGP 2002 Grant Owner's Manual United States. Department of Justice. Office of Community Oriented Policing Services,2002

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- Use AI to categorize emails or schedule tasks (Example: 11-20):** Connect Gmail with Notion via Zapier to log tasks from emails automatically.
- AI-Powered Task Automation (21-30):** Automate content creation with tools like ChatGPT or Jasper AI. Prompt: "Generate 5 social media posts for a fitness brand every Monday." Schedule posts via Buffer integration.
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- Automate customer support with AI chatbots (41-50):** CustomGPT AI. Set up bots to handle FAQs on websites or Discord, saving hours daily.
- Productivity Workflows (51-60):** Sync calendars across platforms (Google Calendar, Outlook) using Make to schedule meetings based on email triggers. Example: "Create a Zoom meeting when I receive a client email."
- Automate file organization with AI-powered tagging (61-70):** Use Google Cloud's Vision API to label and sort images or documents into folders.
- Generate reports with AI analytics tools (71-80):** Power BI integrated with Gemini Prompt. Analyze sales data from this CSV and create a weekly summary.
- Advanced Automation (81-90):** Build custom scripts with Python and AI APIs (e.g., OpenAI, Gemini) for complex tasks like auto-generating financial dashboards or scraping web data for research.
- Use low-code platforms like Bubble with AI plugins (91-95):** Create automated apps such as a task tracker that prioritizes tasks with AI logic.
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