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.

What you need:

👤 G Suite account

🕐 10 minutes

Switching from a different calendar program? You may also want to see Switching to Google Calendar from Outlook or Switching to Google Calendar from IBM Notes.
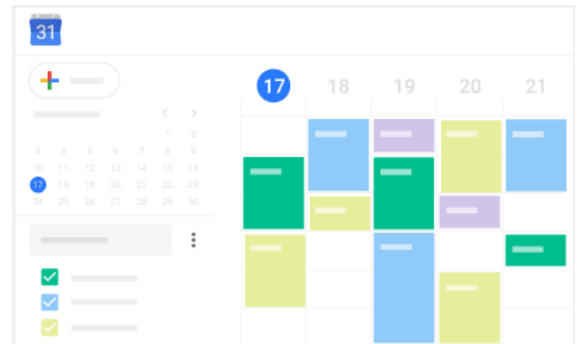
1   Schedule events

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.

In this section, you learn how to:

- 1.1 Create an event
- 1.2 Invite guests
- 1.3 Reserve a room and resources
- 1.4 Add event details, video conferencing, and attachments
- 1.5 Save and update events
- 1.6 Respond to events
- 1.7 Check guest attendance
- 1.8 Delete and restore 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 (Optional) To create an event using another calendar, next to your name, click the Down arrow ▾ and select the calendar.

④ Click **More options** or Save .
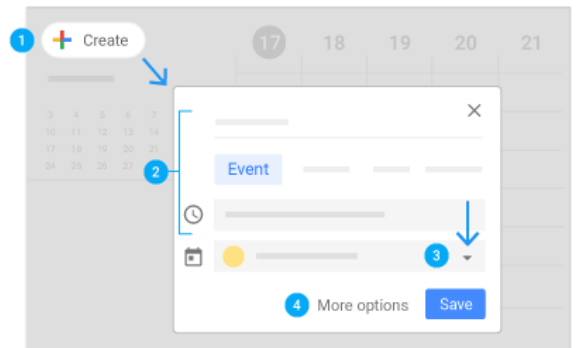
1.2   Invite guests

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.

   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 don't give permission to your guests to modify an event, they won't be able to change the event's date or time on their own calendar.
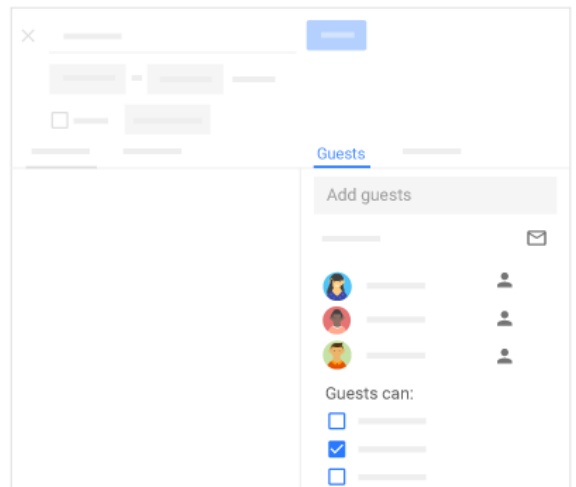

1.3   Reserve a room and resources

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. Based on your work location, number of attendees, and previous room bookings, suggestions automatically appear.

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

   - Click People 👥 to specify the required room size.
   - Click Video 🎥 to specify the need for video-conferencing equipment.
   - 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.
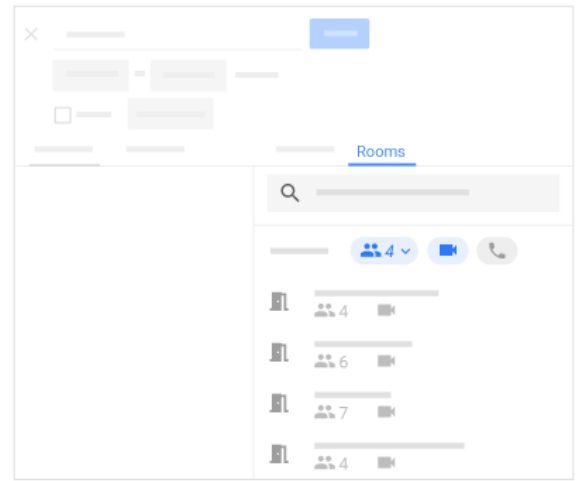
1.4 Add event details, video conferencing, and attachments

