# Google Calendar
Quick Reference Guide

Overview:

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.
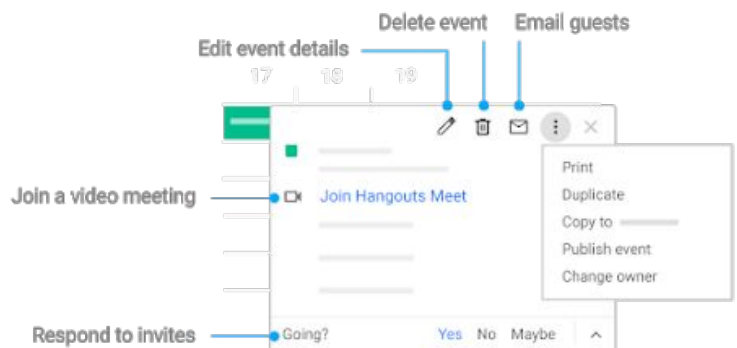

Create an event:

1) To create an event, click ➕ Create ﹥ Event.

2) To update an event, click the event > Edit ✏️ .
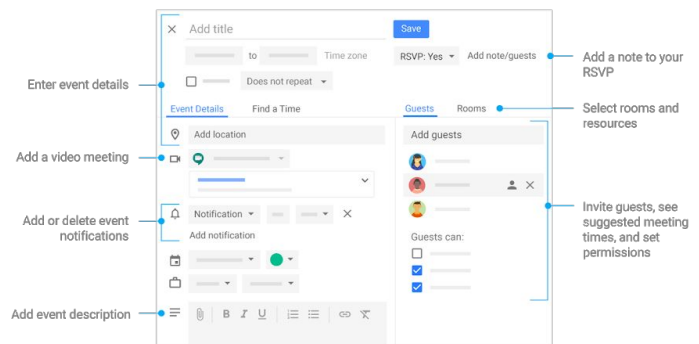
Responding to an Event:

1) Click any event on your calendar to respond to an invite, join a video meeting, or edit the event.

## Add and customize calendars:

1) Create a new calendar—Make more calendars, such as a team calendar or a project calendar.

2) Add calendar—Enter someone's email address and click More next to their name to choose an option.

3) Change calendar settings—Change default notifications, share calendars, set working hours, and more.

1. Schedule events

1.1 Create an event:

1) In Calendar, click an empty time slot in the calendar grid and click Event. You can also click Create.

2) Add an event title, date, and time.

3) Add guests.Add a meeting room, location, and video conferencing.

4) Add a description and attachments.

5) (Optional) To create an event using another calendar, click your name, then click the Down arrow and select the calendar.

6) Click More options or Save.
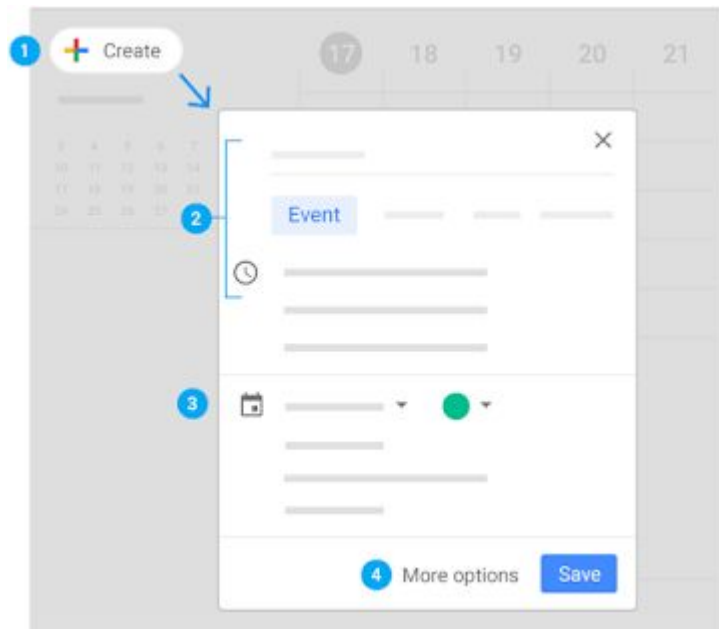
1.2 Invite guests:

1) Open your event.

