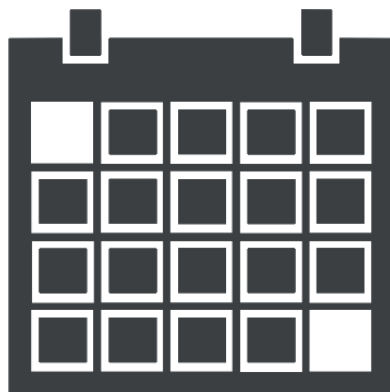


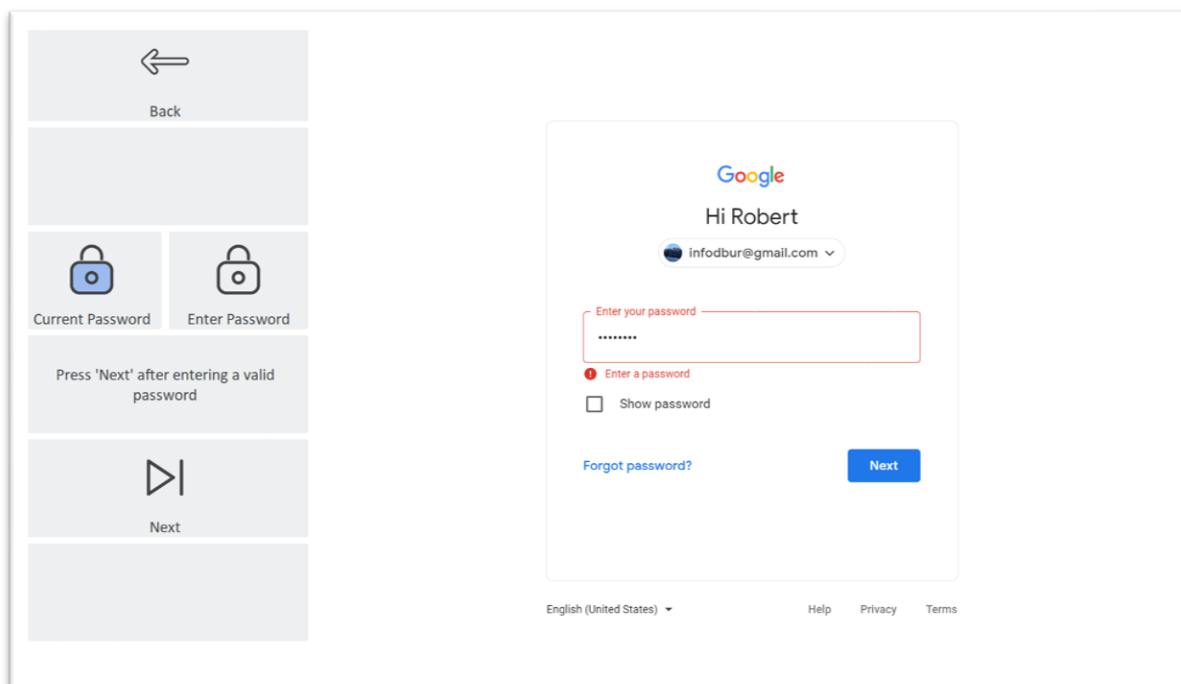


Digital life made easy

Join-In for Communicator 5

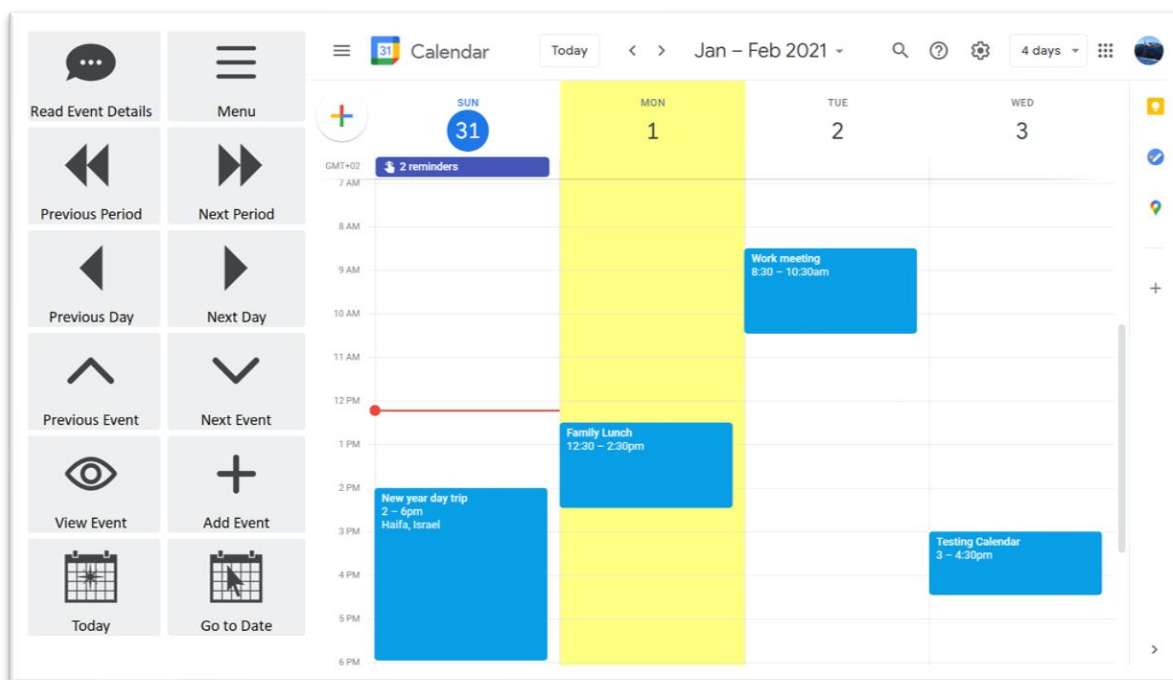
Accessible Google Calendar





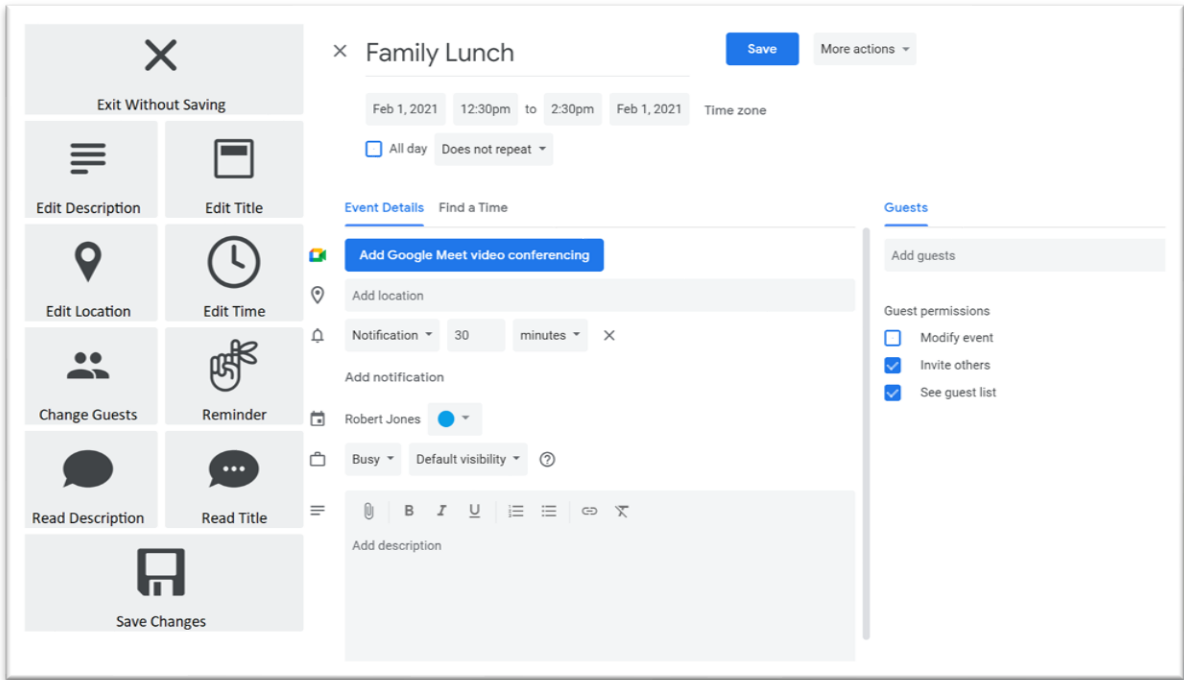
Getting Started

- **Requirements** – to use Accessible Google Calendar you need to have a Google