



# Using your Google Calendar to save time: tips and tricks

by

```
<style>
/* Course Entry Route */
.row.courseRoute{
  margin-left:0;
  margin-right:0;
  padding-bottom:1em;
  margin-bottom:1em;
  border-bottom: 1px solid rgb(51, 51, 51);
}
.courseRoute div.caption{
  display: block;
  font-size: 0.75em;
  font-weight: 400;
}
.courseRoute .courseTitle,
.courseRoute .courseLength,
.courseRoute .courseType,
.courseRoute .courseDeadline{
  font-weight: bold;
  padding:6px 0;
}
.courseRoute .courseTitle{
  color: #2993d0;
}
.courseRoute .courseApply{
  padding-top:7px;
  padding-left:0;
  padding-right:0;
}
/*ACCORDIONS / COLLAPSE
*****/

.panel-group .panel {
  border-radius: 0;
}

.panel-group .panel+.panel {
  margin-top: 10px;
}

.panel-default {
  border-color: #e7e7e7;
  border-radius: 0;
}

.panel-default .panel-heading {
  padding: 0;
  background: transparent;
  border-radius: 0;
}

.panel-default .panel-title > a {
  display: block;
  padding: 28px 30px 28px 20px;
  font-size: 18px;
  color: #2993d0;
  text-decoration: none;
}

.panel-default .panel-title > a .prefix{
  display:none;
}

.panel-default .panel-title > a .fa {
  float: right;
}
```



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.accordionStandard .panel-default .panel-title > a{
  position: relative;
}
.accordionStandard .panel-default .panel-title > a .fa.fa-caret-right {
  float: none;
  display: block;
  position: absolute;
  right: 20px;
  top: 40%;
  top: calc(50% - 10px);
}

.panel-default .panel-title > a:not(.collapsed) .fa:before {
  content: "\f0d7";
}

.panel-body {
  background: #eee;
  padding: 20px;
}

.panel-open-all {
  border-top: 1px solid #e7e7e7;
  margin: 20px 0;
  padding: 20px 20px 0;
  font-size: 18px;
}

.panel-open-all .fa {
  margin-left: 5px;
}

.panel-group > .panel-open-all > a.closeAll > i.closeAll:before {
  content: "\f0d7";
}

.banner .accordion_box .panel-group .panel .panel-heading .panel-title a span.flagExternal{
  background-image: url('https://www.ucd.ie/t4cms/ucdmaincore_new_window_icon.png');
  background-repeat: no-repeat;
  background-position: center center;
  display: inline-block;
  width: 14px;
  height: 14px;
}

/*BUTTONS
*****/

.btn {
  border-radius: 0;
}
.btn-spacer{
  height: 34px;
}

.btn.default {
  color: #0a4873;
  background: #eee;
  border: 0;
}

.btn.blue {
  background: #2993d0;
  color: #fff;
}
.btn.blue:hover {
```



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background: #45a1de;
}
.btn.darkblue {
background: #0a4873;
color: #fff;
}
.btn.darkblue:hover {
background: #5f839e;
}
.btn.yellow {
background: #f0c650;
color: #0a4873;
}
.btn.yellow:hover {
background: #f8ce58;
}

main#single-column-content {
background-color: white;
}

.image.video img {
display: block;
margin: 0;
}

img {
max-width: 100%;
height: auto;
}

img {
vertical-align: middle;
}

img {
border: 0;
}

img[Attributes Style] {
width: 100%;
}
</style>

```

```

<!--<h1 class="pageTitle">General Information</h1-->
<h3>General Information</h3>

```

```

<h1>Using your Google Calendar to save time: tips and tricks.<br />
Digital Office - Spring 2024 Series</h1>

```

Google Calendar has lots of useful features. Did you know you can set your working hours and location, check anyone's availability at UCD to find meeting times, schedule appointment slots, create a team calendar and more? Join us for a 1-hour session from the UCD Digital Office, showcasing some of the great features to save you precious time in your working day. This session could be useful for anyone interested in exploring scheduling features to save time day-to-day.

```

<div class="text">
<h3>General Details:</h3>
<h10></h10>
<dl>
<dt>Start Date:</dt>
<dd>09 Nov 2023</dd>
<dt>Start Time:</dt>
<dd>12:00</dd>

```



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<dt>Duration(Hours):</dt><dd> 1.00</dd>  
<dt>Location</dt><dd>Zoom</dd>

<dt>Contact Name:</dt>  
<dd>eag.training@ucd.ie</dd>  
<dt>Contact Number:</dt>  
<dd></dd>

</dl>

<div class="image video">

<IMG

src=W\_HU\_REPORTING.P\_WEB\_IMAGE?p\_parameters=3BD002D2D66839190F9CAE7FD8324C383FE26E1C2559674A0A56E085F6B1E6C0A93833D7274714593BD7A63D9D5E0132EA735388CEAE41C01D05539A8C39C3EC WIDTH=100%></div>

</div><!--/text-->

<h4><font color="black">Please note that you must be logged into to avail of the Book Now function. </h4>

<div class="panel panel-default">

<div class="panel-heading" role="tab" id="heading99">

<h4 class="panel-title"></h4>

</div>

<div id="collapse99" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading99">

<div class="panel-body">

<p></p>

</div>

</div>

</div><!--/panel-->

<iframe

width="100%"

height="450"

frameborder="0" style="border:0"

src="https://www.google.com/maps/embed/v1/place?key=AlzaSyC54GPiiUtpxQhsRq9fwapW\_SVhXsPBo1&q=Zoom+,,,"

allowfullscreen>

</iframe>