2) On 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.
Tip: You can also add a Google Groups mailing list address to invite a large group of people at once. For more information about inviting a large group, see managing large events in Calendar.

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, point to 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.

Note: If you create an event in Calendar and do not give guests permission to modify the event, they will not be able to change the event's date or time on their own calendar.

1. Scheduling events

Forward an invite:

You can let guests forward an event invitation by email to other people.

1) Open the event.

2) On the Guests tab, under Guests can:, check the Invite others box.
When new guests respond to the invite, they are added to the guest list.
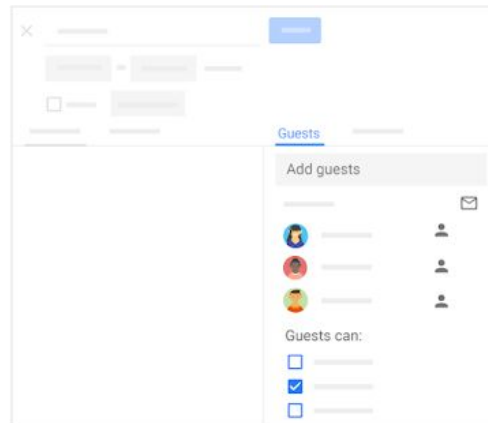
1.3 Reserve a room and resources:

Note: If you don't see resources, room details, or automatic room suggestions, your G Suite administrator might not have set them up for your organization.

1) Open an event.

2) Click the **Rooms** tab. Suggestions automatically appear based on your work location, number of attendees, and previous room bookings.

3) If you need to adjust the criteria for your meeting room, you can:

   a) Click People 👥 to specify the required room size.

   b) Click Video 🎥 to specify the need for video-conferencing equipment.

   c) Click Phone 📞 to specify the need for audio conferencing.

4) Point to the room that meets your criteria and check the box to select the room.

5) If you don't see a suitable room:

   a) In the search box, enter another resource or building name, floor, or conferencing equipment (such as Chromebox for meetings). As you enter text, you'll see results below the search box.

   b) Point to a room to see details, such as room capacity, location, equipment and features.

   c) When you find the room you need, point to it and check the box to select it.

1. Scheduling events

1.4 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 co-workers 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. Or, select a third-party conferencing add-on.

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.

1.5 Save and update events:

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

Save your event:

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 invite more guests, change the meeting location, and more.

1) In the Calendar grid, single-click the event ⟩ Edit 🖊.

2) If you want to invite more guests, change the meeting location, or add attachments, make your changes and click **Save**.

Note: If the event organizer hasn't given you edit permissions, you can't make changes to the event time or its duration.

1. Scheduling events

Propose a new meeting time:

Note: If the event organizer has given you access to modify an event, you can reschedule it directly without proposing a new time.

1) In Calendar, single-click the event in your calendar grid.

2) Go to the **Going?** section and click the Up arrow ∧ > **Propose a new time**.

3) In the **Your proposal** section, select a different time or day and add a message.

4) Click **Send proposal**.

1.6 Respond to events:

When you get an invitation to an event, it appears on your calendar. You get invitations by email as well if you subscribe to email notifications. If you're using Gmail, you can respond to the invitation right from the email.

Reply to an invitation:

1. In the Calendar grid, single-click an event to preview it.

2. At the bottom of the event preview window, select a response. Response options are available only in the preview window. They don't appear in the event details window.

3. (Optional) To add a note or propose a new meeting time, in the bottom-right corner, click the Up arrow ∧ and choose an option.

Note: All guests can propose a new time, except for events with more than 200 guests or all-day events.

Reply to an event from a forwarded invitation:

If you get a forwarded invite by email, you can respond right from the email.