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.
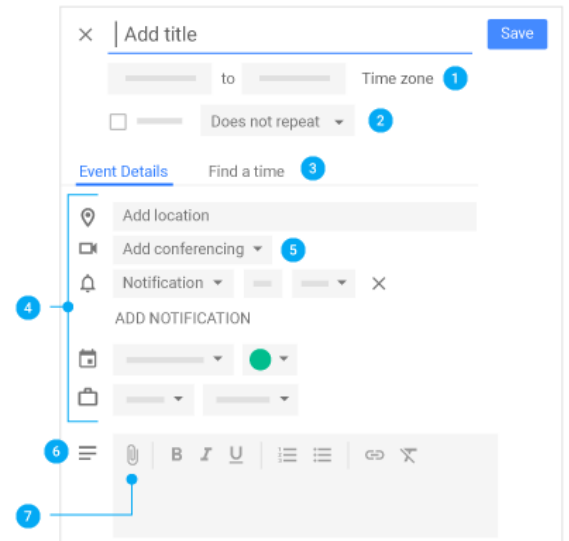
1.5 Save and update events

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.
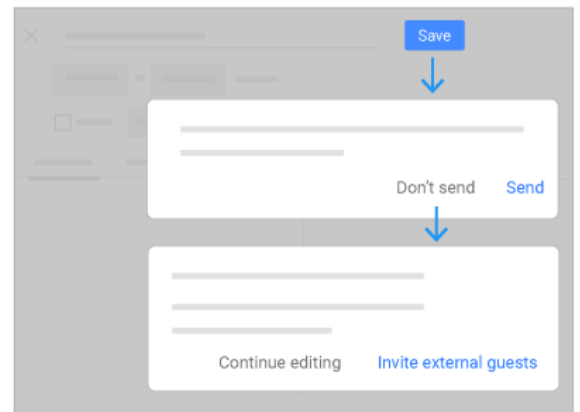
1.6　Respond to events

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

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 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.
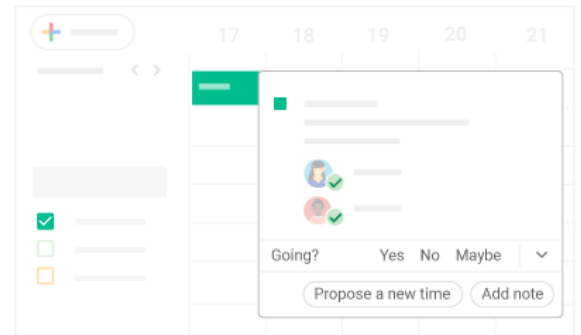
1.7　Check guest attendance

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**.
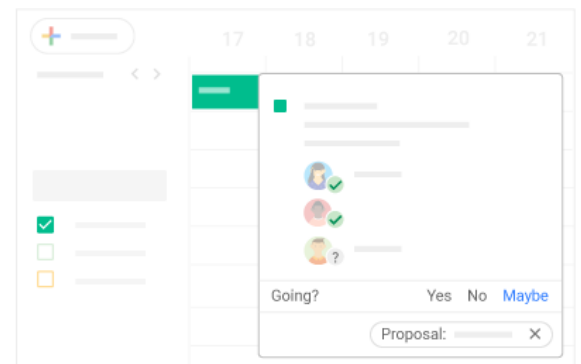
## 1.8　Delete and restore events

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. Hover over 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 🗑 .

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.
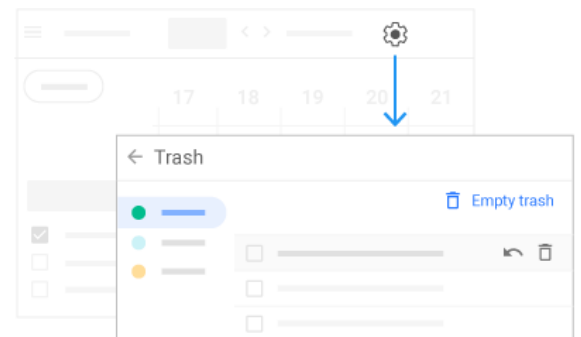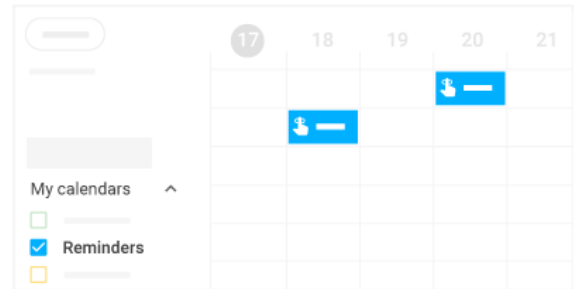
2 Create reminders

