

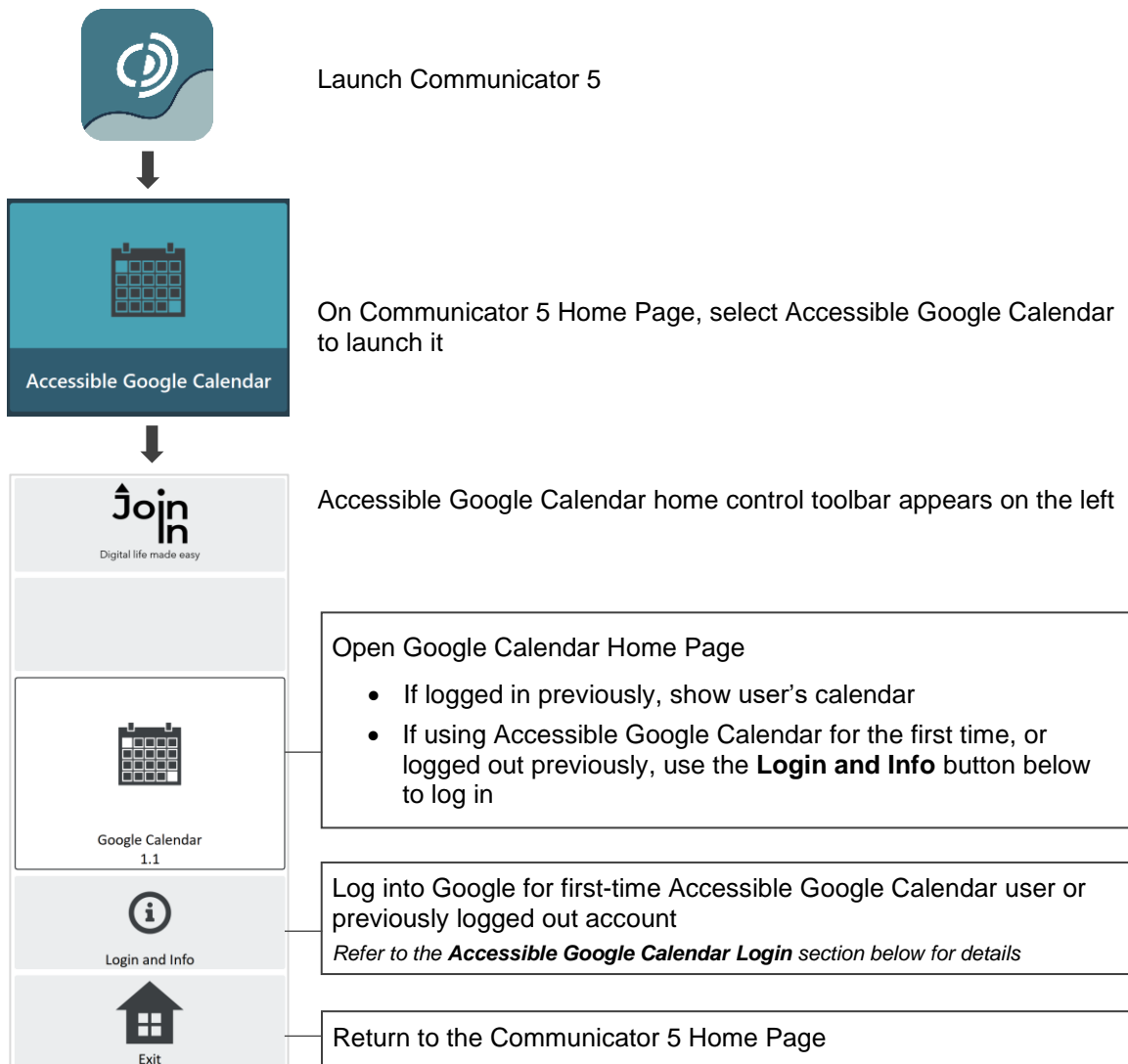
# Communicator 5 Accessible Apps - Accessible Google Calendar: Quick Guide

This document provides instructions on how to use Accessible Google Calendar within the Communicator 5 Accessible Apps collection to plan and book events.

**Requirements:** To use Accessible Google Calendar, a Google account is required. Make sure to have Google login credentials available. An unlocked device with access to the Internet is also required.

