



## Calendar Cheat Sheet

calendar.google.com

## Manage your time with integrated online calendars designed for teams.

Keep track of important events, share your schedule, and create multiple calendars.

- 1 Click **CREATE** to schedule a new event and enter event details

The screenshot shows the 'CREATE' event form in Google Calendar. Annotations include:

- Enter event details:** Points to the date and time fields (1/7/2015, 12:00pm to 1:00pm).
- Add a Hangouts video call:** Points to the 'Video call' checkbox and the 'Add video call' button.
- Add or delete event notifications:** Points to the 'Notifications' section, which includes options for Email (10 minutes) and Pop-up (10 minutes).
- Invite guests:** Points to the 'Add: Guests | Rooms, etc.' section, which includes a field for 'Enter email addresses' and an 'Add' button.

- 2 Click any event on your calendar to join a video call or edit events and invites.

The screenshot shows the event details pop-up for an event. Annotations include:

- Join a video call:** Points to the 'Video call' button, which has a green camera icon.
- Respond to invites:** Points to the 'Going? Yes - Maybe - No | Delete' section.
- Edit event details:** Points to the 'Edit event »' button.

- 3 Add and customize calendars.

The screenshot shows the Google Calendar interface. Annotations include:

- 1 Create new calendar:** Points to the 'CREATE' button in the left sidebar.
- 2 Add a coworker's calendar:** Points to the 'Other calendars' section in the left sidebar, which includes a search bar and a list of calendars (e.g., Alice Abernathy).
- 3 Change Calendar settings:** Points to the gear icon in the top right corner of the calendar view.

### 1 Create a new calendar

Make more calendars, such as a team calendar or a calendar to track project deadlines.

### 2 Add a coworker's calendar

Then select any added calendar to view it.

### 3 Change Calendar settings

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