



GOOGLE CALENDER

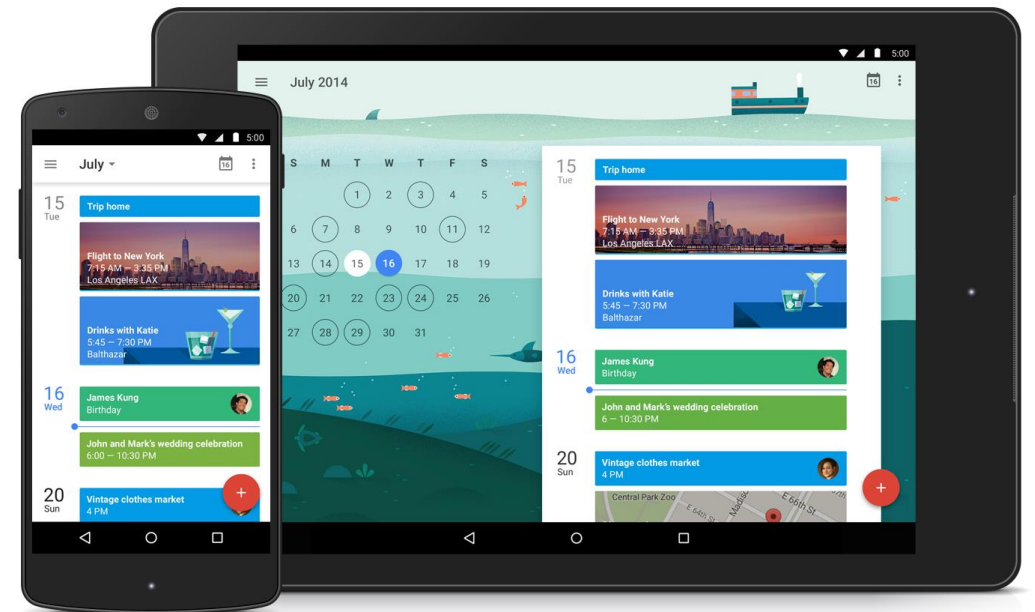
What can you do with the new Calendar?

With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together.

What you need:

 G Suite account

 10 minutes



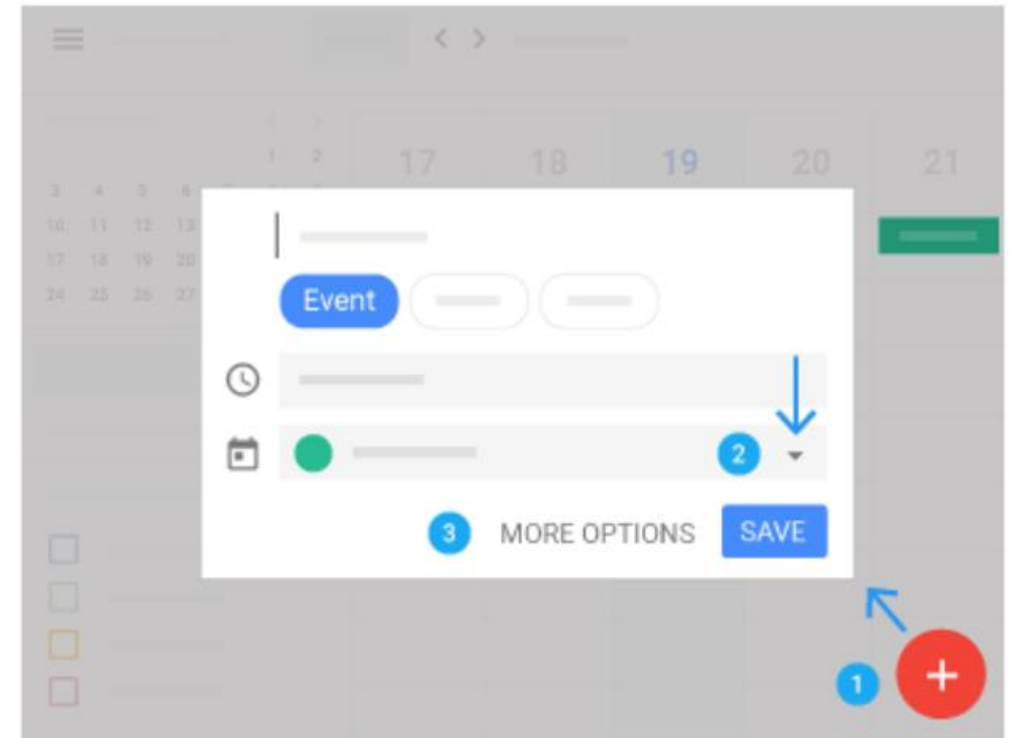


Schedule Events

In Calendar, it's easy to schedule one-time activities, such as conferences, as well as recurring events, such as staff meetings. When you receive an invitation to an event, you can let everyone know if you're attending with a single click.