1. In Gmail, point to the email and click **RSVP**.

2. Click your response.
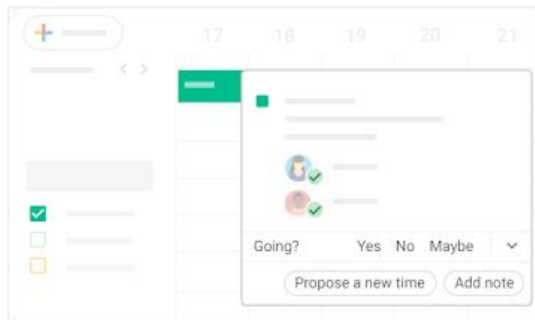
1. Scheduling events

1.7 Check guest attendance:

If you need to track attendance for your event, you can instantly see who's accepted or declined your invitation, and who's proposed a new meeting time.

Check guest attendance:

1) In your Calendar grid, single-click the event.

2) Next to each guest, you can see their response. You might have to click the Down arrow   to see the responses.

Respond to a proposed new meeting time request:

1) In your Calendar grid, single-click the event.

2) In the **Guests** section, go to the proposal and click **Review proposed time**.

3) To accept the new proposed time, click **Save**.

4) (Optional) To notify guests about the new meeting time, click **Send**.

1.8 Delete and restore events:

Delete an event:

Click the event in your calendar grid and click Delete 🗑 .
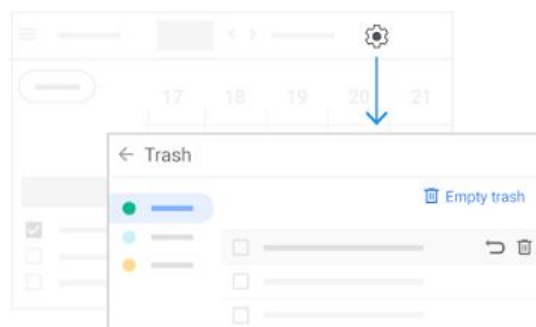
Restore an event you deleted by mistake, or permanently remove deleted events:

1) To find your deleted event, click Settings ⚙ > Trash.

2) Point to the event and choose an option:

   a) To restore the event, check the box next to the event and click Restore ↩ .

   b) To permanently delete the event, check the box next to the event and click Delete   .

3) (Optional) To delete all events in your trash, at the top right, click **Empty trash**.

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

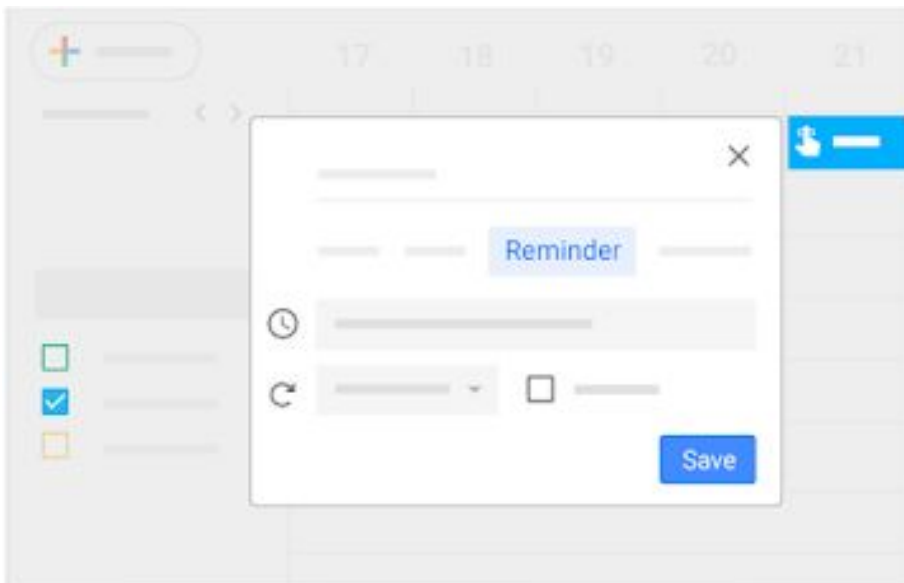# 2. Create reminders in Calendar

2.1 View reminders:

1) Go to Calendar.