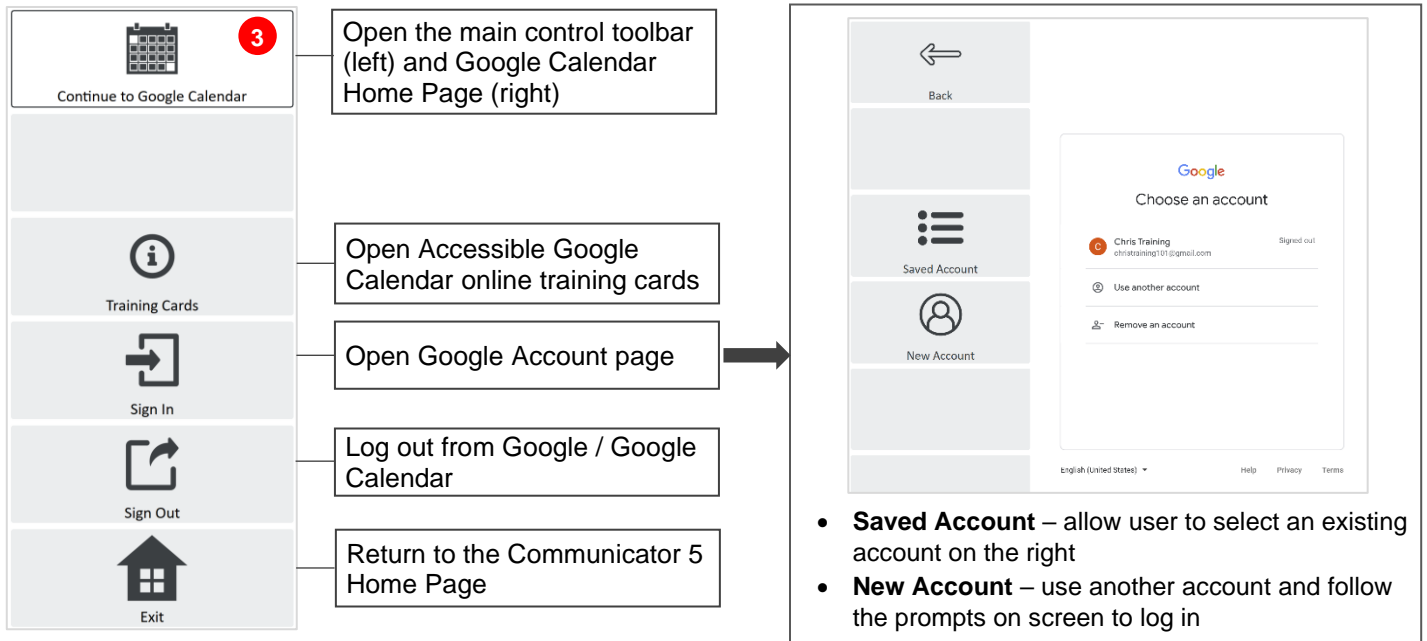
**Note:** Refer to the **Getting Started with Communicator 5 Accessible Apps Quick Guide** for instructions on how to set up Communicator 5 Home Page with the accessible apps collection.

## Launch Accessible Google Calendar



## Accessible Google Calendar Login

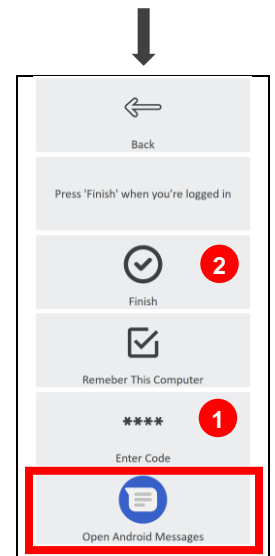
After selecting **Login and Info** on the home control toolbar, the left toolbar provides buttons for logging in, logging out and more.



**Note:** If the user has set up two-step verification for their Google account, after entering the username and password, the user will be prompted to enter a verification code from Google, which they will receive on their phone.