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

In this section, you learn how to:

2.1 View reminders

1. Go to Calendar.

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

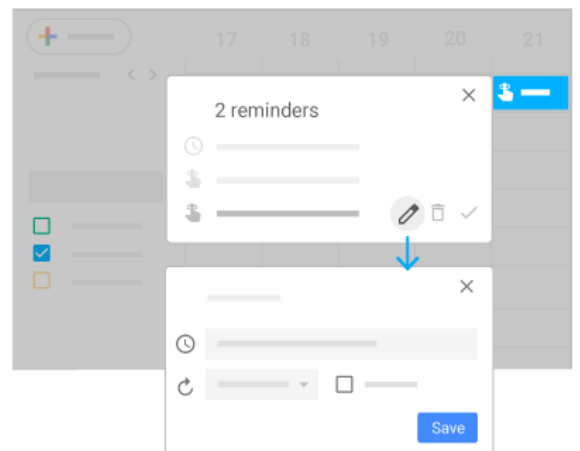2.2 Create a personal reminder

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 day** box.

5. Click Save .

Note: Reminders you create in Google Keep also show up in Calendar.
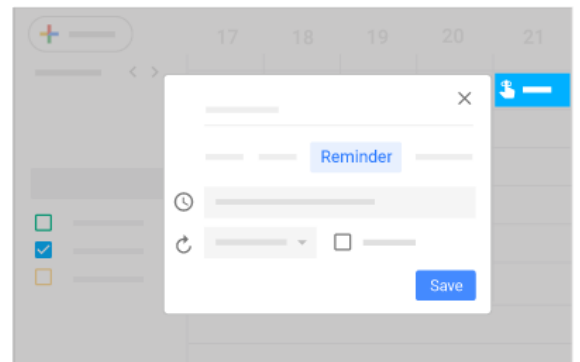
2.3 Change a personal reminder

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, point to the reminder, and click Edit ✎ .

2. Update the details and click Save .

2.4   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:

- 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:

- 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,
  point to the reminder and click Delete ⬜ .

Hide all reminders:

On the left under **My calendars**, uncheck the **Reminders** box.
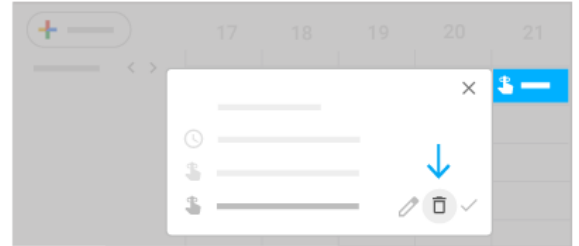
3   Share and view calendars

Share your calendar with 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.

In this section, you learn how to:

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:
   - 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 ⚙ > **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 ⚙ > **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**.
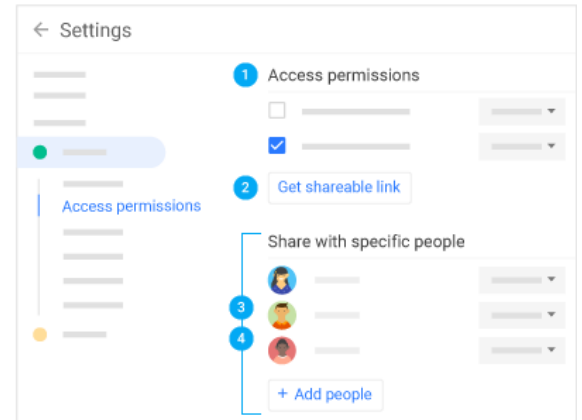
3.2   View other people's calendars

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, click **Add 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 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. 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.