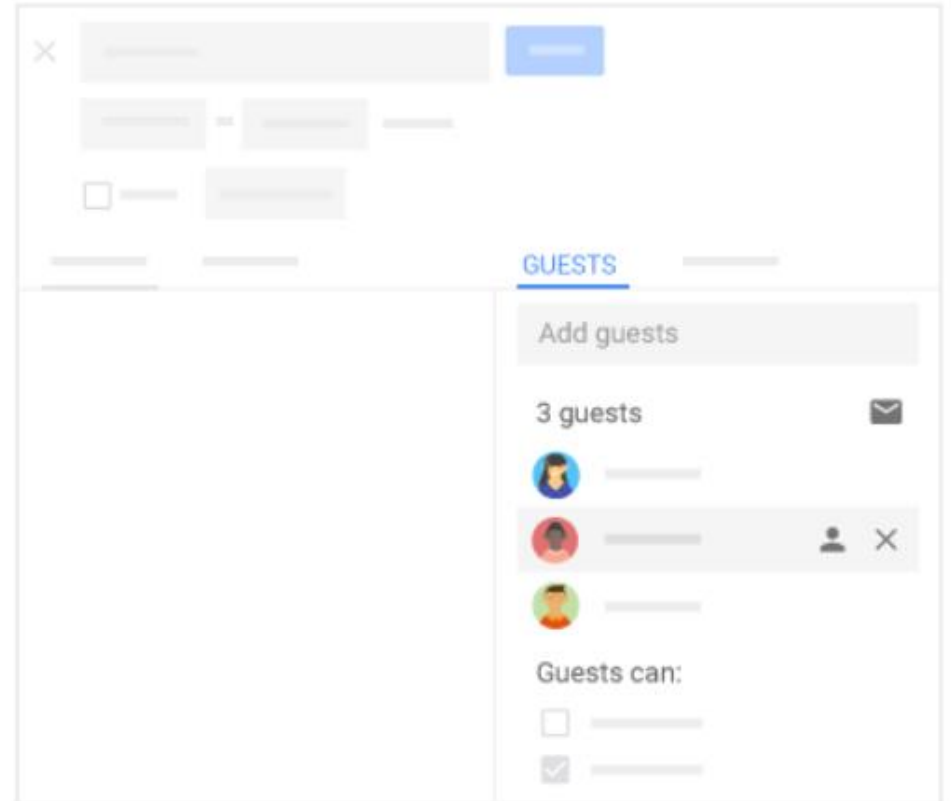
Create an event

1. In calendar.google.com, click an empty time slot in the calendar grid and click **Event**. You can also click Create.
2. (Optional) To create an event using another calendar, next to your name, click the Down arrow and select a calendar.
3. Add an event title, date, and time, and click **More options** or Save.



Invite guests

1. Open your event.
2. In the **Guests** tab, go to **Add guests** and enter the first few letters of a person's name or email address in the box. Matching names and addresses in your organization's directory appear as you enter text.
3. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address.
4. (Optional) To mark a guest's attendance as optional, hover over the guest name and click Mark optional.
5. (Optional) To allow guests to modify the event, invite others, or see the guest list, under **Guests can**, check the appropriate boxes.



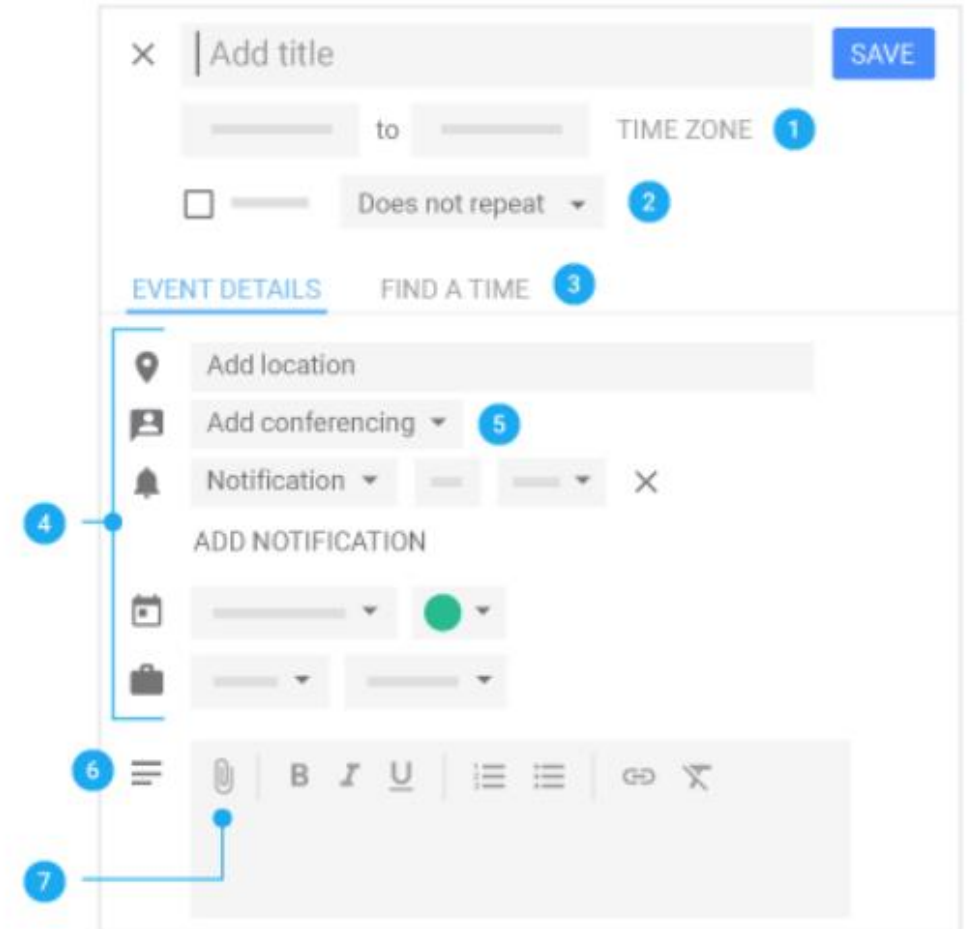
Reserve a room and resources

1. Open an event.
2. Click the **Rooms** tab.
3. In the search box, enter a room or building name, floor, or resource name (such as a phone or Chromebox for meetings). As you enter text, results appear below the search box.
4. (Optional) Hover over a room to see details, such as:
 - 👤 Room capacity
 - 📅 Location
 - 📺 Audio or video equipment
 - ⓘ Other features available in the meeting room, such as wheelchair access or a whiteboard
 - ☰ Additional information
5. Click the result you want to add it to the event.



Add event details, video conferencing, and attachments

1. **Choose a time zone.**
2. **Set up a recurring event.**
3. **Find a time**—Find a time when your coworkers are free for the meeting.
4. **Add event details**—Add the meeting location, send [event notifications](#), and more.
5. **Add video conferencing**—Add a video meeting to your event.
6. **Add an event description**—Add details, such as contact information, instructions, or links for your event. Format your description by adding bold, italic, or underline, or add lists and links.
7. **Add attachments**—[Attach files](#), such as documents or presentations to your events.



