Join

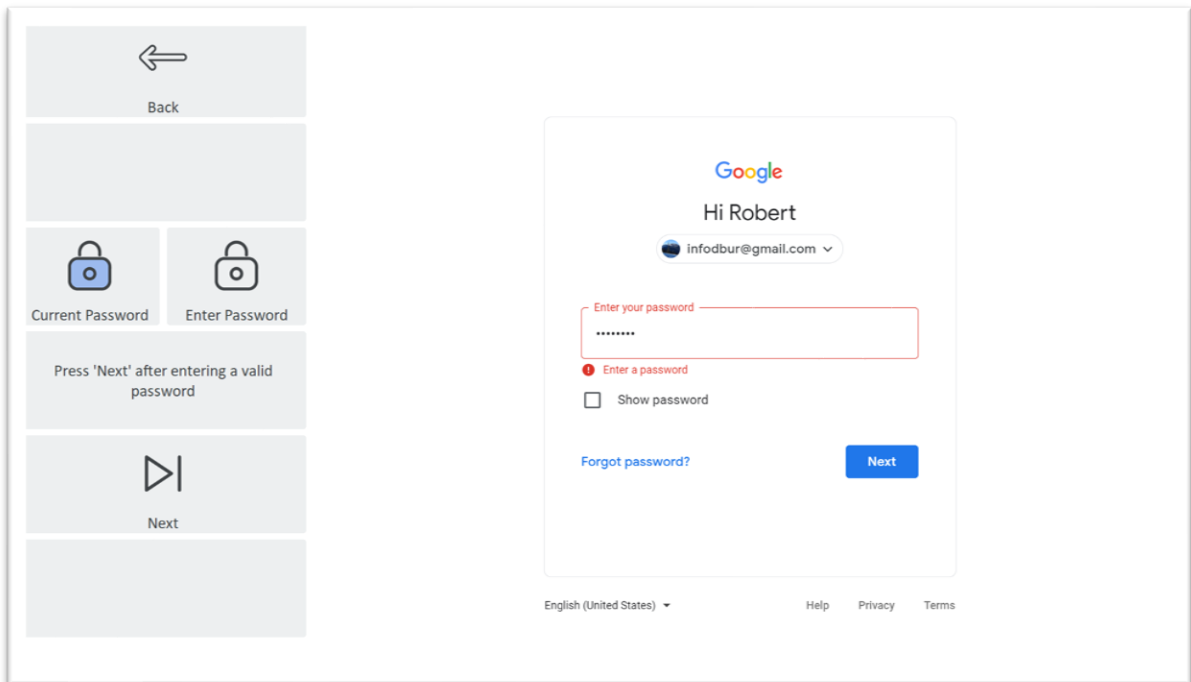### Digital life made easy

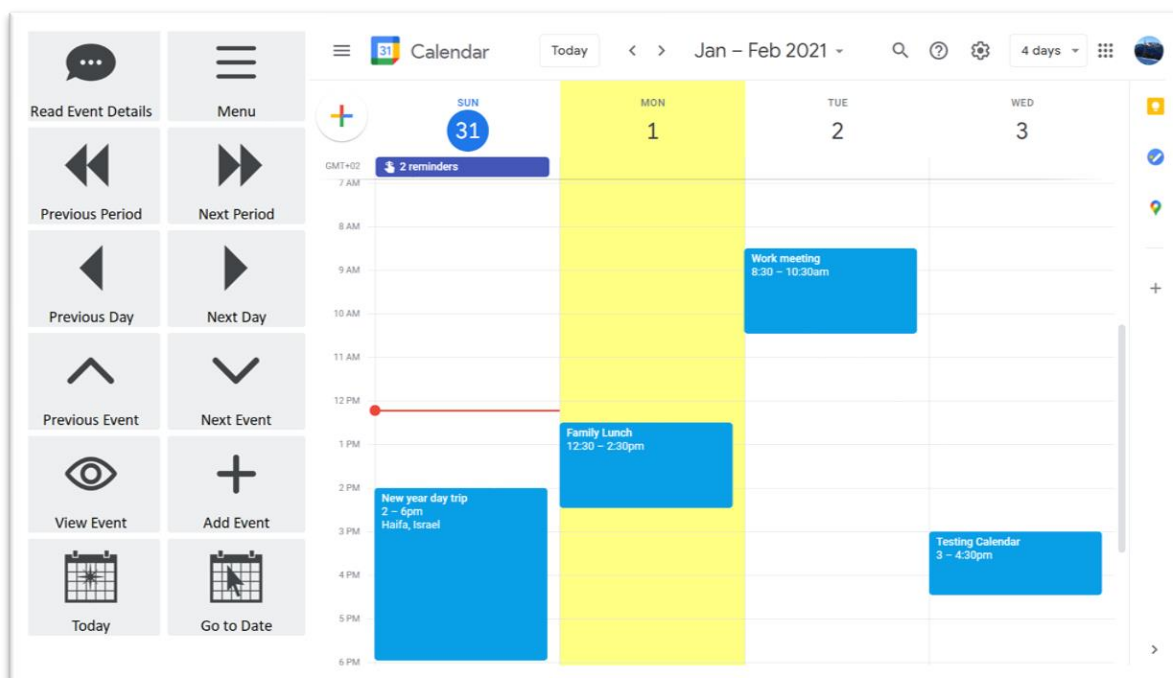# Join-In for Grid 3

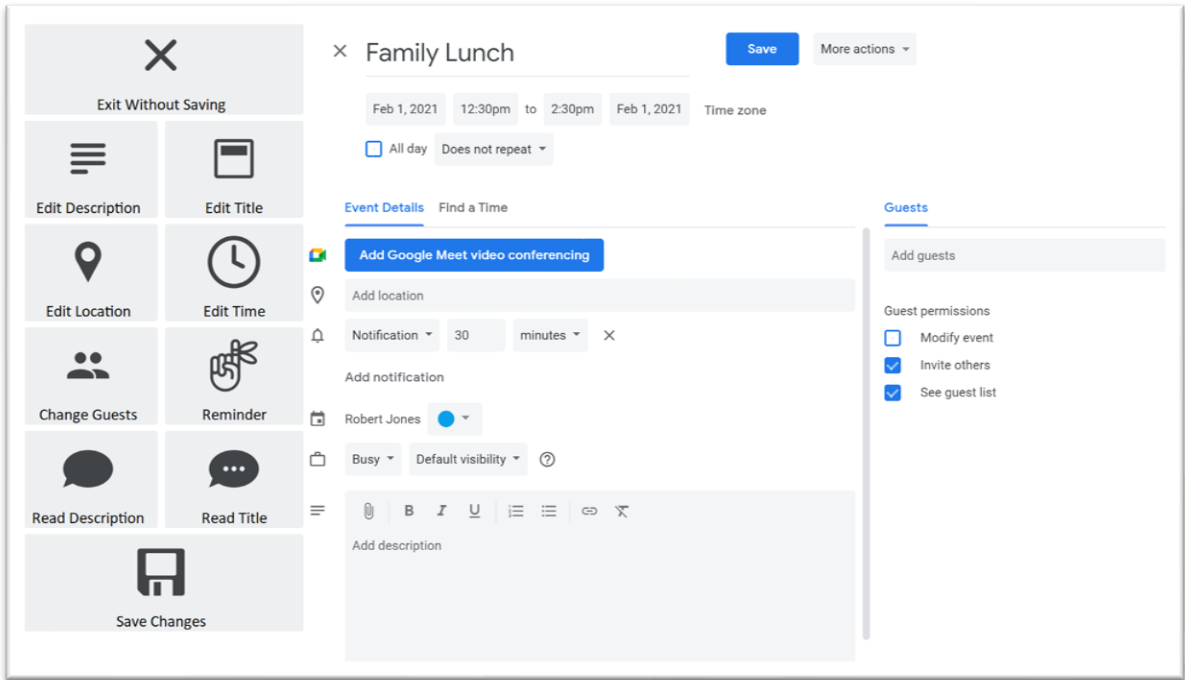# Google Calendar

Getting Started

- <u>Requirements</u> – to use Join-In Google Calendar you need to have a Google account. Make sure to have your login and password available.

- **Login** – After selecting *Join-In Google Calendar* from your Grid 3 Grid Explorer, follow the sequence *Login and Info* => *Sign In*, then select either a saved account if one exists or a new account. Enter your Google account email or phone number => *Next* => *Password* => enter your Google account password => *Next* => *Sign In.*

- If two-step verification is set up, you will be prompted to enter the verification code received from Google (you can click *Got to Messenger* to retrieve the code from **SMS**, and *Enter Pin* to enter it). Otherwise click *Finish*.

- You are now logged in to your Google account. Select *Continue to Calendar* to start using the app.

- Join-In Gridsets are available in different languages and optimized for use with different input devices. For most apps there is also a regular 'Full' version and a 'Lite' version with larger buttons and almost identical functionality. Please refer to the Join-In for Grid 3 **Getting Started** guide for information on how to download the Gridsets that are best for you.

