



Apps Learning Center

Get started with Calendar

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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.

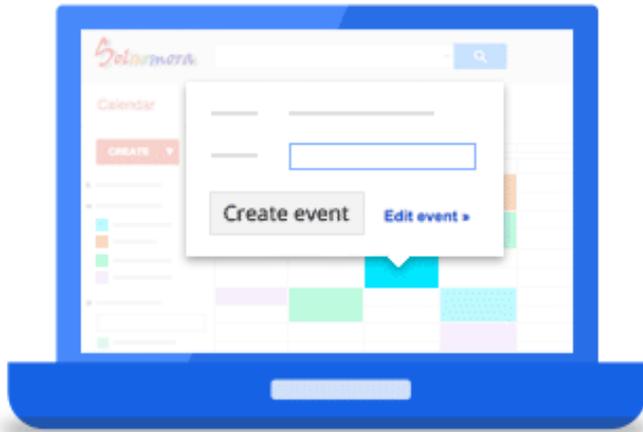
What you'll need:

Google Apps 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](#).

Note: If your administrator hasn't already migrated your old calendar for you, you may want to import your old calendar before starting this tutorial.



1

Schedule events

In Calendar, it's easy to schedule one-time activities like conferences and recurring events like staff meetings. When you receive an invitation to someone else's event, you can let everyone know if you're attending with a single click!

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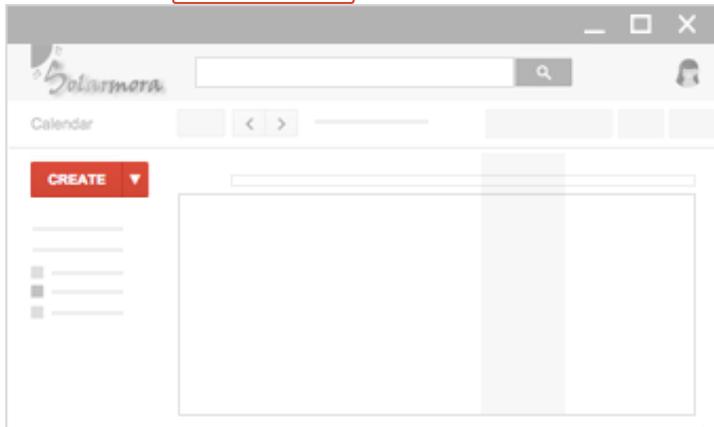
- [Create an event](#)
- [Invite people and reserve rooms and resources](#)
- [Choose your event time](#)
- [Save and update events](#)
- [Respond to invitations](#)

1.1

Create an event

To create an event in Calendar:

1. Go to calendar.google.com.
2. Click **CREATE**.



1.2

Invite people and reserve rooms and resources

To invite people to your event:

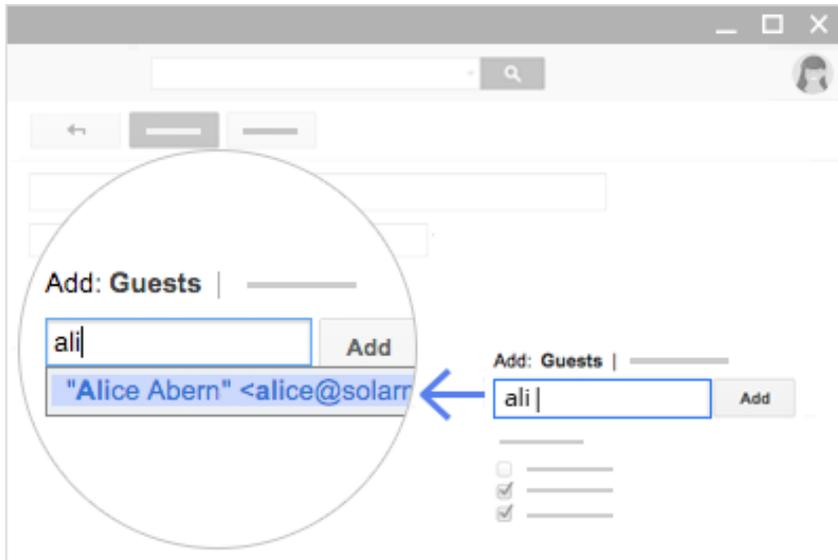
1. In the **Event details** page, find the **Add** section and click **Guests**.
2. Type the first few letters of a person's name or email address in the box. Matching addresses in your organization's directory appear as you type.
3. Click one of the suggestions to add that person to the event. If no suggestions appear, type your guest's full email address and click **Add**.