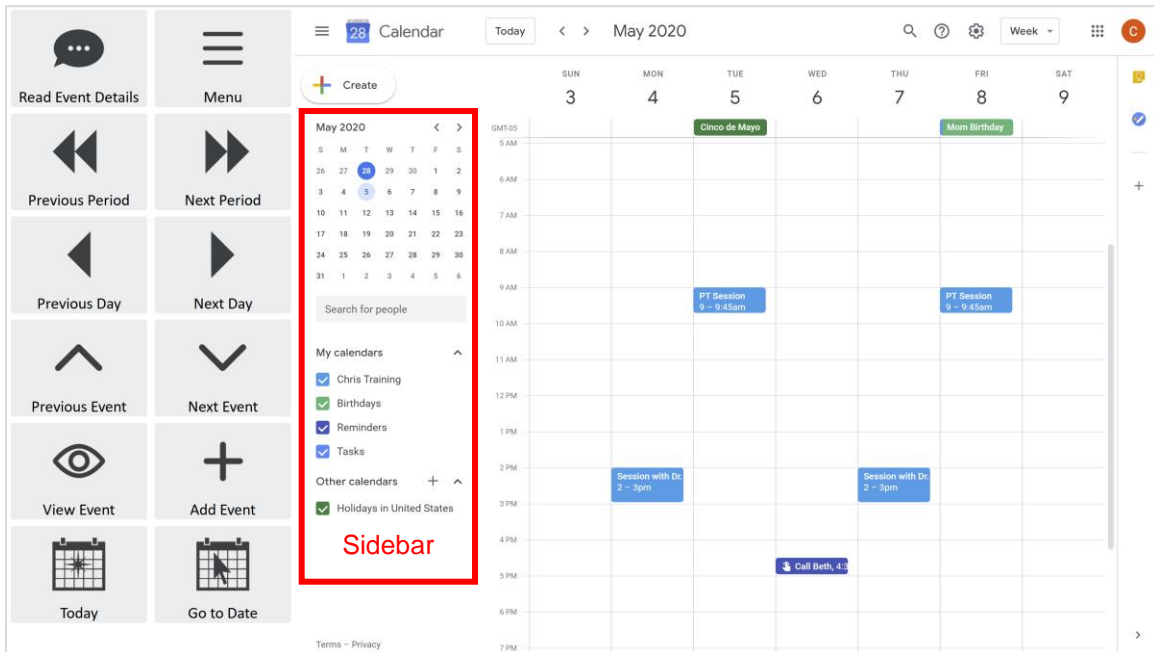
\*\* If Accessible SMS (Android Messages) has been set up, the user can also select **Open Android Messages** to retrieve the code.

1. Select **Enter Code** to enter the verification code
2. Select **Finish** after completing the login process (User's Google Calendar page is now loaded on the right side of the screen)
3. Select **Continue to Google Calendar** to open the main control toolbar