2) At the bottom left, under **My calendars**, make sure the Reminders box is checked.

2.2 Create a personal reminder:

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 da**y box.

5) Click **Save**.

Note: Reminders you create in Google Keep also show up in Calendar.

2. Creating reminders in Calendar

2.3 Change 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:

Choose an option:

- 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, point to the reminder, and click Mark as done .

Delete a reminder:

1) If you have a single reminder in a time slot, click the reminder and then click Delete 🗑.

2) If you have multiple reminders in the same time slot, click the reminder block, point to the reminder and click Delete 🗑.

Hide all reminders:

1) On the left, go to **My calendar**s.

2) Uncheck the **Reminders** box.

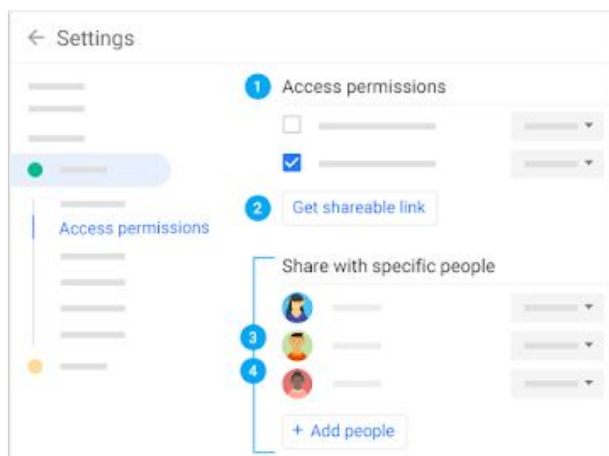# 3. Share and view calendars

3.1 Share your calendar:

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

1) Click Settings ⚙ > **Settings**.

2) On the left, select your calendar and then click Access permissions.

3) Select how you want to share your calendar:

   a) If you want your calendar to be available publicly on the web, check the **Make available to public** box.

   b) 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 ⚙ > **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. Sharing and viewing calendars

3.2 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, next to **Other calendars**, click **Add other calendars**   **Subscribe to calendar.**

2) Start entering the person's name or email address and 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 co-workers' availability:

   ○ To view a co-worker's calendar next to yours, check the box next to their name.

   ○ To view several co-workers calendars at once, check the boxes next to their names, or go to **Meet with...** and enter their names. At the 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.

6) (Optional) To view only your calendar, point to your calendar name and click More **Display this only**.
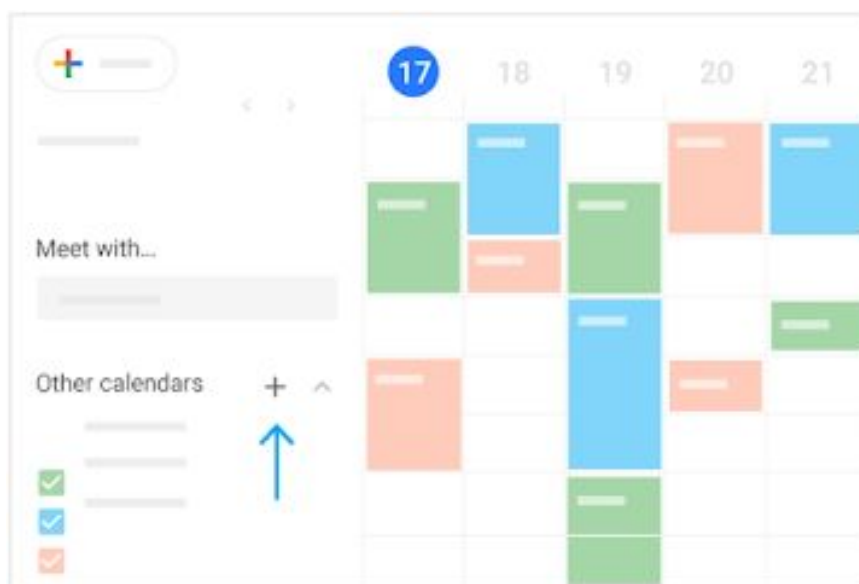
3. Sharing and viewing calendars

