

Calendar cheat sheet



Manage your time with integrated online calendars designed for teams. Keep track of important events, share your schedule, and create multiple calendars.

Get Calendar: [Web \(calendar.google.com\)](https://calendar.google.com), [Android](#), or [iOS](#)


1. To schedule an event, click **+ Create**. To update an event, click the event **> Edit**

The screenshot shows the Google Calendar event creation/editing form. Callouts on the left side point to various fields: 'Enter event details' points to the title and time fields; 'Add a video meeting' points to the 'Add conferencing' dropdown; 'Add or delete event notifications' points to the notification settings; 'Add event description' points to the text area at the bottom. Callouts on the right side point to: 'Add a note to your RSVP' pointing to the 'Add note/guests' field; 'Select rooms and resources' pointing to the 'Rooms' tab; and 'Invite guests, see suggested meeting times, and set permissions' pointing to the 'Guests' list.

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

The screenshot shows a calendar event card. Callouts on the left side point to: 'Join a video meeting' pointing to the 'Join Hangouts Meet' button; and 'Respond to invites' pointing to the 'Going?' dropdown menu. Callouts at the top point to: 'Delete event' pointing to the trash icon; 'Email guests' pointing to the envelope icon; and 'Edit event details' pointing to the pencil icon. A context menu is open over the event card, listing actions: Print, Duplicate, Copy to, Publish event, and Change owner.

3. 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.

