

Get started with Calendar

What can you do with 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.

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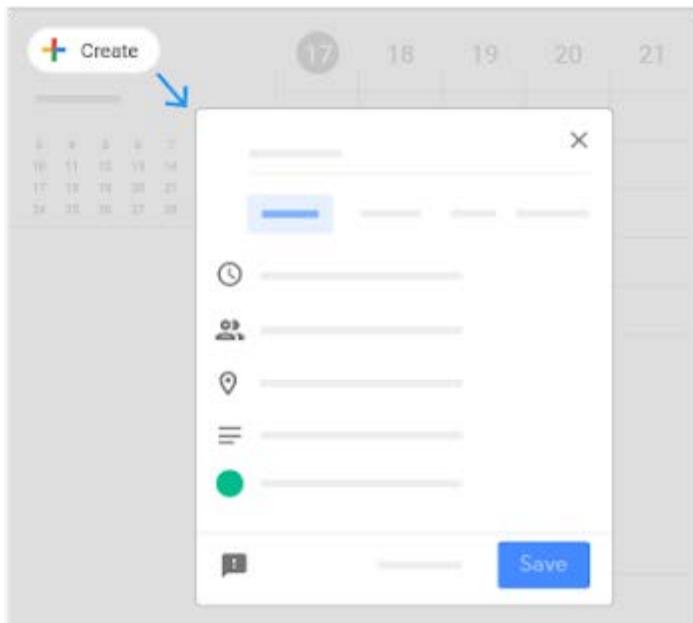
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Section 1: Schedule events

1.1 Create an event

Schedule one-time activities, such as conferences, as well as recurring events, such as staff meetings. Let everyone know if you're attending with a single click from the event invitation

- i. In [Calendar](#), choose an option:
 - Click an empty time slot in the calendar grid.
 - Click  Create.
- ii. Select Event.



Add an event title, date, and time:

Enter a title for your event and choose a time and date. If you want to set up a recurring event, click Does not repeat and select an option.

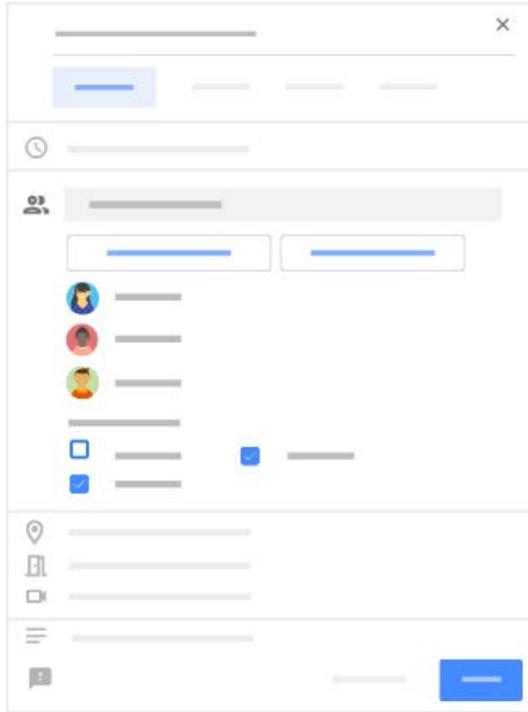
If you want to change the time zone for your event or add a new time zone, click Time zone and select an option.

For more information about adding time zones, see [Work with different time zones in Calendar](#).

1.2 Add guests

- i. Click Add guests and enter the first few letters of a person's name or email address. Matching addresses in your organization's directory appear as you enter text.
- ii. (Optional) You can 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](#).
- iii. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address. After you add a guest to your event, their calendars appear alongside yours.
- iv. (Optional) To quickly add people to a meeting:
 1. Go to the Meet with section.
 2. Enter your guest email addresses.
 3. Click  Create to set up a meeting with these guests.
- v. (Optional) To check your guest's availability, choose an option:
 - To open your calendar and see your guest's calendar and availability, click See guest availability.
 - To see a list of suggested meeting times for guests, click Suggested times and select an option.
- vi. (Optional) To mark a guest's attendance as optional, point to the guest's name and click People .
- vii. (Optional) To allow guests to modify the event, invite others, or see the guest list, click Guests can; and check the appropriate boxes.
- viii. (Optional) To forward an email invitation to a guest, under Guests can; check the Invite others box. When new guests respond to the invite, they're added to the guest list.

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



1.3 Add rooms, location, or conferencing

Add a room:

- i. Click Add rooms.

Note: If you don't see this option, contact your [G Suite administrator](#).

Based on your [work location](#), number of attendees, and previous room bookings, suggestions automatically appear.