3.3 Create shared calendars:

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

Create a shared calendar:

1) Open Calendar, and on the left next to **Other calendars,** click Add other calendars Create 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.**

5) (Optional) To update any calendar preferences, point to it and click More ⋮ > **Settings**.
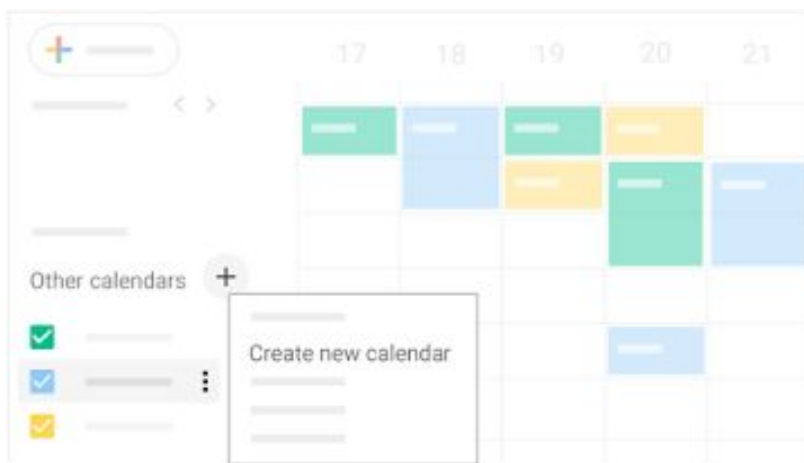
Share a calendar:

1) Open Calendar and under **My calendars,** point to the calendar you want to share, and click More ⋮ > **Settings and sharing**.

2) Choose an option:

   ○ T**o share with individuals**—Under Share with specific people, click Add people and add the person or the email address of the person you want to share with. Click Send.

   ○ **To change wider sharing settings**—Under Access permissions, select **Make available to public** or **Make available** for *organization name*.

3. Sharing and viewing calendars

3.4 Import and export events and calendars:

You can import event information to your calendar or export your calendars. Learn more about importing events to Calendar.

Import event information:

1) Click Settings ⚙ >**Settings**.

2) On the left, click **Import & Export.**

3) Click **Select file from your computer,** select your file, and click **Open**.

