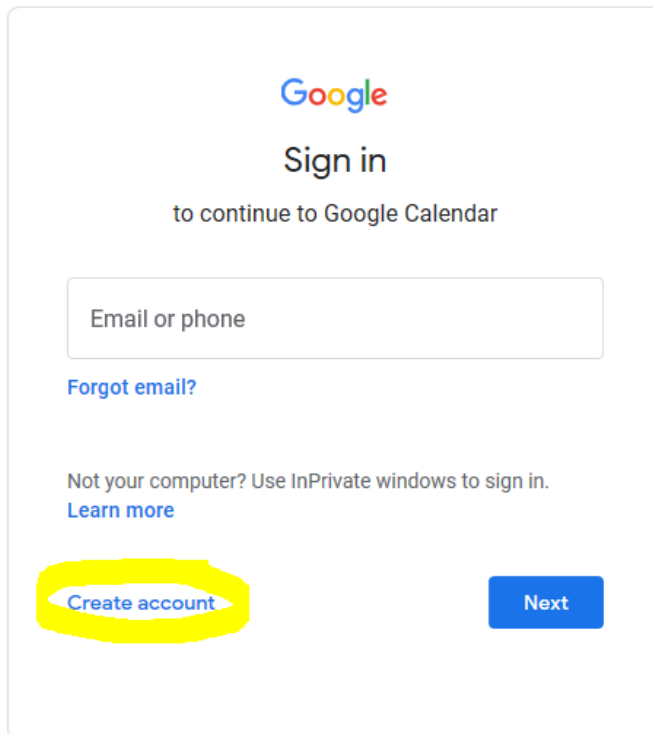


DDS Schedule Quick Reference Guide

First Time Accessing the UCLA SOD DDS Google Calendar w/ no prior Google Email/Account*

**if you already have a google email/account, please skip steps 3 and 4 (new account creation)*

1. Be sure to use a laptop or desktop computer to make the sign-up process more simple. Creating your account is vital for later if and/or when you want to use the Google Calendar app on your mobile device.
2. Click on these direct links to our DDS Schedules by class year:
 - a. [D1 DDS Schedule](#)
 - b. [D2 DDS Schedule](#)
 - c. [D3 DDS Schedule](#)
 - d. [D4 DDS Schedule](#)
3. Sign-in or Create a new account by following the directions to create a brand new google email (e.g. UCLASODdentist@gmail.com).



Google

Sign in

to continue to Google Calendar

Email or phone

[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in.
[Learn more](#)

[Create account](#)

Next

4. Complete creation of your account by entering your preferred name that will appear in the Google Workspace to other users and choose a password that you will remember.


Google

Create your Google Account
to continue to Google Calendar

First name Last name

Username @gmail.com
You can use letters, numbers & periods

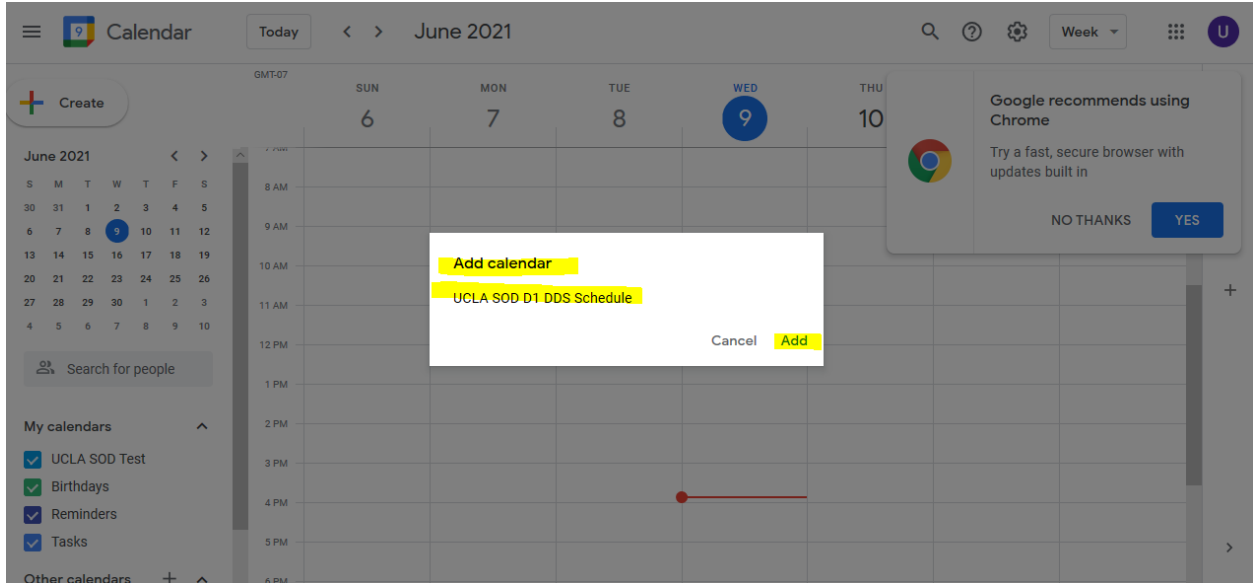
[Use my current email address instead](#)