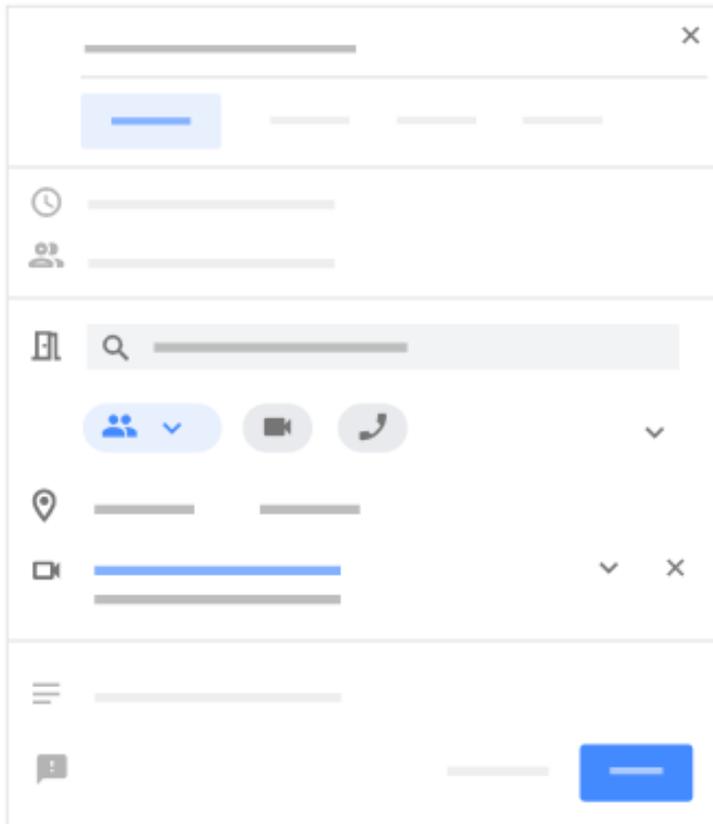
- ii. If you need to adjust the criteria for your meeting room, you can click:
 - People  to specify the required room size.
 - Video  to specify the need for video-conferencing equipment.
 - Phone  to specify the need for audio conferencing.
- iii. Point to the room that meets your criteria and check the box to select the room.
- iv. 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.

Add a meeting location:

Click Add location and enter your details.

Add videoconferencing:

Click Add conferencing to add a Hangouts Meet video meeting in your event. Or, install a [third-party conferencing add-on](#). You can also [add a live stream](#).



The image shows a screenshot of a web form for configuring a meeting. The form is divided into several sections:

- Top Section:** A title bar with a close button (X) and a blue button labeled "Add location".
- Second Section:** Two input fields, one with a clock icon and one with a person icon.
- Third Section:** A search bar with a magnifying glass icon, followed by three icons: a group of people (with a dropdown arrow), a video camera, and a telephone handset (with a dropdown arrow).
- Fourth Section:** A location pin icon followed by two input fields, and a video camera icon followed by two input fields (with dropdown and close buttons).
- Fifth Section:** A hamburger menu icon followed by an input field.
- Sixth Section:** A speech bubble icon, a long horizontal line, and a blue button.

1.4 Add an event description and attachments

Add an event description—Add details, such as contact information, instructions, or links for your event. Format your description by bolding, italicizing, underlining, or adding lists and links.

Add attachments—Attach files, such as documents or presentations to your events.

The image shows a screenshot of a web form for creating an event. The form is divided into several sections:

- Title:** A text input field with a blue highlight and a close button (X) in the top right corner.
- Event Details:** Three rows of input fields with icons on the left: a clock for date, a person for attendees, and a location pin for location.
- Description:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. Below the toolbar is a text input area with a blue underline.
- Attachments:** A section with a paperclip icon and a text input field.
- Calendar:** A section with a calendar icon, a date input field, and a green circular indicator.
- Footer:** A section with a speech bubble icon, a text input field, and a blue button.

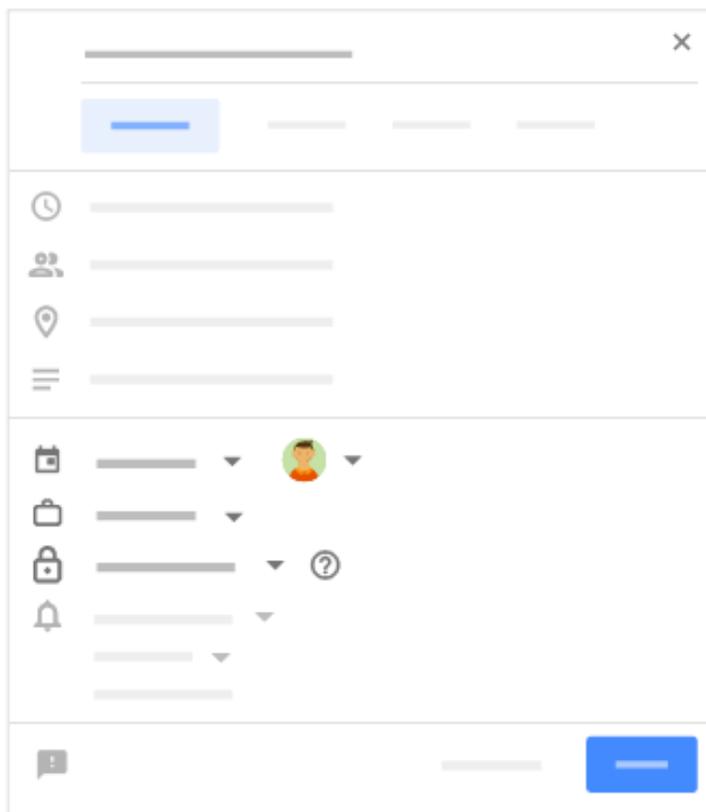
1.5 Choose an event color, calendar, and default visibility

Choose an event color—When you're creating an event, you can choose the color that event will show as in your calendars. To choose a different color for your event, scroll down and click your calendar name. Click the color palette and select a different option.

Add your event to a different calendar—For your event to appear on a different calendar, scroll down and click your calendar name. Click it again and select a different calendar.