Save or update an event and notify guests

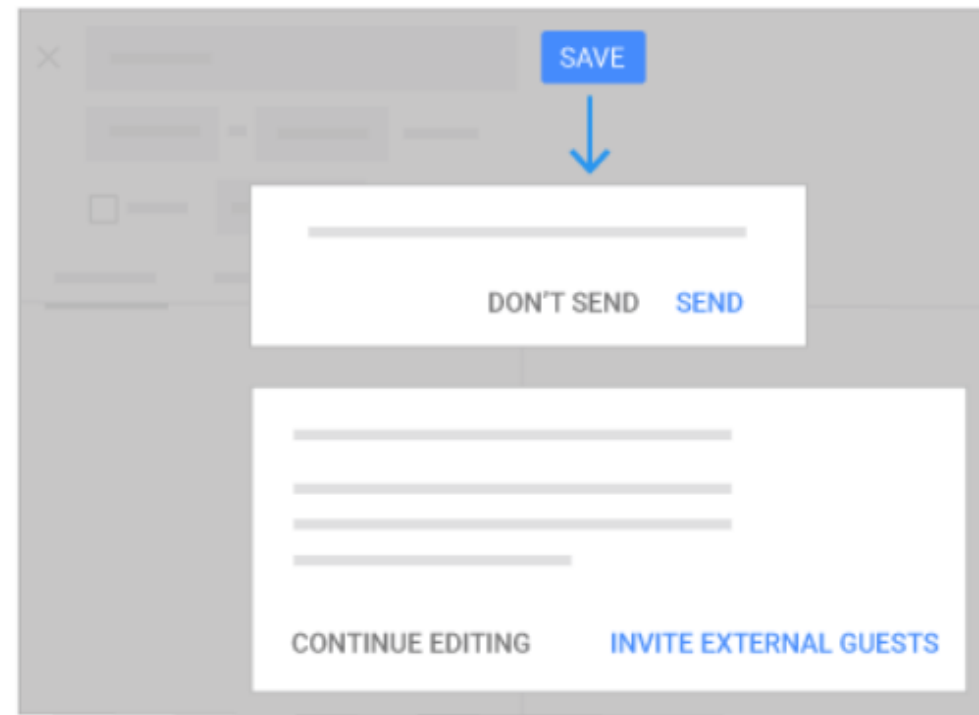
When you're finished filling in the details, save your event and send invitations.

1. Click **Save**.
2. Click **Send** to notify guests by email or **Don't Send** if you don't want to notify guests at this time.
3. If you're inviting people outside of your organization, click **Invite External Guests** to notify them or **Continue Editing** to notify them later.

Update an existing event:

You can update an event time, invite more guests, add a note, and more.

1. In the Calendar grid, click the event and then click Edit.
2. Make your change, such as updating an event time, or attaching a file.
3. Click Save.



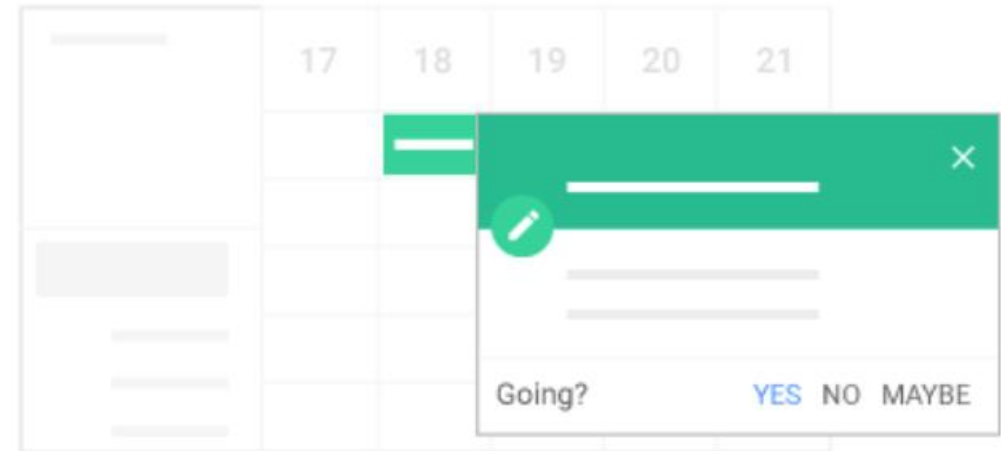
Respond to events

When you get an invitation to an event, it appears on your calendar.

Reply to an invitation:

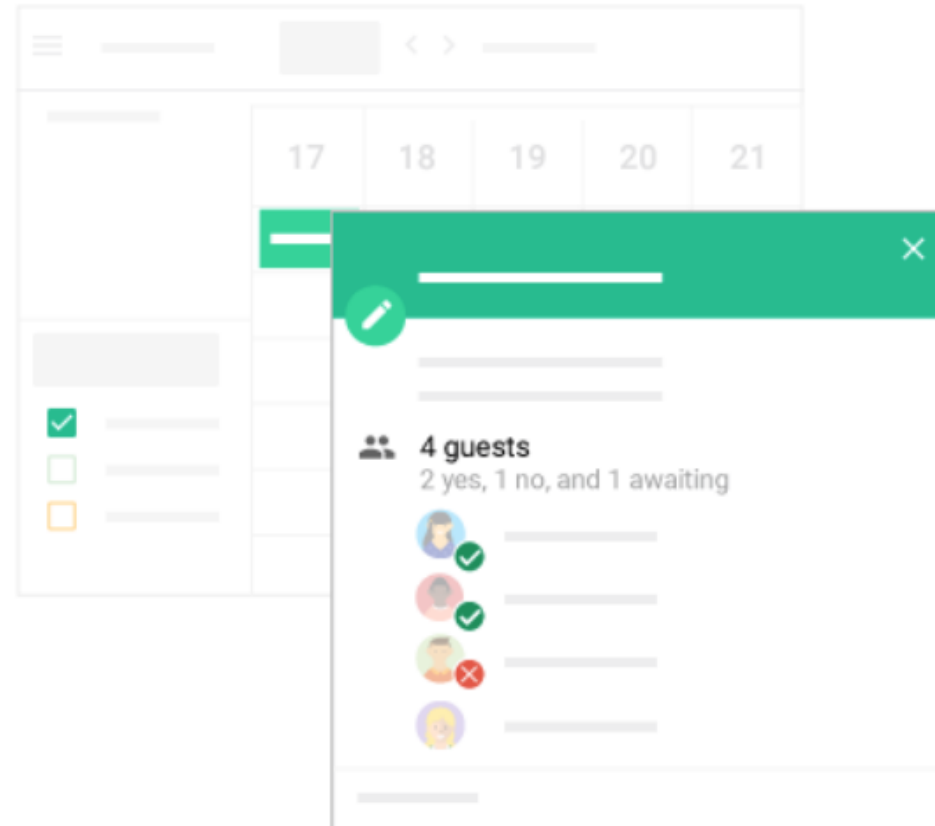
1. In the Calendar grid, click the event and at the bottom, select your response.
2. (Optional) To change your response at any time, click the event and choose a new response. You can also [add a note to your RSVP](#).