4) 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.
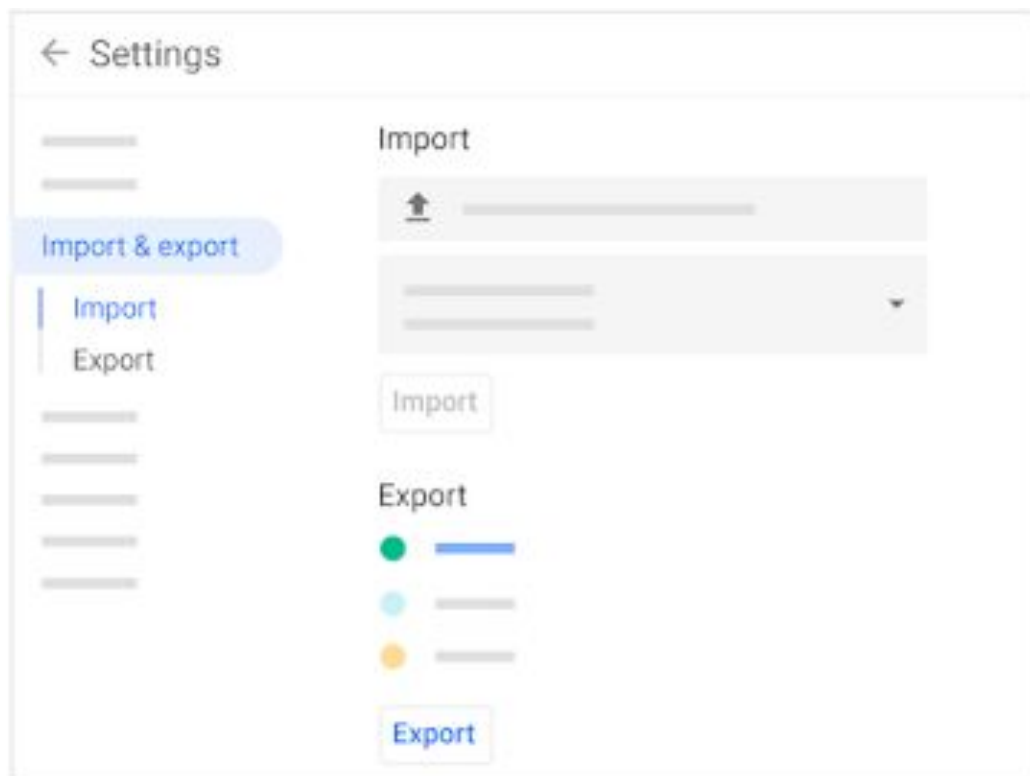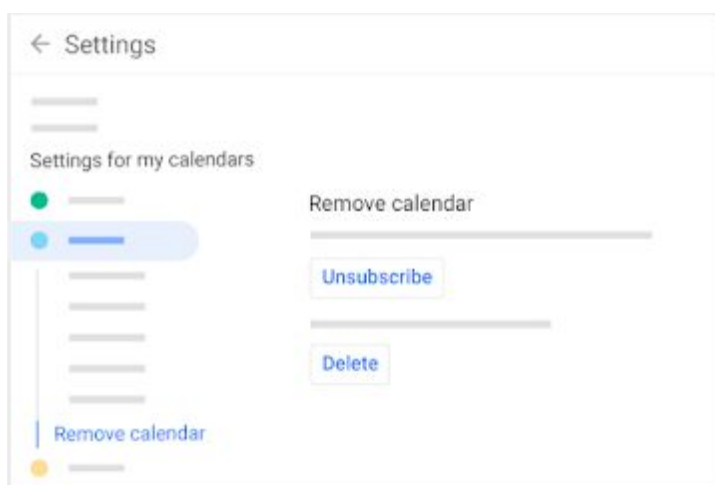
3. Sharing and viewing calendars

3.5 Delete a calendar:

Click Settings ⚙ > **Settings.**

1. Select the calendar you want to delete and scroll to the bottom.

2. 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.

3.6 Add out-of-office dates to your calendar:

1) In your calendar grid, click the first day that you're away from work.

2) **Click Out of office** and select a time period.

3) (Optional) To explain you're away from work, enter a message in the **Decline message** section.

4) In the **Visibility** section, choose an option:

   ○ Public

   ○ Default visibility

   ○ Private

5) Click **Save**. Any new and existing meetings during this time will be automatically declined.

4. Customize your calendar

4.1 Manage event notifications:

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

Turn notifications on or off:

1) Open Google Calendar and click Settings ⚙ > **Settings**.

2) On the left under **General**, click **Event settings**.

3) Click **Notifications** and select an option:

- **Off**

- **Desktop notifications**

- **Alerts**

4) (Optional) To set up a sound for your incoming notifications, check the **Play notification sounds** box.

5) On the left, select your calendar and then click **General notifications** to manage what type of event notifications you receive.

6) Next to each option, click the Down arrow ▾ and select whether you want to receive email notifications or not.

Set event-specific notifications:

1) Click your event and then click Edit ✏.

2) Next to Notifications 🔔, select **Email** or **Notification**.

3) Select a time period for notifications.