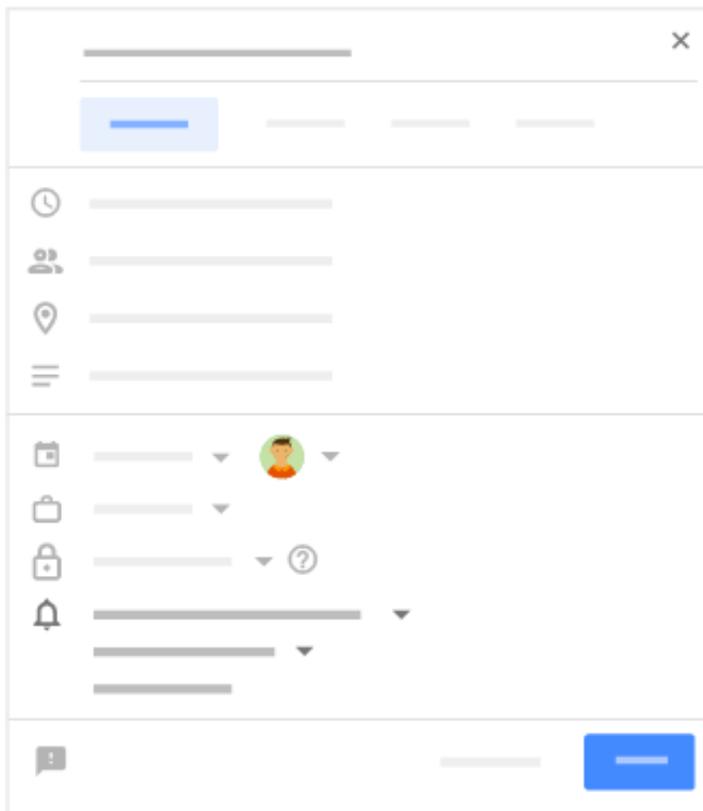
Show as busy/available—Change the visibility settings to “Busy” or “Available” so you can show free or busy times on your calendar.

Set your default visibility—If you share your calendar, your events have the same privacy settings as your calendar. You can change what others can see about certain events. For more information about privacy settings, see [Change your privacy settings](#).



1.6 Set up notifications

- i. Go to the Notifications section, and select Email or Notification.
- ii. Select a time period for notifications.
- iii. (Optional) To add another notification, click Add Notification and repeat steps 1-2



The image shows a notification settings dialog box with a close button (X) in the top right corner. The dialog is divided into several sections:

- Notification Method:** A row of four radio buttons. The first one is selected and highlighted in blue.
- Time Period:** A section with a clock icon and a text input field.
- Recipients:** A section with a person icon and a text input field.
- Location:** A section with a location pin icon and a text input field.
- Frequency:** A section with a hamburger menu icon and a text input field.
- Advanced Settings:** A section with a calendar icon, a dropdown menu, a user profile icon, a clipboard icon, a dropdown menu, a lock icon, a dropdown menu, a question mark icon, a bell icon, a text input field, a dropdown menu, and another text input field.
- Footer:** A section with a speech bubble icon, a text input field, and a blue button.

1.7 Save events

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

- i. Click Save.
- ii. Choose an option. Click:
 - Send to notify guests by email
 - Don't send to skip notifications at this time
 - Dismiss to continue editing the invitation
- iii. If you're inviting people from outside of your organization, click Invite external guests or, to notify them later, Continue editing.
- iv. (Optional) To open your event on the Edit event page, click More options.



Section 2: Respond to events

Respond to invitations to let people know whether you're going to an event. Add a note or suggest a different time for an event.

2.1 Reply to an invitation

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

- i. In the Calendar grid, click an event to preview it.
- ii. At the bottom of the event preview window, select a response. Response options are available only in the preview window; they're not available in the event details window.
- iii. (Optional) To add a note or propose a new meeting time, in the bottom-right corner, click the Down arrow  and choose an option.

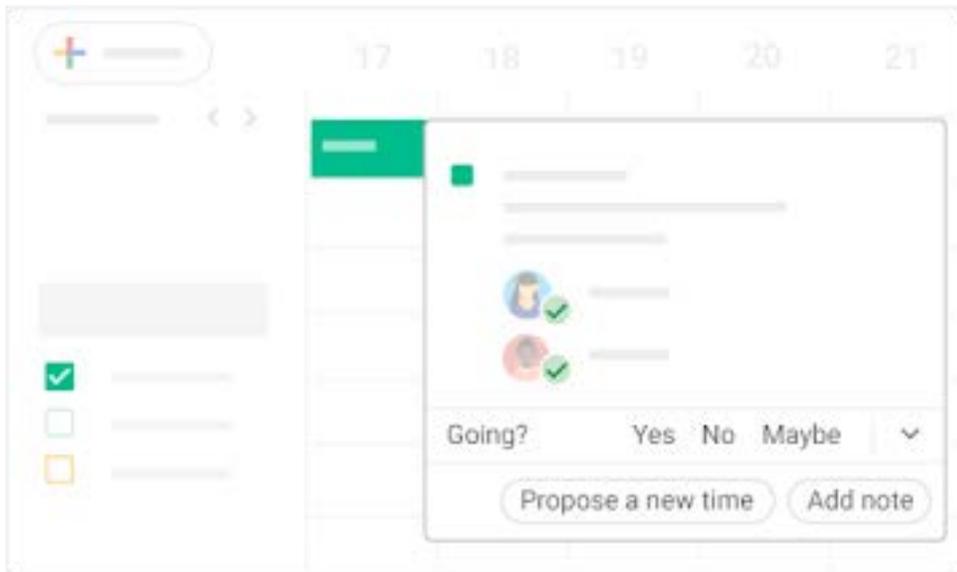
Note: All guests can propose a new time, except for events with more than 200 guests or all-day events.