6. (Optional) To view only your calendar, point to your calendar name and click More ⋮ > **Display this only**.
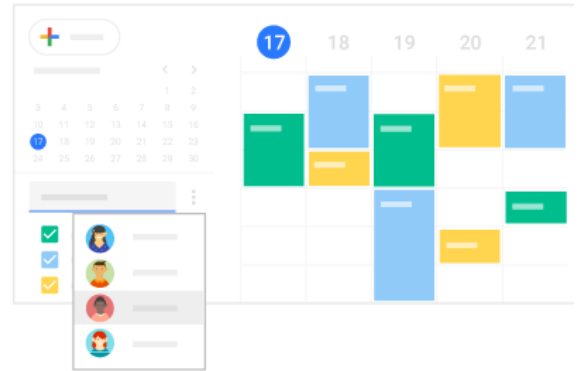
3.3   Create a shared calendar

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 team calendar:

1. On the left next to **Add calendar**, click More ⋮ > **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**.

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

Share a team calendar:

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

2. Choose an option:
    - **To share with individuals**—Under **Share with specific people**, add the person or the email address of the person you want to share with, and click **Add people** > **Send**.
    - **To change wider sharing settings**—Under **Access permissions**, select **Make available to public** or **Make available for** *organization name*.
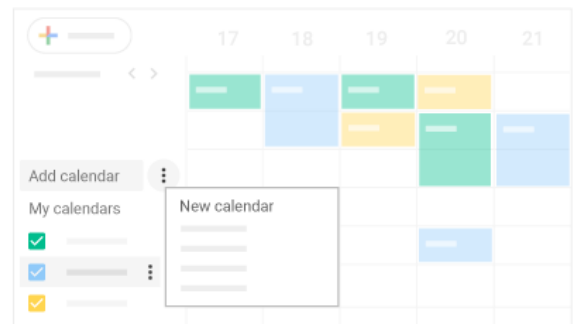
3.4   Import and export events and calendars

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.
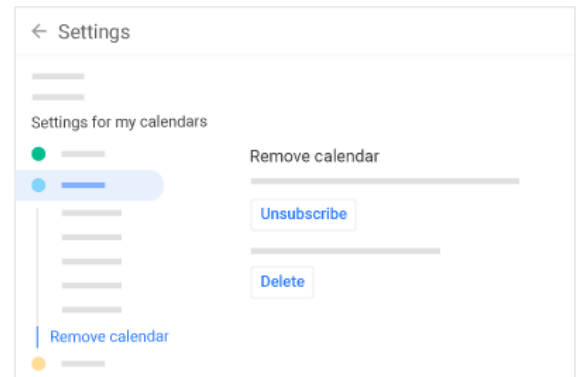
Export your calendars:

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.
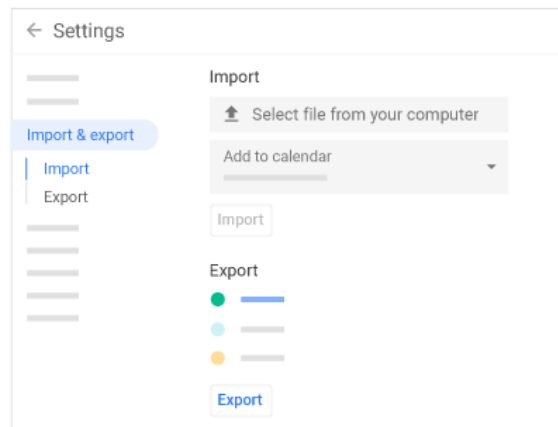
3.5 Delete a calendar

1. Click Settings ⚙ > **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.

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.
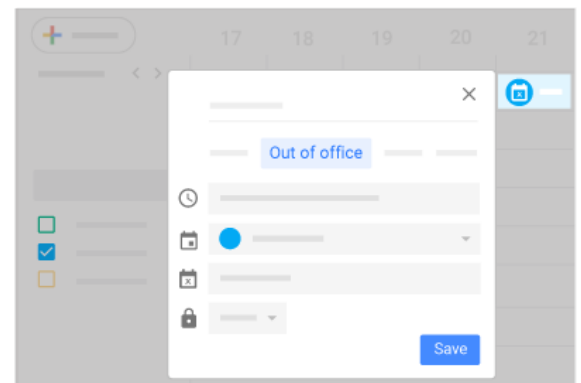
4   Customize your calendar