4) (Optional) If you want to add another notification, click **Add notification** and repeat steps 2–3.
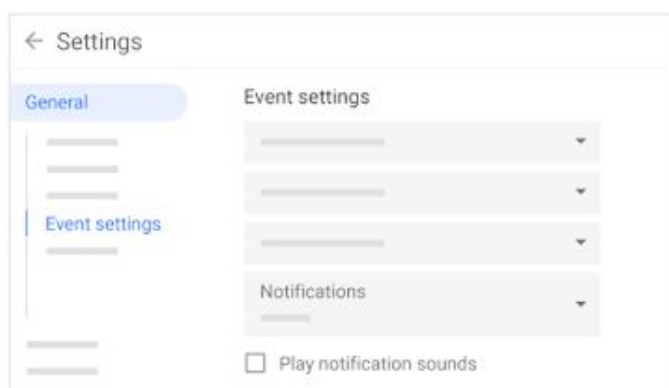
4. Customizing your calendar

4.2 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:

1) 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

2) To view multiple calendars side-by-side in day view—Select **Day** view and check the boxes next to the calendars you want to see.

3) To view the next or previous day's calendar—Next to **Today**, click Next ❯ or Previous ❮ .
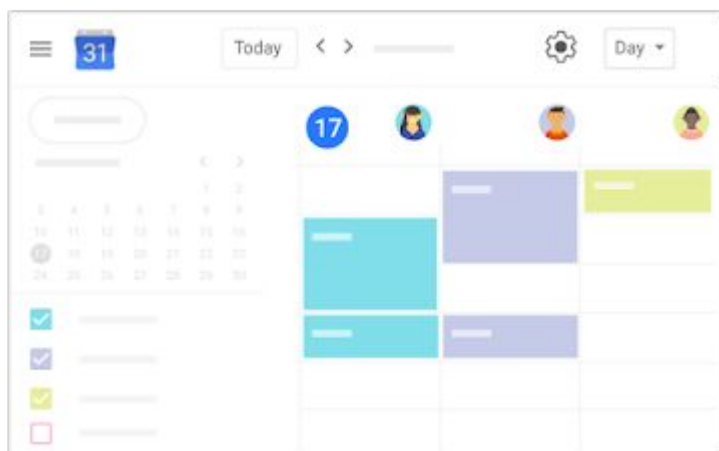
Manage your calendar view settings:

1) Click Settings ⚙ ❯ **Settings**.

2) On the left under **General**, click **View** options.

3) Depending on the view you want, check or uncheck the following boxes:

   ○ Show weekends

   ○ Show declined events

   ○ Show week numbers

   ○ Reduce the brightness of past events

   ○ View calendars side by side in Day View

4) Click Start week on and choose when to start the week.

5) Go to the **Set custom view** field and click the Down arrow ▼ to choose the number of days or weeks you want to appear in your calendar view.

6) Go to the **Alternate calendars** field and click the Down arrow ▼ to choose an alternate calendar.

4. Customizing your calendar

4.3 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 **Color set** > **Modern (with white text)** or **Classic (with black text)**.

3) Click **Information density** > **Compact** or **Responsive to your screen.**

4) Click **Done**.

Change your calendars' color set:

1) On the left, point to your calendar and click More ⋮ .