See [Manage large events in Calendar](#).

Reply to an event from a forwarded invitation:

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

- i. In [Gmail](#), point to the email and click RSVP.
- ii. Click your response.



2.2 Update an existing event

You can invite more guests and change the meeting location.

- i. In the Calendar grid, single-click the event > Edit .
- ii. 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.



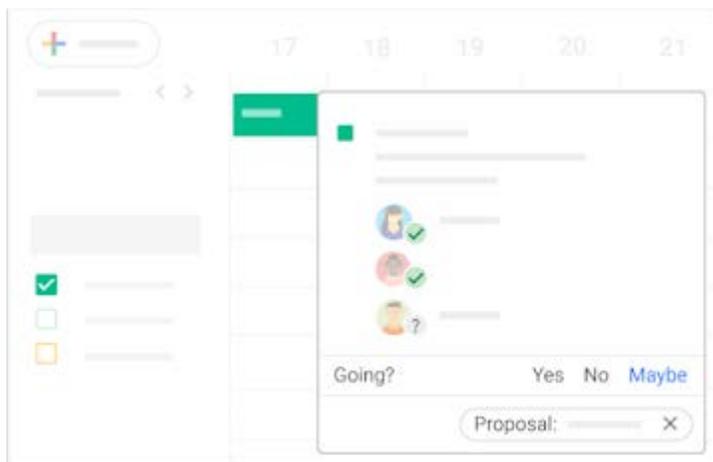
2.3 Check guest attendance

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.

- i. In the Calendar grid, click the event.
- ii. Go to the Guests field to see a list of responses from your guests. You might have to click the Down arrow  to see the responses.

Respond to a proposed new meeting time request:

- i. In the Calendar grid, click the event.
- ii. In the Guests section, go to the proposal and click Review proposed time.
- iii. To accept the new proposed time, click Save.
- iv. (Optional) To notify guests about the new meeting time, click Send.



2.4 Restore deleted events

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

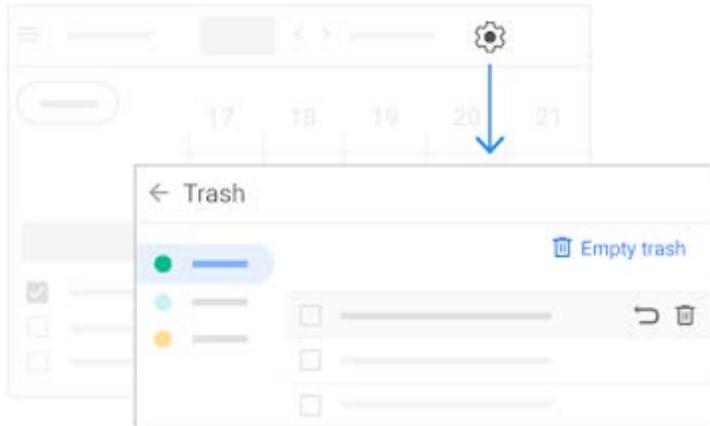
Delete an event:

Click the event in your calendar grid and click Delete .

Restore deleted events:

- i. Click Settings  > Trash.
- ii. Point to the event and choose an option:
 - To restore the event, check the box next to the event and click Restore .
 - To permanently delete the event, check the box next to the event and click Delete .
- iii. (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.

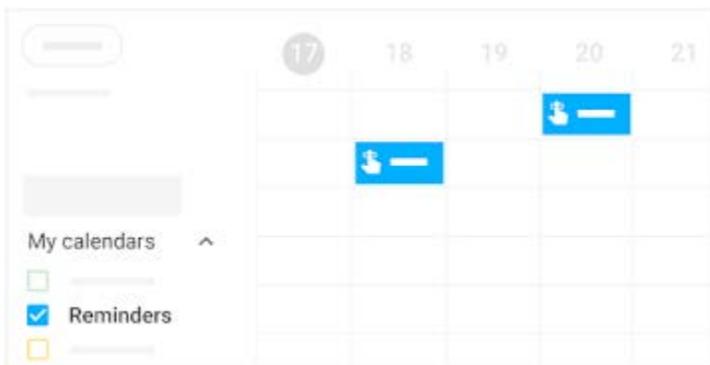


Section 3: Create reminders in Calendar

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

3.1 View reminders

- i. Go to [Calendar](#).
- ii. At the bottom left, under My calendars, make sure the Reminders box is checked.