Password Confirm 
Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

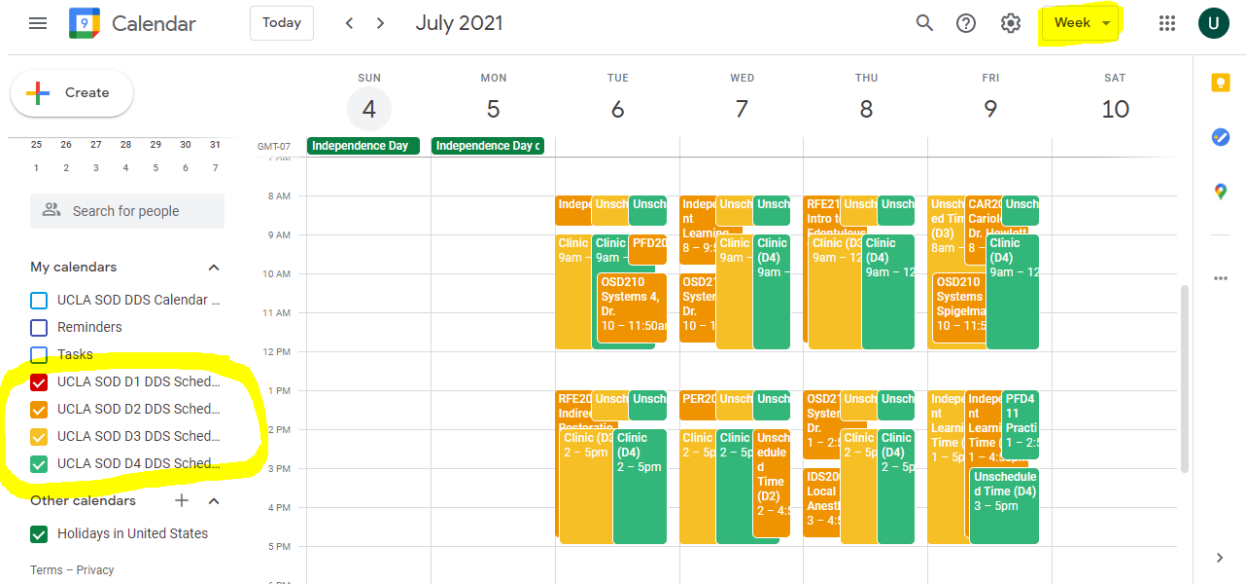
One account. All of Google working for you.

5. Once you've signed in or created your account, you will be prompted to add the calendar to your list of calendars. Proceed by clicking "add" so that you can have access to the calendar in your existing or newly created Google Account.



6. You now have access to view the DDS Calendar for whichever class year you chose to click on first. Welcome to the new home for the UCLA SOD D1-D4 DDS Schedules. All DDS Calendar information will now be housed here indefinitely. From here you can go back to step 1 and click on the other class year links to add them to your calendar.
7. Once all schedules have been added to your calendar, you will no longer have to click on the links. Simply go to <https://www.google.com/calendar>, make sure you are signed into your new account, and the schedules should be available to you already.
8. Viewing the DDS Schedules by Class Year - You will have the ability to check or uncheck each of the four schedules on the bottom left corner of your screen to view each class year's schedule individually or overlapped. Please see the user interface below as an example and see additional information in the [sections below](#):

Having trouble accessing the UCLA SOD DDS Schedule via Google Calendar? Contact me at jcarreon@dentistry.ucla.edu



Google Calendar Description and Overview

[Google Calendar](#) is a time-management and scheduling calendar service developed by Google. It became available in beta release April 13, 2006, and in general release in July 2009, on the web and as mobile apps for the Android and iOS platforms. Google Calendar allows users to create and edit events just as you would in any other calendar software such as Microsoft Outlook Calendar, Apple iCloud Calendar App, Yahoo Calendar, etc. Some of these features are highlighted in the graphic below.

Click on this [link](#) to learn more about additional features on Google Calendar.