Note: You get invitations by email as well. If you're using Gmail, you can respond to the invitation by clicking **RSVP** in the email invite, or select a response option in the email.



Check who accepted and declined your invite

- In [Calendar](#), open your event and in the guests field, see responses from your guests.
- If you invite a group to an event, click the Down arrow to see responses from your guests.



Delete and restore events

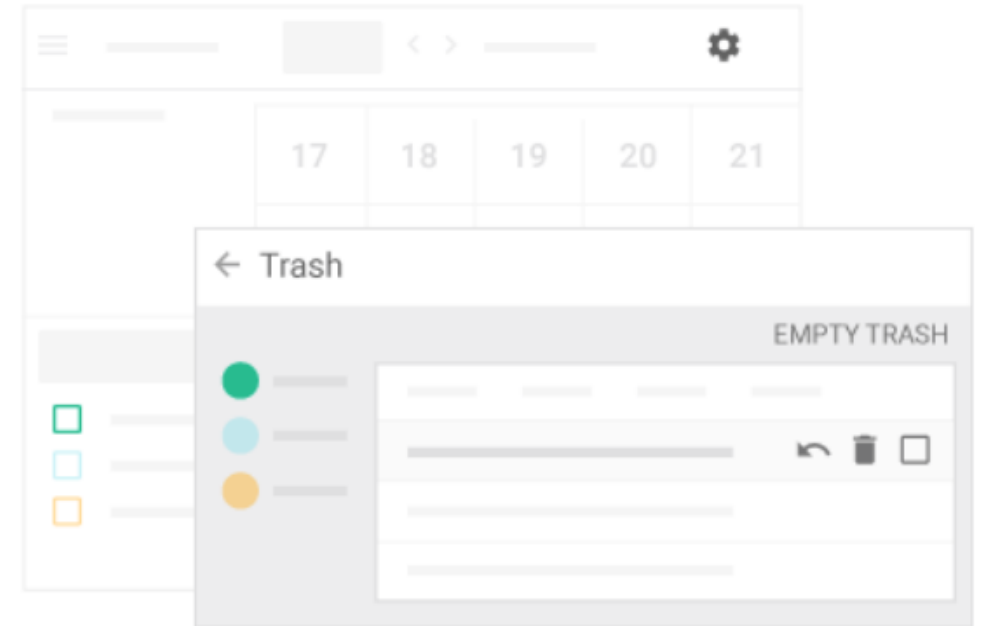
Delete an event:

- Click the event in your calendar grid and click Delete.

Restore an event you deleted by mistake, or permanently remove deleted events:

1. To find your deleted event, click Settings > **Trash**.
2. Hover over the event and choose an option:
 - To restore the event, check the box next to the event and click Restore undo.
 - To permanently delete the event, check the box next to the event and click Delete.

Note: Deleted events remain in a calendar's trash for approximately 30 days.



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Create Reminders

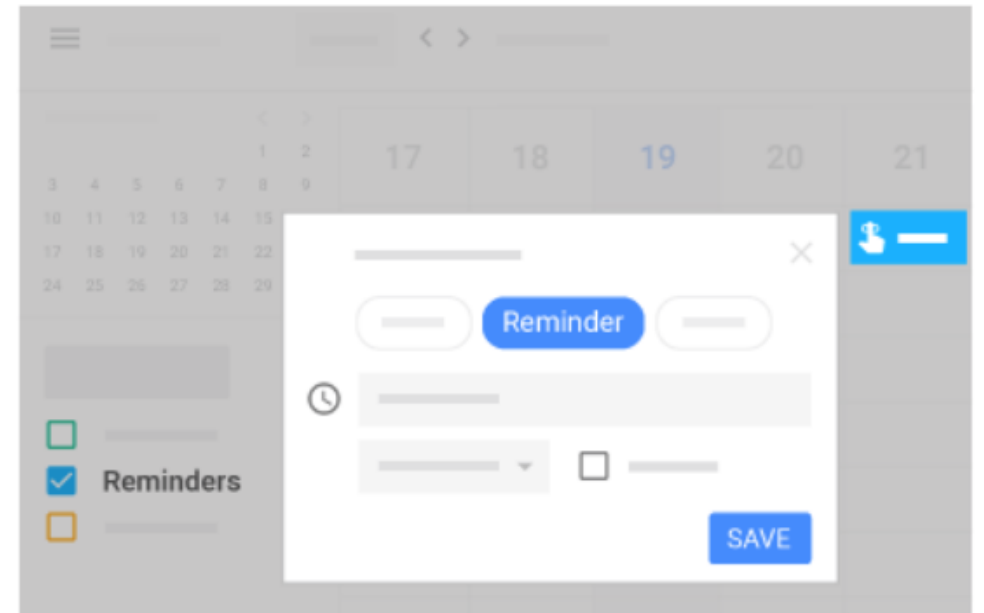
To remember something on your to-do list, add a personal reminder.

Create a personal reminder

If you don't see **Reminders**, under **My calendars** next to **Tasks**, click More > **Switch to Reminders**.

