

G Suite Learning Center

English

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.

1

To schedule an event, click + . To update an event, click the event > ✎ .

This screenshot shows the 'Add event' form in Google Calendar. The form is divided into several sections:

- Event Details:** Includes fields for 'Add title', 'to' (start time), 'Time zone', 'RSVP: Yes', 'Add note/guests', and a 'Save' button.
- Repetition:** A checkbox for 'Does not repeat' with a dropdown menu.
- Event Details / Find a Time:** Includes 'Add location', 'Add conferencing', and 'Notification' settings.
- Guests:** A section for 'Add guests' with a list of invited users and a 'Rooms' section for selecting resources.
- Guests can:** A section for setting permissions for guests, with checkboxes for 'Add note/guests', 'Add location', and 'Add conferencing'.
- Event Description:** A rich text editor at the bottom with various formatting options.

Callouts on the right side of the form point to specific features:

- 'Add a note to your RSVP' points to the 'Add note/guests' field.
- 'Select rooms and resources' points to the 'Rooms' section.
- 'Invite guests, see suggested meeting times, and set permissions' points to the 'Add guests' list and the 'Guests can:' section.

2

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

This screenshot shows a calendar event popup menu. The menu is divided into several sections:

- Event Actions:** Includes 'Delete event', 'Email guests', 'Edit event details', and a 'Join Hangouts Meet' button.
- Guest List:** A list of invited users with their names and profile pictures.
- Response:** A 'Going?' section with 'Yes', 'No', and 'Maybe' options.
- Context Menu:** A menu that appears when clicking on the event, containing options like 'Print', 'Duplicate', 'Copy to', 'Publish event', and 'Change owner'.

Callouts on the left side of the menu point to specific features:

- 'Edit event details' points to the 'Edit event details' button.
- 'Join a video meeting' points to the 'Join Hangouts Meet' button.
- 'Respond to invites' points to the 'Going?' section.

3

Add and customize calendars.

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

Add a coworker's calendar. Type someone's email address and click More  next to their name to choose an option.

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