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

In this section, you learn how to:

4.1   Manage event notifications

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

Manage event notifications:

1. Open 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 sound** 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 notifications on or off.
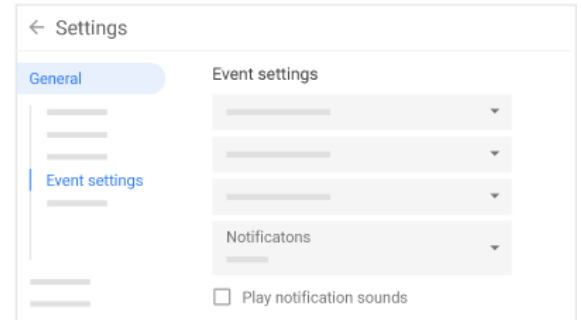
Set event-specific notifications:

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.

4.2   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:

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 ❮ .

**Manage your calendar view settings:**
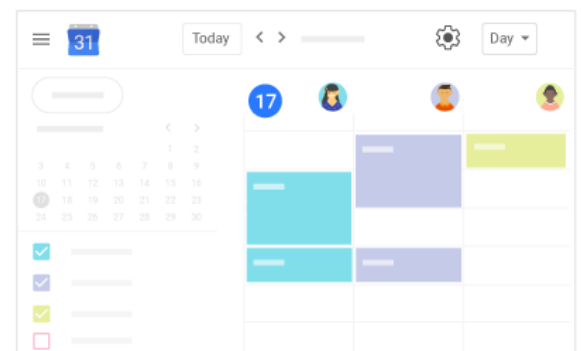
1. Click Settings ⚙ > **Settings**.

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.

4.3   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:

On the left, point to 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.
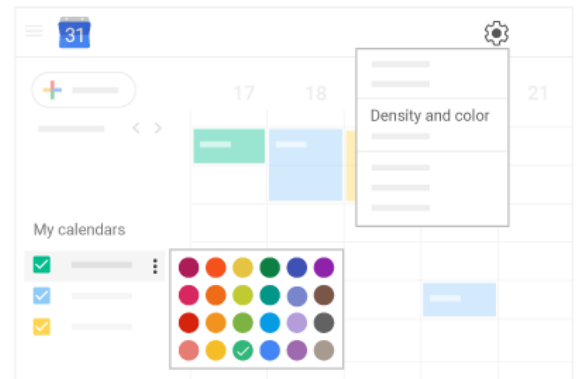
5   Access your notes and tasks

Keep track of your notes and tasks without leaving Calendar.

Note: If you don't see the Keep and Tasks icons on the right, they might not be enabled for your organization. Talk to your G Suite admin.
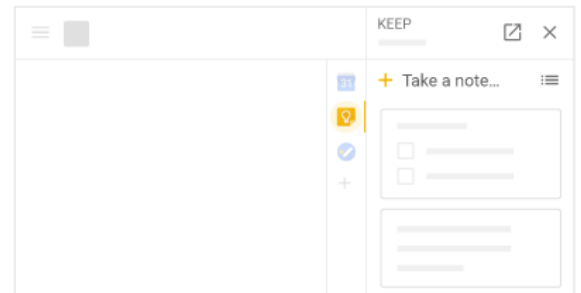
In this section, you learn how to:

5.1   Open notes in Google Keep

- **Open 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.

## 5.2   Open your to-do lists in Google Tasks

- **Open 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 Keep track of tasks.
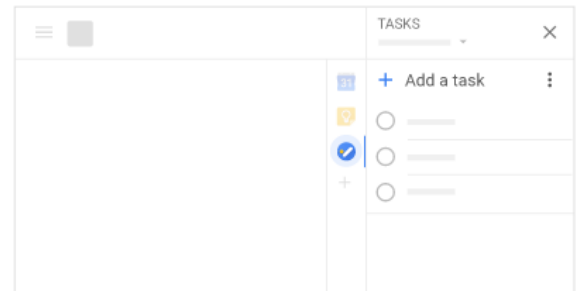
5.3   Get add-ons

Customize Calendar with add-ons.

1. On the right, click Add-ons ➕ . A list of add-ons opens in the G Suite Marketplace.
2. Click an add-on.
3. Click **Install.**