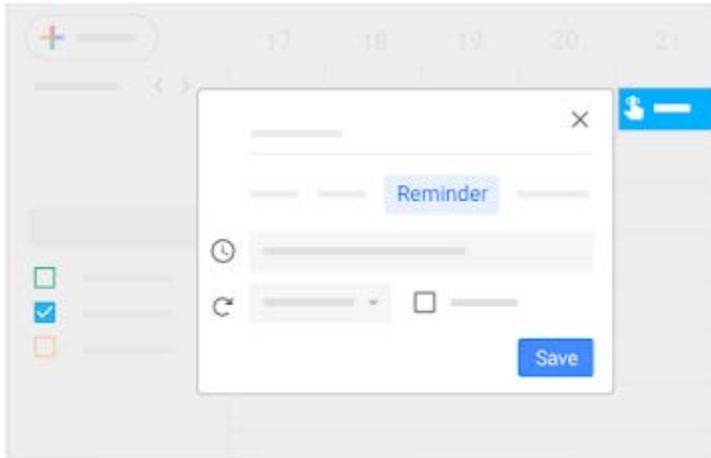


3.2 Create a personal reminder

- i. In your Calendar grid, click a time slot and click Reminder.
- ii. Add a title and choose a date and time.
- iii. (Optional) To select the frequency of your reminder, click Does not repeat and select an option.

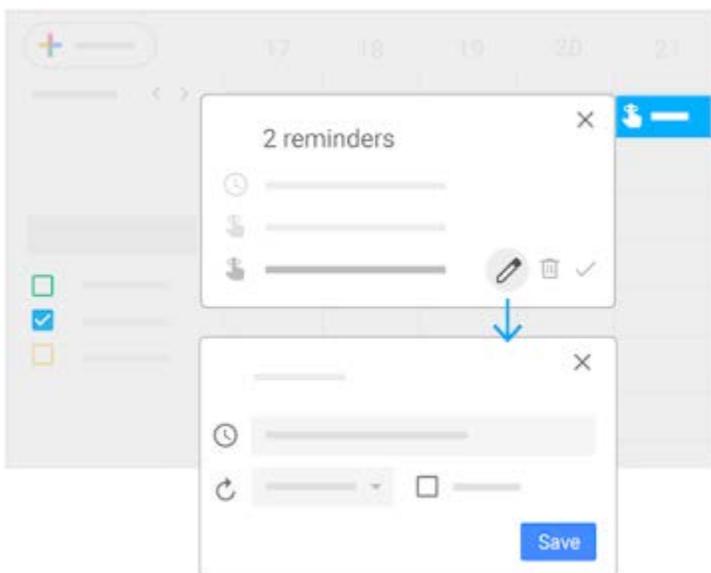
- iv. (Optional) If you want your reminder to last all day, check the All day box.
- v. Click Save.

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



3.3 Change a personal reminder

- i. 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, point to the reminder, and click Edit
- ii. Update the details and click Save.



3.4 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:

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:

- i. If you have a single reminder in a time slot, click the reminder and then click Delete 🗑️.
- ii. If you have multiple reminders in the same time slot, click the reminder block, point to the reminder and click Delete 🗑️.



Hide all reminders:

- i. On the left, go to My calendars.
- ii. Uncheck the Reminders box.

Section 4: Share and view calendars

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

4.1 Share your calendar

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

- i. Click Settings  > Settings.
- ii. On the left, select your calendar > Access permissions.
- iii. Select how you want to share your calendar:
 - To make your calendar available publicly on the web, check the Make available to public box. Next to each sharing permission, click the Down arrow  and choose whether you want to show your free and busy times.
 - To make your calendar available only to your organization, check the Make available for My Organization box. Next to each sharing permission, click the Down arrow  and choose whether you want to show your free and busy times.
 - To make your calendar available throughout G Suite, check the Show calendar info in other Google apps, limited by access permissions box.

2 Let someone see your calendar in a web browser:

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

- i. Click Settings  > Settings.
- ii. On the left, select your calendar > Access permissions.
- iii. To send a shareable HTML link to people, click Get shareable link > Copy Link.
- iv. Paste and send the link.

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

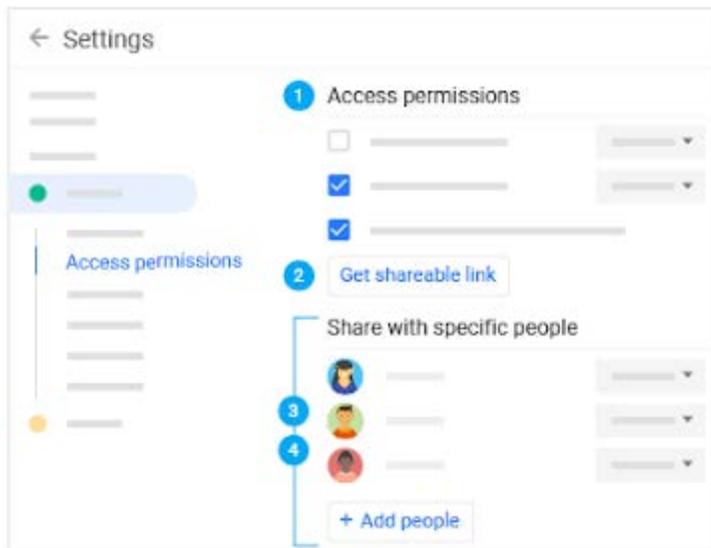
When you share your calendar with someone, you can decide how they see your events and

whether they can also make changes, such as adding or editing events.

- i. Click Settings  > Settings.
- ii. On the left, select your calendar > Share with specific people.
- iii. Click Add people and enter the email address or names of the people you want to share your calendar with.
- iv. Choose a sharing permission option:
 - See only free/busy (hide details)
 - See all event details
 - Make changes to events
 - Make changes and manage sharing
- v. Click Send.