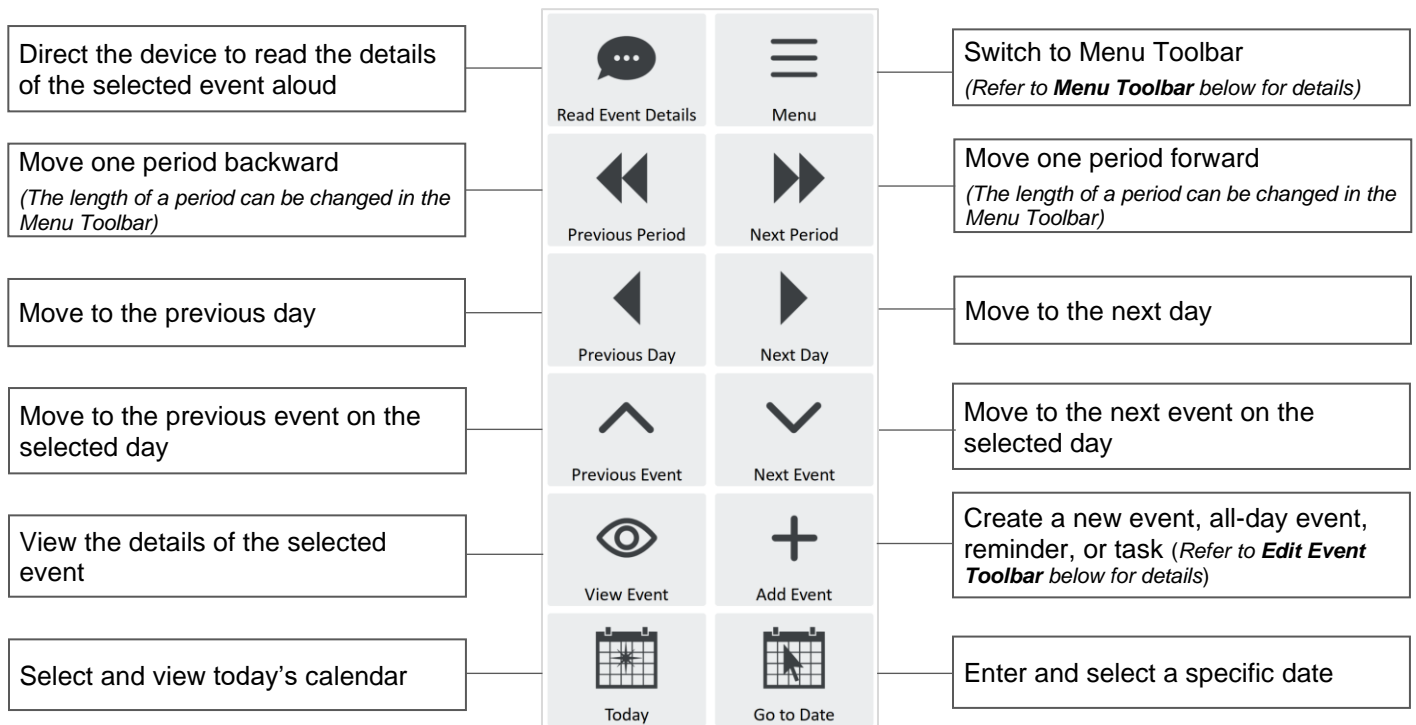


## Navigate and Manage Google Calendar

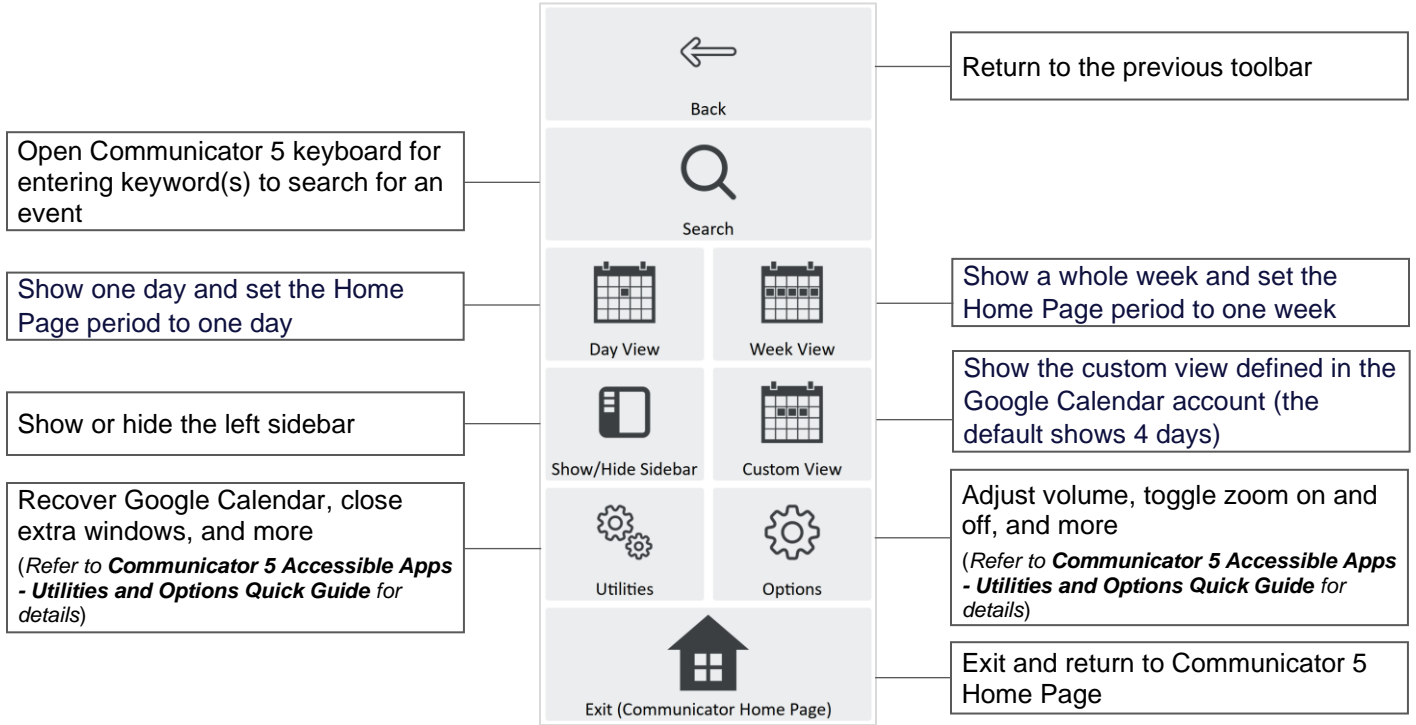
After launching and logging into Accessible Google Calendar, the control toolbar provides buttons for all the capabilities of Google Calendar in an easy and more accessible way.



### Main Control Toolbar



## Menu Toolbar



## Edit Event Toolbar