You can even add a Google Groups mailing list address to invite a large group of people at once, such as your whole team (For example: marketing@solarmora.com) or the entire organization (For example: everyone@solarmora.com).

To reserve rooms and resources* for your event:

1. In the **Event details** page, find the **Add** section and click **Rooms, etc**.
2. (Optional) To see only available resources, check **Show only available**.
3. Start typing the room or resource's name and click one of the suggestions. Or, browse the list of resources and click **Add** next to an available resource you want.

**Your Google Apps administrator must first set up Calendar resources for your organization.*



1.3

Choose your event time

To choose a date and time for your event, click the date and time boxes, and select when your event starts and ends.

To set up a recurring event, such as weekly meetings:

1. Check **Repeat** and enter the details for how you want to schedule your recurring events.
2. Click SAVE.

If you have a lot of guests, you can quickly see when everyone is available. Click **Suggested times** under your guest list to see a list of times when everyone can attend. Or, click the **Find a time** tab to stack your guests' calendars, then pick a time when nobody has a scheduling conflict.

The screenshot shows a portion of an event scheduling interface. At the top, there are three buttons: a back arrow, a grey 'SAVE' button, and a grey button with a horizontal line. Below these is a text input field. The main section contains date and time selection boxes: '2/19/2015', '12:30pm', 'to', '12:55pm', and '2/19/2015', followed by a blue 'Time zone' link. Below the date and time boxes are two checkboxes: 'All day' and 'Repeat...'. At the bottom, there are two tabs: 'Event details' (which is selected) and 'Find a time'.

1.4

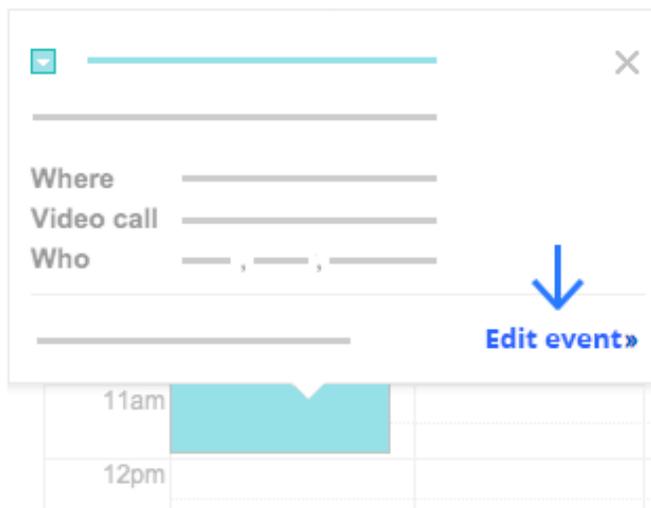
Save and update events

When you're finished filling in the details, save your event:

1. Click **SAVE**.
2. In the pop-up, click **Send** to notify guests by email, or **Don't send** if you don't want to notify guests at this time.

To update existing events:

1. Click the event in your Calendar.
2. Click **Edit event** to make changes, such as updating the time or inviting more guests. You'll also be able to see which of your guests have accepted your invitation.
3. Click **SAVE**.