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

- i. In the Share with specific people section, click Add people.
- ii. Enter the email address or names of the people you want to share your calendar with.
- iii. Click Send.
- iv. If the person you're sharing your calendar with doesn't use Calendar, click Invite to send them an invitation to use it.

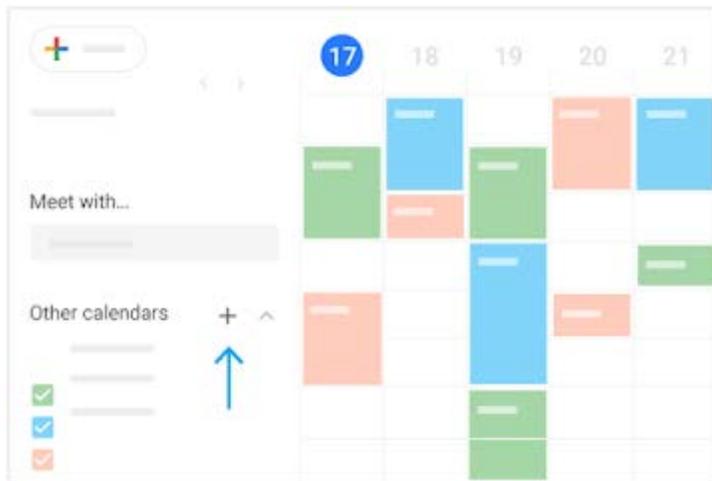


4.2 View other people's calendars

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:

- i. On the left, next to Other calendars, click Add other calendars + > Subscribe to calendar.
- ii. Start entering the person's name or email address and select the person from the list.
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.
- iii. If the person doesn't have Google Calendar, add a request and click Send invite.
- iv. 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.
- v. (Optional) To view only your calendar, point to your calendar name and click More ⋮ > Display this only.

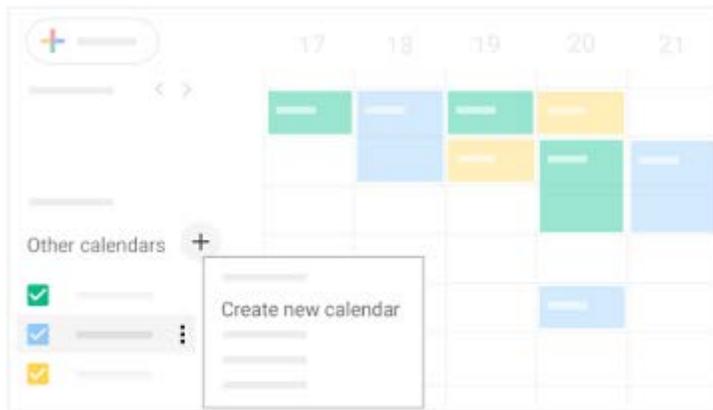


4.3 Create shared calendars

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:

- i. Open [Calendar](#), and on the left next to Other calendars, click Add other calendars + > Create new calendar.
- ii. Name the calendar and add a description.
- iii. Click Time zone and select your time zone.
- iv. Click Create calendar. Your new calendar appears under My calendars.
- v. (Optional) To update any calendar preferences, point to it and click More ⋮ > Settings.



Share a calendar:

- i. Open [Calendar](#) and under My calendars, point to the calendar you want to share, and click More > Settings and sharing.
- ii. Choose an option:
 - To 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*.

4.4 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](#).

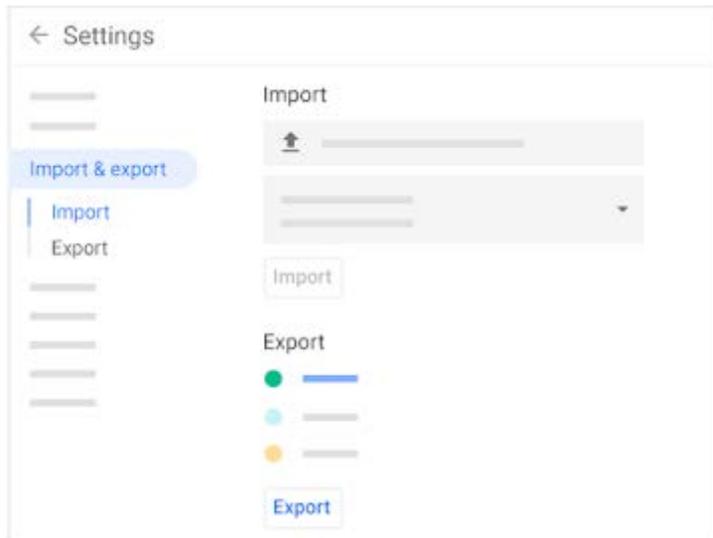
Import event information:

- i. Click Settings > Settings.
- ii. On the left, click Import & Export.
- iii. Click Select file from your computer, select your file, and click Open.
- iv. Click Import. The imported event or events will appear in your calendar.

Export your calendars:

- i. Click Settings > Settings.
- ii. On the left, click Import & Export.
- iii. In the Export section, click Export.