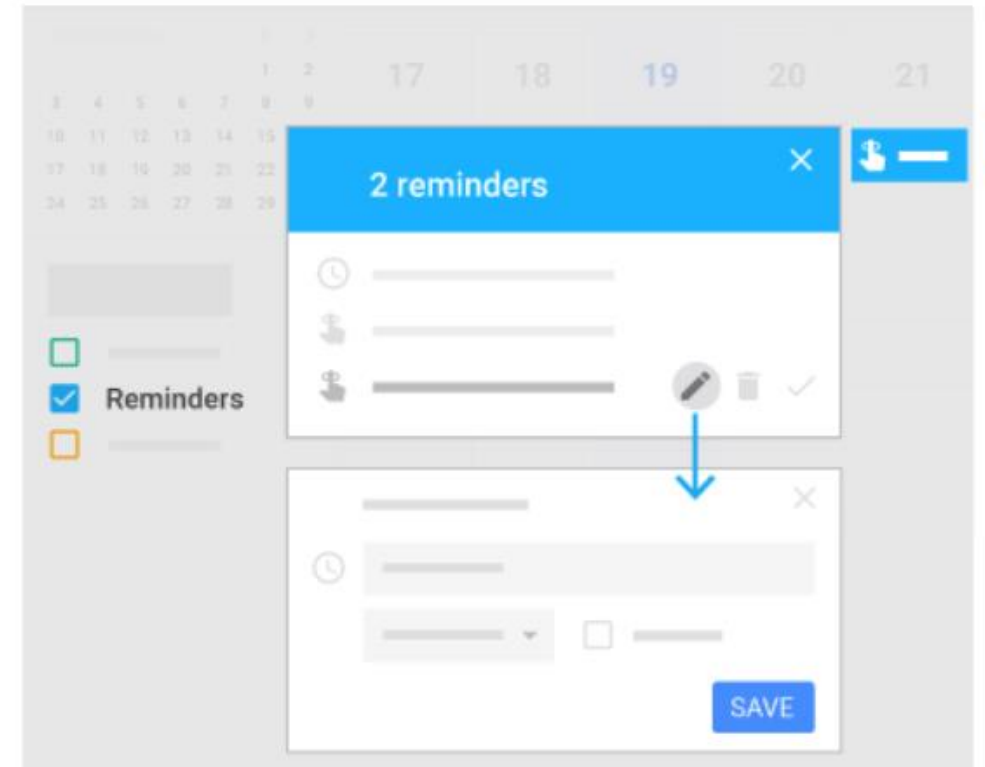
1. In your Calendar grid, click a time slot and click **Reminder**.
2. Add a title and choose a date and time.
3. (Optional) To select the frequency of your reminder, click **Does not repeat** and select an option.
4. (Optional) If you want your reminder to last all day, check the **All day box**.
5. Click Save.

Note: Reminders you create in Inbox by Gmail or Google Keep also show up in Calendar.



Change a personal reminder

1. Choose an option:
 - If you have a single reminder in a time slot, click the reminder and then click Edit.
 - If you have multiple reminders in the same time slot, click the reminder block, hover over the reminder, and click Edit.
2. Update the details and click Save.



Complete or remove a personal reminder

You can remove a reminder from your calendar by marking it as done, deleting it, or hiding all reminders temporarily.

Mark a reminder done:

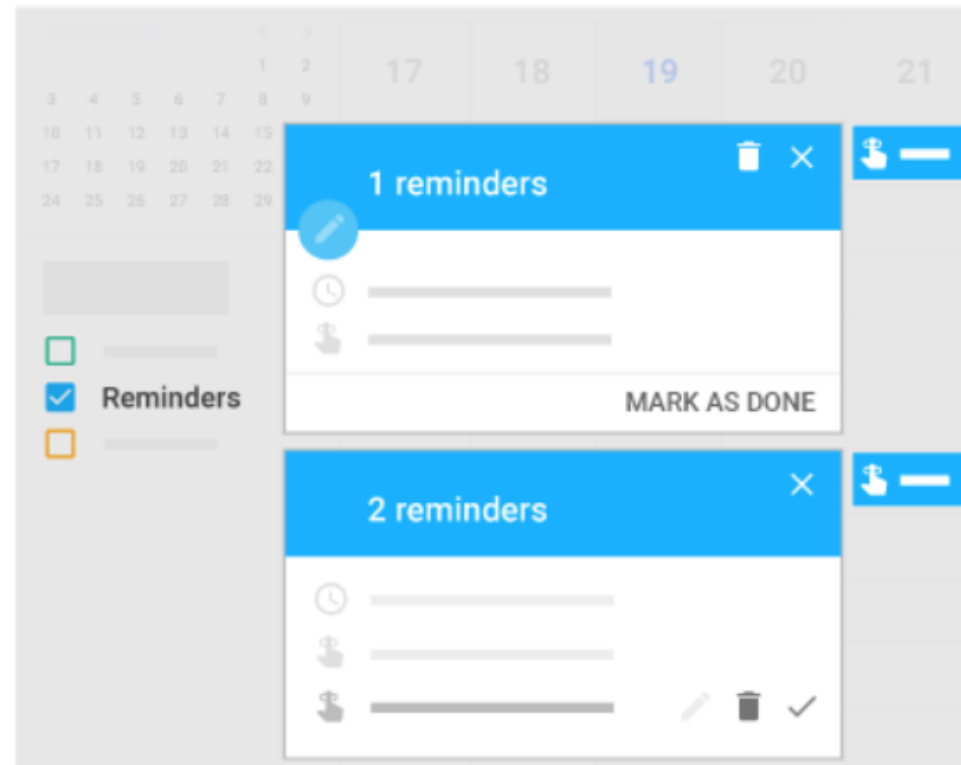
- If you have a single reminder in a time slot, click the reminder and then click **Mark as done**.
- If you have multiple reminders in the same time slot, click the reminder block, hover over the reminder, and click Mark as done.

Delete a reminder:

- If you have a single reminder in a time slot, click the reminder and then click Delete.
- If you have multiple reminders in the same time slot, click the reminder block, hover over the reminder and click Delete.

Hide all reminders:

On the left under **My calendars**, uncheck the **Reminders** box.



3

Share and view calendars

Share your calendar with coworkers, family, and friends so they can easily see when you're available. You can look at other people's calendars to do the same.