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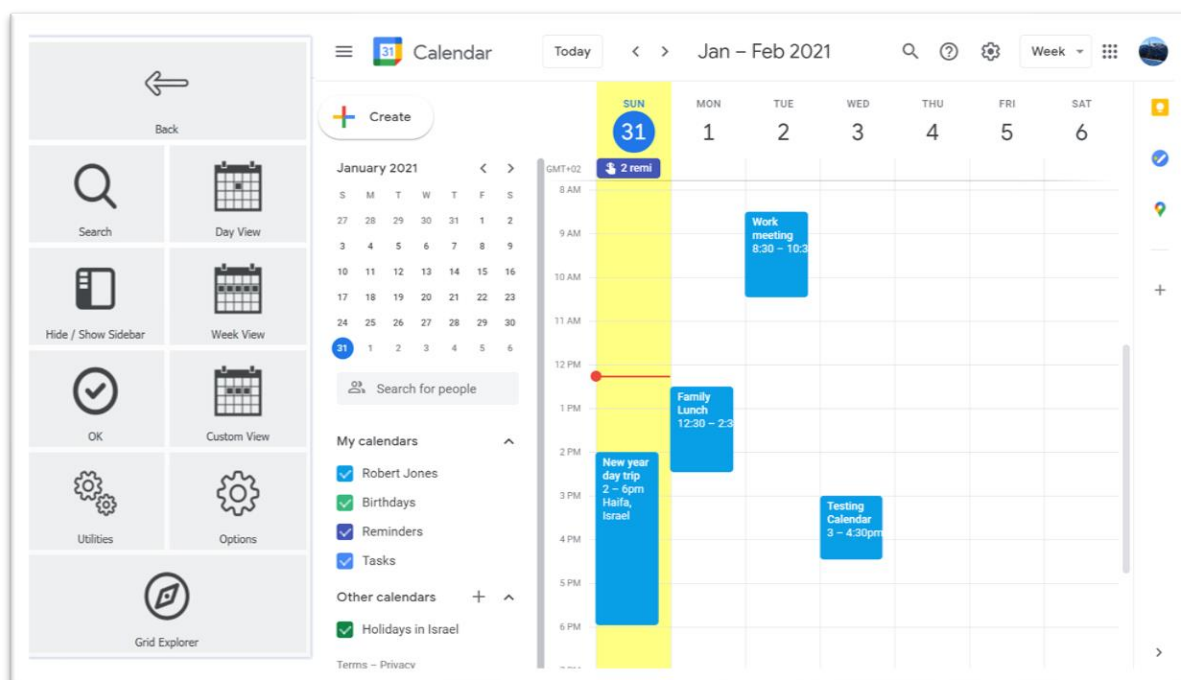**+972 77 2114010 | info@d-bur.com | apps.d-bur.com**

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Home

- *Menu* – go to the Join-In Google Calendar menu.

- *Previous Event* and *Next Event* – select the previous or next event in the selected day. If no event is selected, select the first event in the current day.

- *Previous day* and *Next day* – select the previous or next day. If no day is selected, select the first day in the current view.

- *Previous Period* and *Next Period* – Display one period backward or forward. The length of a period is defined in the Join-In Google Calendar *Menu*.

- *Read Event Details* – read aloud the details of the selected event.

- *View Event* – view details of the selected event.

- *Add Event* – create a new event.

- *Today* – go to today's date.

- *Go to Date* – allows you to enter a specific date and go to it.

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Edit Page

- Edit event details – *Edit Description*, *Edit Title*, *Edit Location*, *Edit Time*, *Change Guests*, *Reminder* (yes or no, reminder time).

- *Read Title* and *Read description* of the event.

- *Save Changes* – save your edits

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Menu

- ***Day View*** – show one day. Clicking this button will also set the **Period** in the home page to one day.

- ***Week View*** – show a whole week. Clicking this button will also set the **Period** in the home page to one week.

- ***Custom View*** – display the calendar in custom view. Custom view properties are defined in Google Calendar settings (default is 4 days). Clicking this button will also set the **Period** in the home page to the Custom View period.

- ***Search*** – search for an event in your calendar.

- ***Show/Hide sidebar*** – show or hide the left sidebar.

- ***OK*** – approves reminder notifications from Google Calendar if you receive one while using the app.

- ***Utilities*** – ***Recover*** or reopen Join-In Google Calendar, ***Block Touch*** or ***Allow Touch*** access, close windows you do not need, close popup messages, zoom in or zoom out…

- ***Options*** – change the computer volume level, toggle auto-read on or off, sign in or sign out of Google Calendar, and access the **Join-In Settings** app.

- ***Grid Explorer*** – Exit Join-In Google Calendar

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