account. Make sure to have your login and password available.
- **Login** – After selecting **Accessible Google Calendar** from your Home Page, 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 a 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.



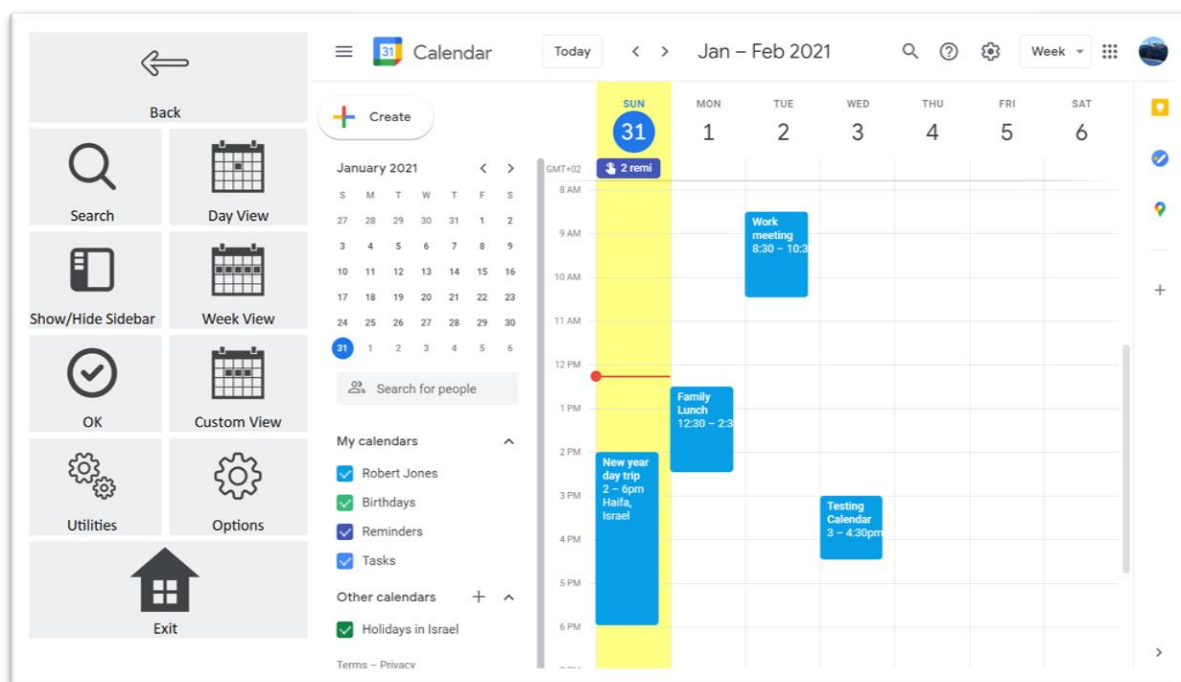
Home

- **Menu** – go to the Accessible 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 Accessible 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.



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



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 Accessible SMS, **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.
- **Exit (Communicator Home Page)** – Exit Accessible Google Calendar