Share your calendar

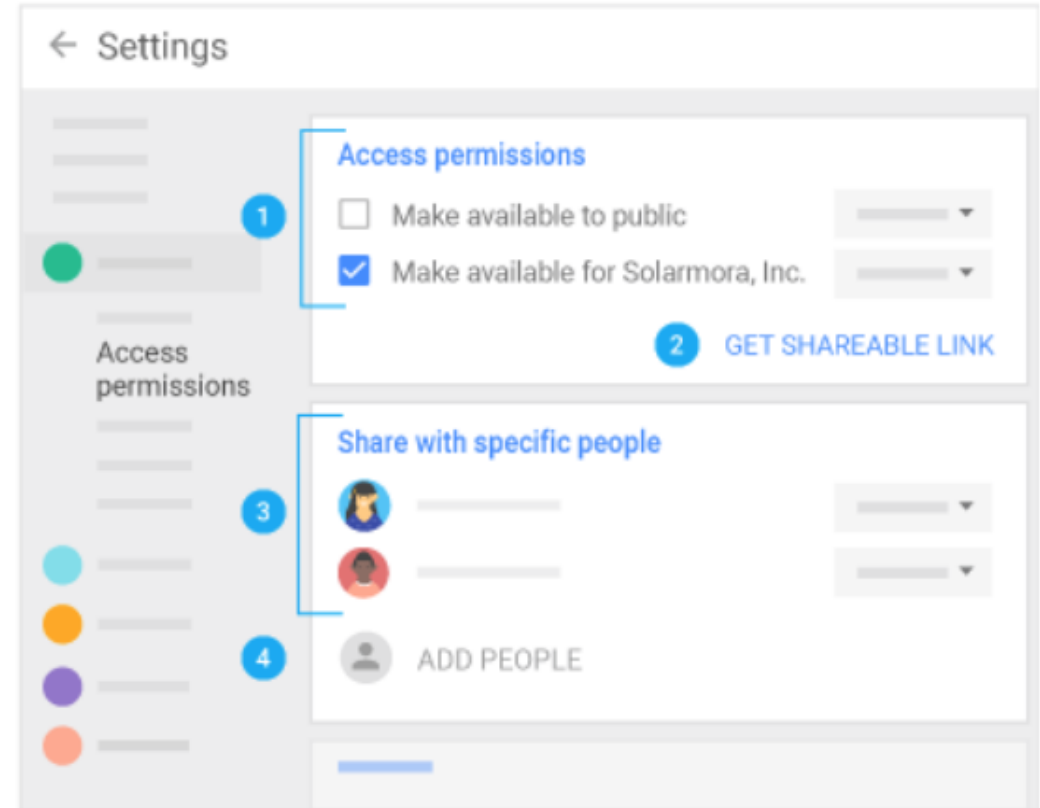
1 Choose whether to share your calendar publicly or only with your organization:

1. Click Settings
2. On the left, select your calendar and then click Access permissions.
3. Select how you want to share your calendar:
 - If you want your calendar to be available publicly on the web, check the Make available to public box.
 - If you want your calendar to only be available to your organization, check the Make available for My Organization box.
4. Next to each sharing permission, click the Down arrow and choose whether you want to show your free and busy times.

2 Let someone see your calendar in a web browser:

You can get a HTML link to your calendar that you can share with people.

1. Click Settings.
2. On the left, select your calendar and then click Access permissions.
3. To send a shareable HTML link to people, click Get shareable link > Copy Link.
4. Paste and send the link.



3 Share your calendar with specific people and choose how much they can see:

When you share your calendar with someone, you can decide how they see your events and whether they can also make changes, such as adding or editing events.

1. Click Settings.
2. On the left, select your calendar and then click **Share with specific people**.
3. Click **Add People** and enter the email address or names of the people you want to share your calendar with.
4. Choose a sharing permission option:
 - See only free/busy (hide details)
 - See all event details
 - Make changes to events
 - Make changes and manage sharing

4 Share your calendar with people who don't use Google Calendar:

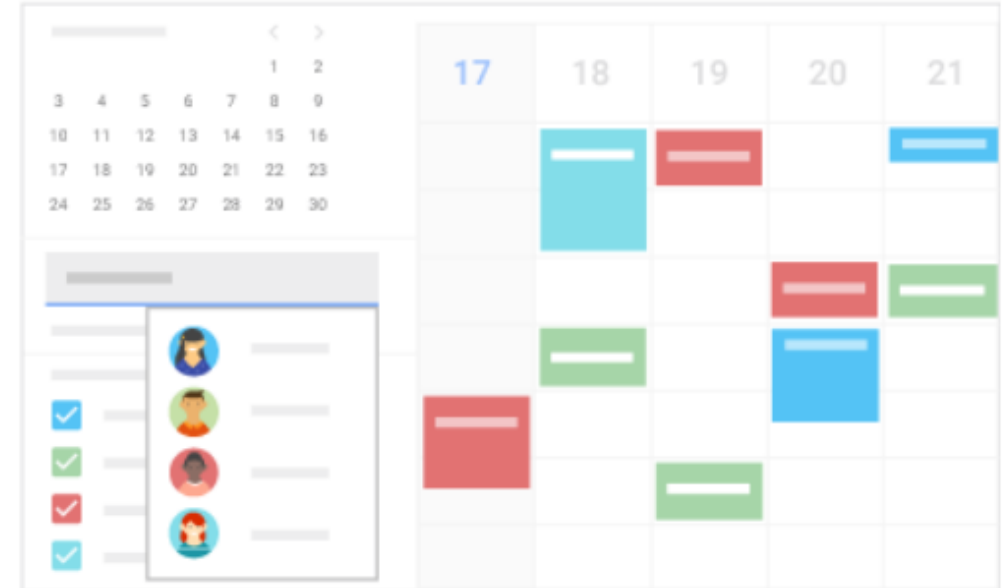
1. In the **Share with specific people** section, click **Add People**.
2. Enter the email address or names of the people you want to share your calendar with.
3. Click **Send**.
4. If the person you're sharing your calendar with doesn't use Calendar, click **Invite** to send them an invitation to use it.

View other people's calendars

Wondering if someone is available to meet? Add a team member's calendar so you can instantly check their schedule.

Add a team member's calendar:

1. On the left, click **Add a coworker's calendar** and start entering the person's name or email address.
2. Select the person from the list.
3. If the person set up their calendar for sharing, it appears in your list of calendars. That person's events also appear on your calendar.
4. If the person doesn't have Google Calendar, add a request and click **Send Invite**.
5. Quickly schedule events by checking your coworkers' availability:
 - To view a coworker's calendar next to yours, check the box next to their name.
 - To view several coworkers calendars at once, check the boxes next to their names. At top right in the view switcher box, click **Day**. The calendars appear next to each other so you can easily see when everyone is free at the same time.