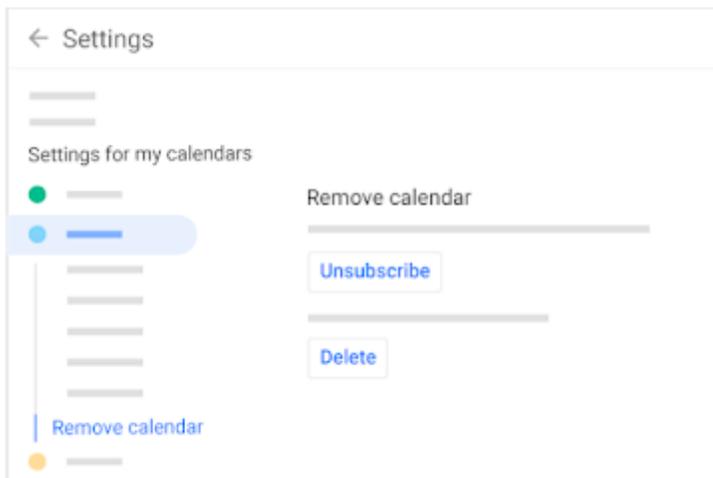
A ZIP file is downloaded to your computer. If you open the ZIP file, you'll see individual ICS files for each of your calendars. To import the files back into Calendar, take the individual ICS files out of the ZIP file and import them one at a time.



4.5 Delete a calendar

Click Settings  > Settings.

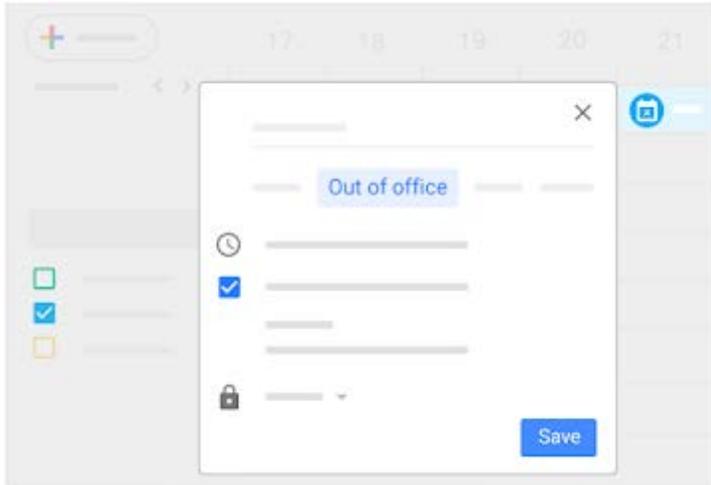
- i. Select the calendar you want to delete and scroll to the bottom.
- ii. In the Remove calendar section, choose an option:
 - Click Unsubscribe if you want to unsubscribe from calendars that are read-only.
 - Click Delete if you want to delete calendars that you own.



4.6 Add out-of-office dates to your calendar

- i. In your calendar grid, click the first day that you're away from work.
- ii. Click Out of office and select a time period.

- iii. (Optional) To explain you're away from work, enter a message in the Decline message section.
- iv. In the Visibility section, choose an option:
 - Public
 - Default visibility
 - Private
- v. Click Save. Any new and existing meetings during this time will be automatically declined.



Section 5: Customize your calendar

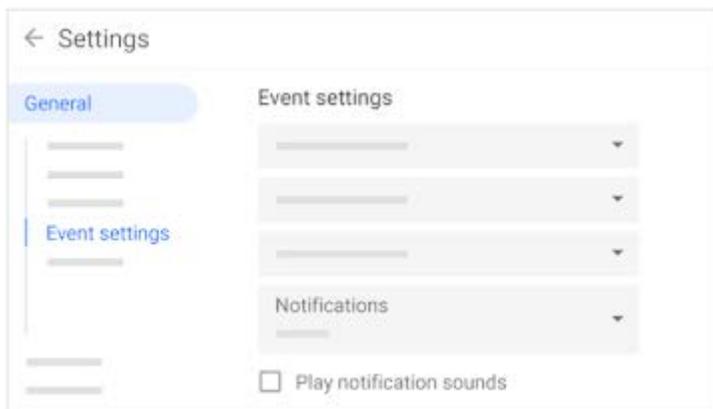
Now that you know how to use all the key features in Calendar, you can customize it further to match the way you work.

5.1 Manage event notifications

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

Turn notifications on or off:

- i. Open [Google Calendar](#) and click Settings  Settings.
- ii. On the left under General, click Event settings.
- iii. Click Notifications and select an option:
 - Off
 - Desktop notifications
 - Alerts
- iv. (Optional) To set up a sound for your incoming notifications, check the Play notification sounds box.
- v. On the left, select your calendar and then click General notifications to manage what type of event notifications you receive.
- vi. Next to each option, click the Down arrow  and select whether you want to receive email notifications or not.



Set event-specific notifications:

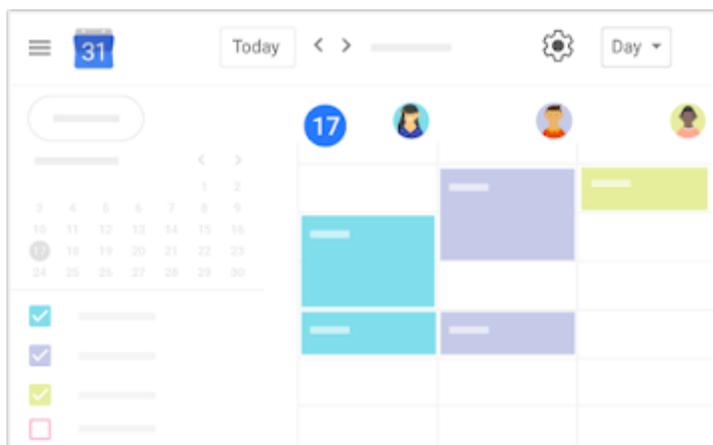
- i. Go to the Notifications section, and select Email or Notification.
- ii. Select a time period for notifications.
- iii. (Optional) To add another notification, click Add Notification and repeat steps 1-2

5.2 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:

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



Manage your calendar view settings:

- i. Click Settings ⚙ > Settings.
- ii. On the left under General, click View options.
- iii. 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
- iv. Click Start week on and choose when to start the week.
- v. 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.
- vi. Go to the Alternate calendars field and click the Down arrow ▼ to choose an alternate calendar.