2) Select the color you want from the palette.
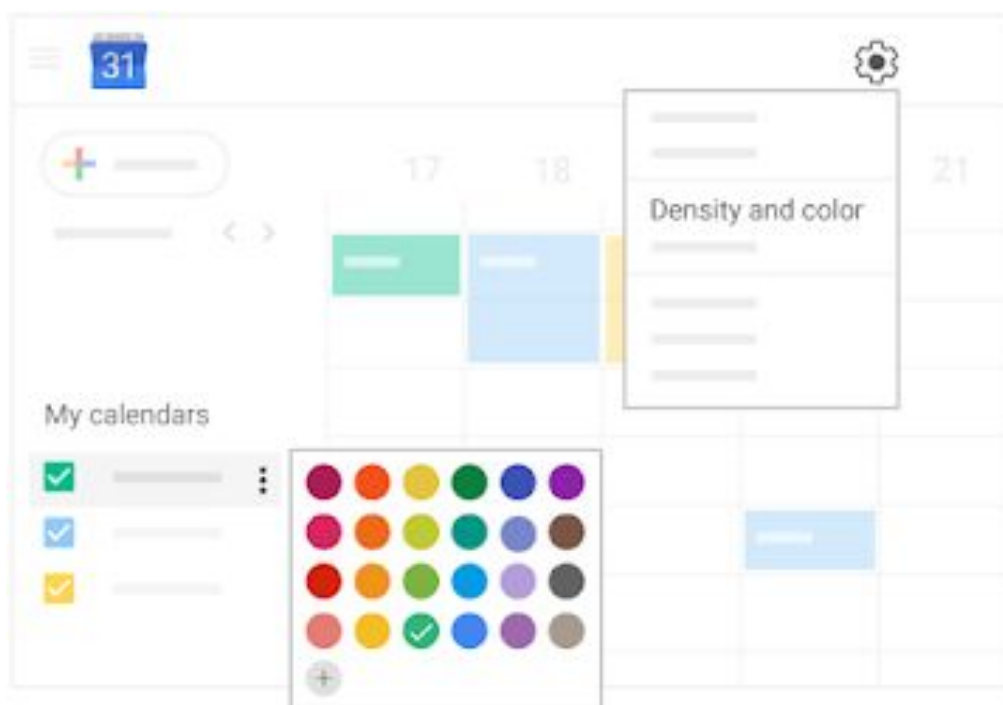
Change an event's color:
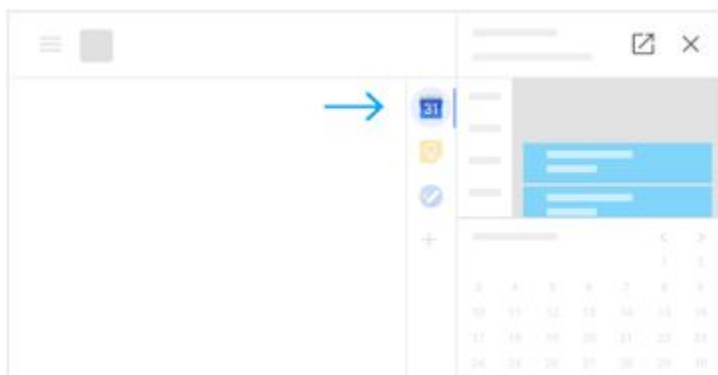
1) Right-click an event.

2) 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.

5. Access your calendar, notes, and tasks:

- **Open Calendar**: On the right, click Calendar 📅 .

- Your daily events and a mini monthly calendar appear.

- **See event details:** Click an event to open it and see details.

- **Reply to an event**: Open an event. At the bottom, next to Going?, click a reply.
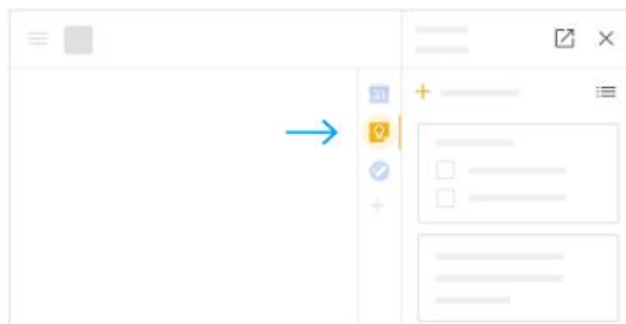
To do more with Calendar, see Get started with Calendar.

5.2 Open notes in Google Keep:

- **Open Google Keep**: On the right, click Keep 📒 .

- **Add a note or list:** Click + Take a note or New list ☰.

- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see Get started with Keep.

5. Accessing your notes and tasks

5.3 Open your to-do lists in Google Tasks:

- **Open Google Tasks:** On the right, click Tasks 🔵 .
  The current list appears at the top, with any tasks below it.

- **Add a new list:** Click the Down arrow ▼ **Create a new list.**

- **Change lists:** Click the Down arrow ▼ and select a list.

- **Add a new task:** Click + Add a task. To add a new task from an email, drag the email into a task list.

- **Edit or delete a task:** Point to a task and click
  Edit ✏️ . From the Edit window, click Delete 🗑️ to delete a task.

To do more with Tasks, see Get started with Tasks.