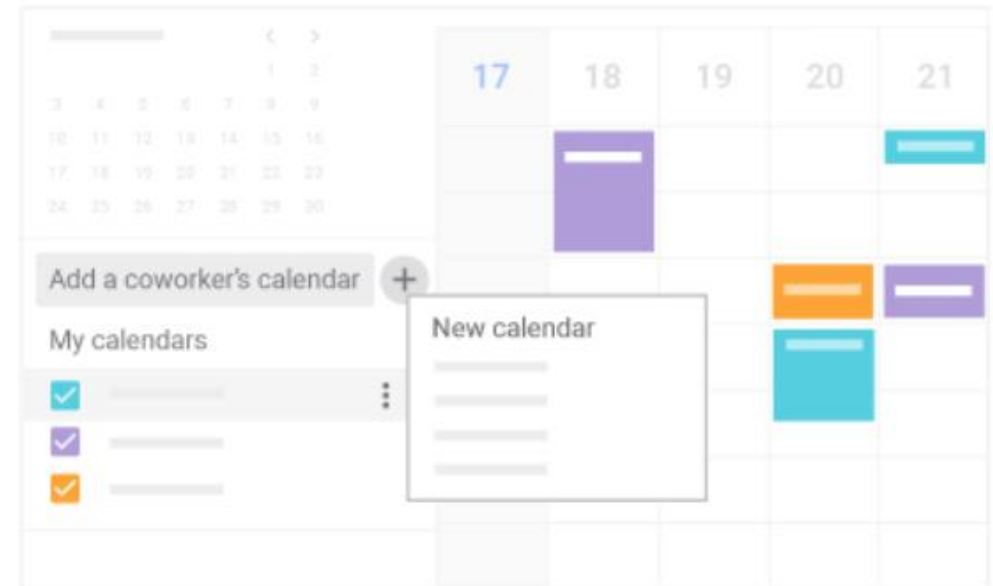
Create a shared calendar

In addition to your own calendar, you can create shared calendars to track group activities, such as project schedules, or coworker vacations.

Create a team calendar:

1. On the left next to **Add a coworker's calendar**, click Add + > **New calendar**.
2. Name the calendar and add a description.
3. Click **Time zone** and select your time zone.
4. Click **Create Calendar**. Your new calendar appears under **My calendars**.

Note: You can create as many calendars as you want using the same process.



Import and export events and calendars

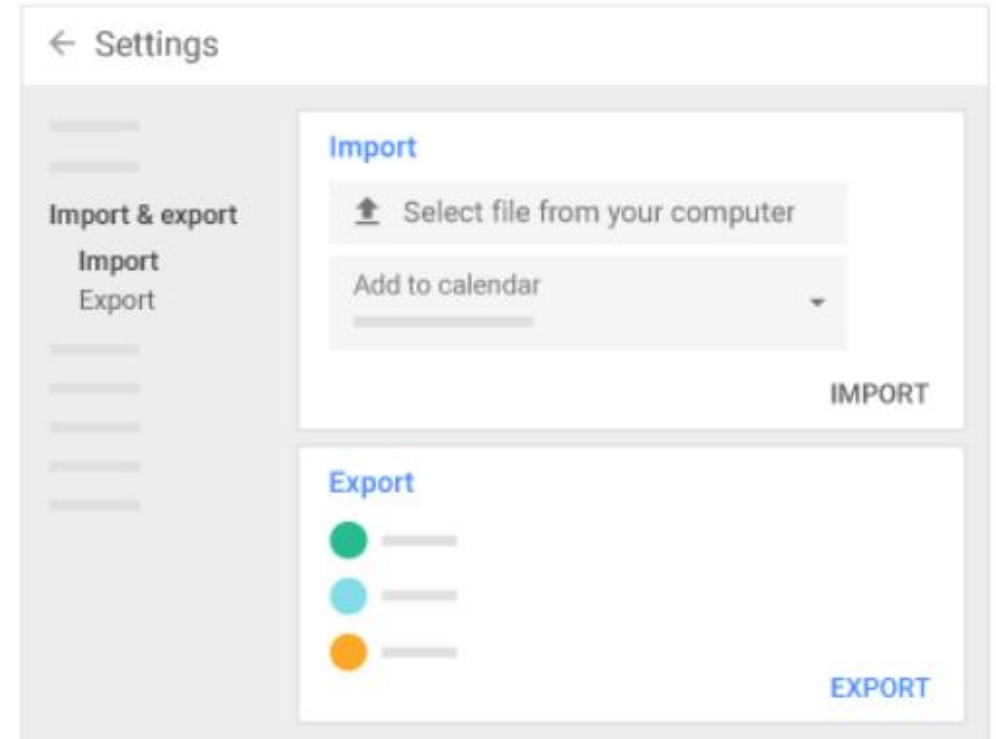
Import event information:

1. On the left next to **Add a coworker's calendar**, click Add +>**Import**.
2. Click **Select file from your computer**, select your file, and click **Open**.
3. Click **Import**. The imported event or events will appear in your calendar.

Export your calendars:

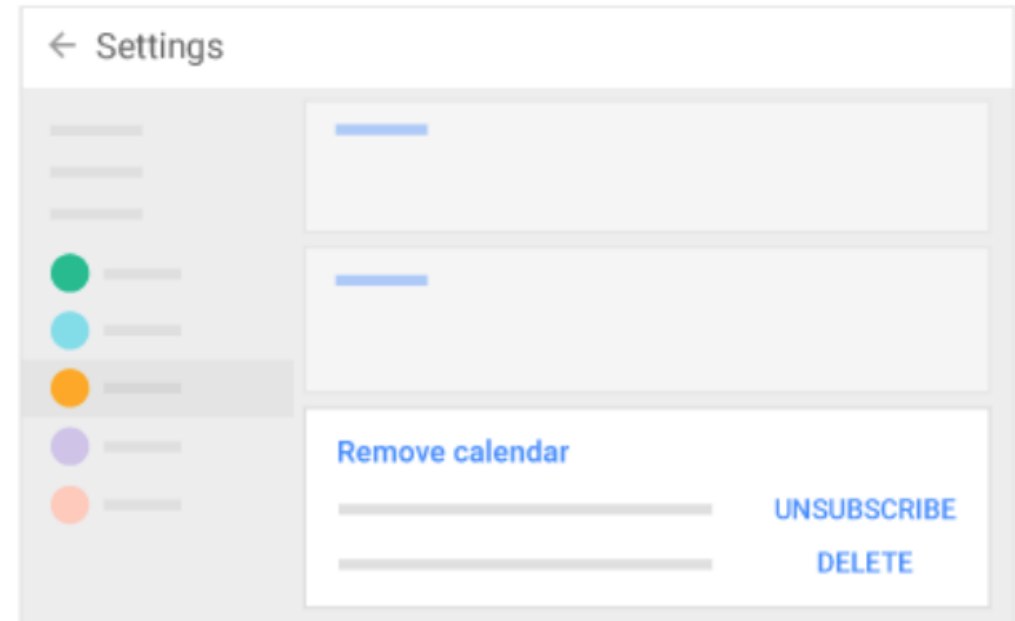
1. Click Settings > **Settings**.
2. On the left, click **Import & Export**.
3. In the **Export** section, click **Export**.