5.3 Change your calendar's look

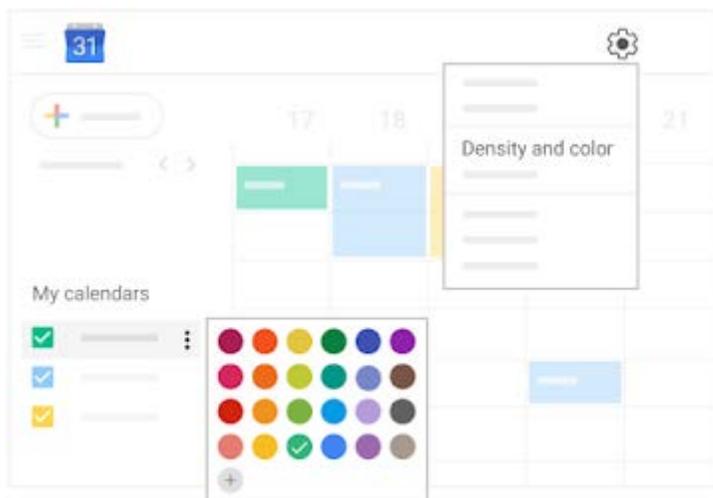
Changing the way your calendar appears can help you when you have several calendars layered on the same screen.

Change your calendar's density and color set:

- i. Click Settings  > Density and color.
- ii. Click Color set > Modern (with white text) or Classic (with black text).
- iii. Click Information density > Compact or Responsive to your screen.
- iv. Click Done.

Change your calendars' color set:

- i. On the left, point to your calendar and click More .
- ii. Select the color you want from the palette.



Change an event's color:

- i. Right-click an event.
- ii. 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.

Section 6: Access your notes, and tasks

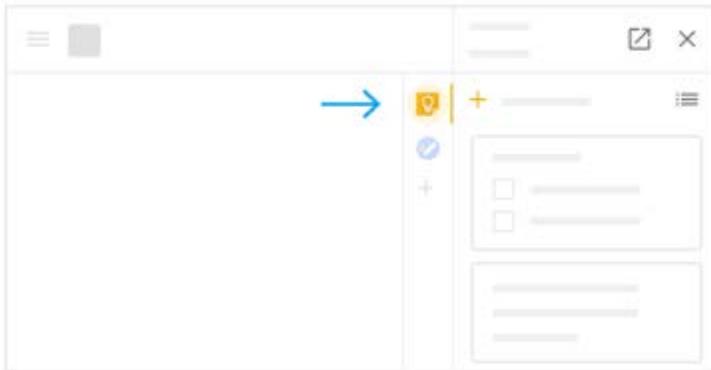
Keep track of your notes and tasks without leaving Calendar.

Note: If you don't see the Google Keep and Google Tasks icons on the right, they might not be enabled for your organization.

6.1 Open notes in Keep

- i. On the right, click Keep .
- ii. To Add a note or list, click + Take a note or New list .
- iii. To edit a note, click a note and enter a message.
- iv. Click Done.

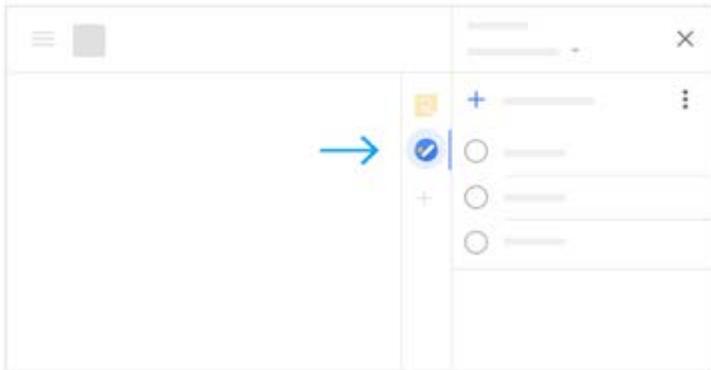
To do more with Keep, see [Get started with Keep](#).



6.2 Open your to-do lists in Tasks

- i. On the right, click Tasks .
The current list appears at the top, with any tasks below it.
- ii. To add a new list, click the Down arrow  > Create a new list.
- iii. To change lists, click the Down arrow  and select a list.
- iv. To add a new task, click + Add a task. To add a new task from an email, drag the email into a task list.
- v. To 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 [Keep track of tasks](#).



6.3 Get add-ons

Customize Calendar with add-ons.

- i. On the right, click Add-ons . A list of add-ons opens in the [G Suite Marketplace](#).
- ii. Click an add-on.
- iii. Click Install.