A ZIP file is downloaded to your computer. If you open the ZIP file, you'll see individual ICS files for each of your calendars. To import the files back into Calendar, take the individual ICS files out of the ZIP file and import them one at a time.



Delete a calendar

1. Click Settings.
2. Select the calendar you want to delete and scroll to the bottom.
3. In the **Remove calendar** section, choose an option:
 - Click **Unsubscribe** if you want to unsubscribe from calendars that are read-only.
 - Click **Delete** if you want to delete calendars that you own.



4

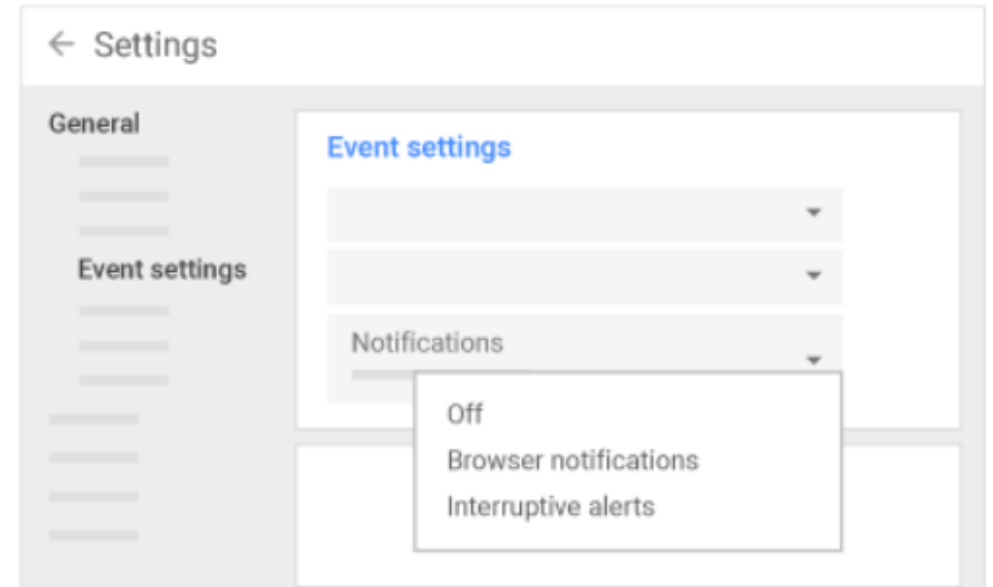
Customize your calendar

Manage event notifications

You can decide how you want to manage your incoming event notifications.

Manage event notifications:

1. Click Settings.
2. On the left under **General**, click **Event settings**.
3. Click **Notifications** and select one of the following options:
 - Off
 - Browser notifications
 - Interruptive alerts
4. To set up a sound for your incoming notifications, check the **Play sound** box.
5. On the left, select your calendar and then click **General notifications** to manage what type of event notifications you receive.
6. Alongside each option, click the Down arrow next to **Email** to select whether you want notifications on or off.



Choose your calendar view

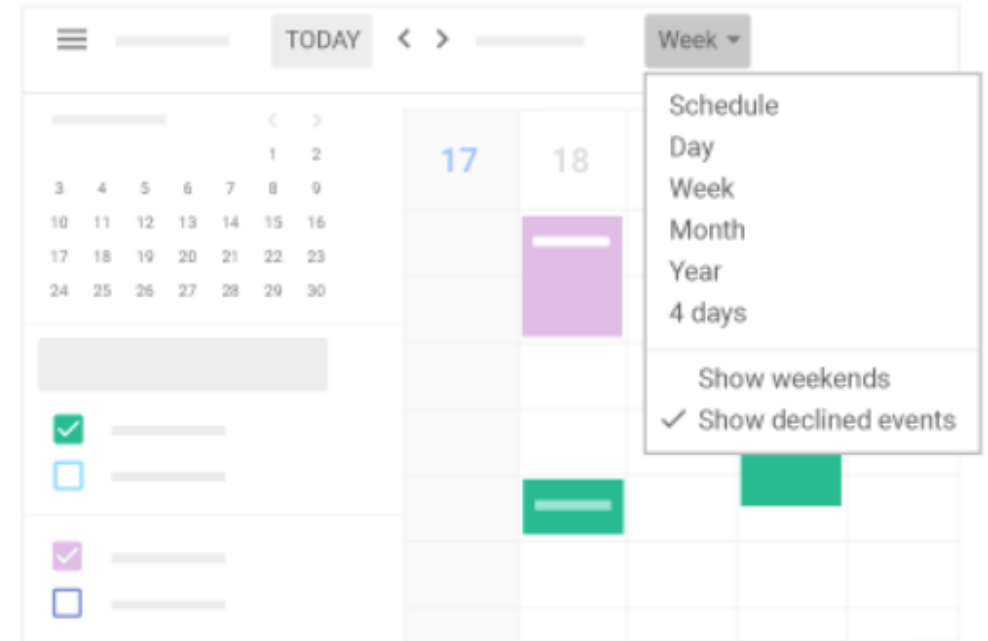
You can choose how many days you see at a time in your calendar view. Select the option that's best for you at the top of your calendar.

Choose your calendar view:

At the top right in the view switcher box, click the Down arrow and choose an option:

- View a calendar by day, week, month, or year
- View your schedule
- Hide or show weekends
- Hide or show declined events
- View multiple calendars side-by-side in day view—
Select **Day** view and check the boxes next to the calendars you want to see.

To view the next or previous day's calendar—Next to **Today**, click Next > or Previous < .



Change your calendar's look

Changing the way your calendar appears can help you when you have several calendars layered on the same screen.

Change your calendar's density and color set:

1. Click Settings > **Density and color**.
2. Click **Information density** > **Compact** or **Responsive to your screen**.
3. Click **Color set** > **Modern** or **Classic**.
4. Click Done.

Change your calendars' color set:

On the left, hover over your calendar and click More > select the color you want from the palette.

Change an event's color: Right-click an event and select a new color.

Note: If you change the color of an event, the original color is represented as a vertical line on the left side of the event.