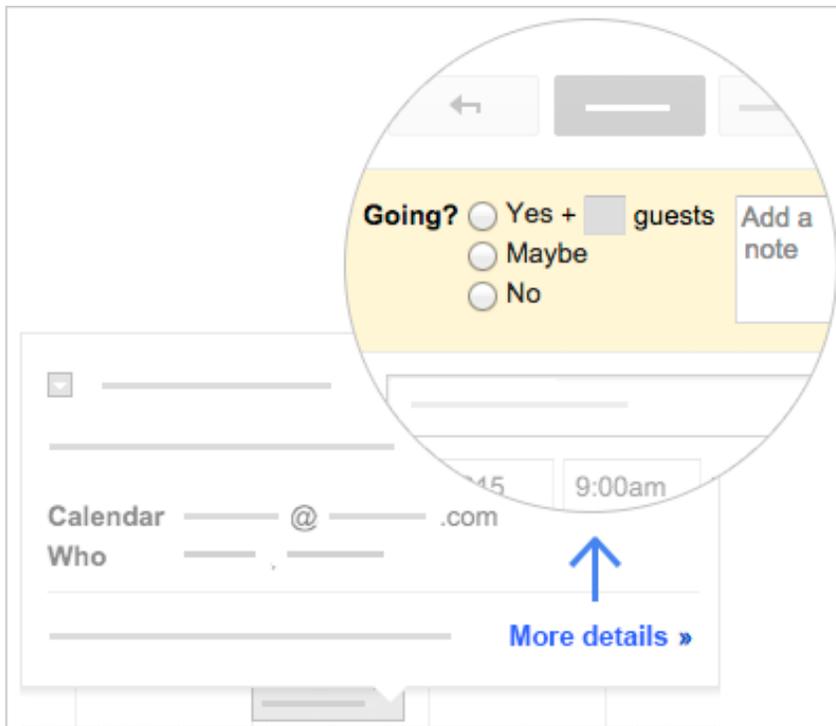
Respond to invitations

When you get an invitation to an event, it appears on your calendar.

To reply to an invitation in Calendar:

1. In the calendar grid, click the event.
2. In the dialog box, select your response. Or, if you'd like to include a short note with your response, click **More details**, select your response, type your note, and click **Save**.
3. You can change your response at any time by clicking **More details** > **Add a note or change your response**.

You'll also get an invitation in your email. If you're using Gmail, you can respond to the invitation by clicking **RSVP** in your list of messages, or by clicking a response option in the message.



Add event reminders

To make sure you never forget an event, set up notifications. You can get reminders about your events in your email or on your phone or computer.

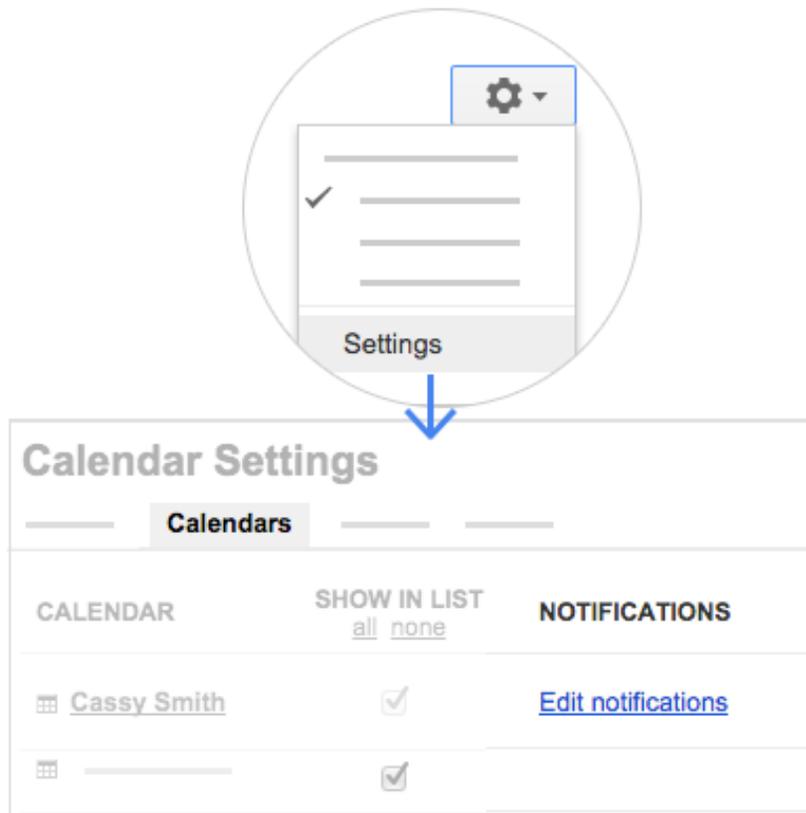
In this section:

- [Set up default notification settings](#)
 - [Add or change notifications for a specific event](#)
-

2.1

Set up default notification settings

1. Click  and select **Settings**.
2. At the top, click the **Calendars** tab.
3. Click **Edit notifications** next to your calendar's name.
4. Choose how and when you want to be notified about different events and updates.
5. Click .



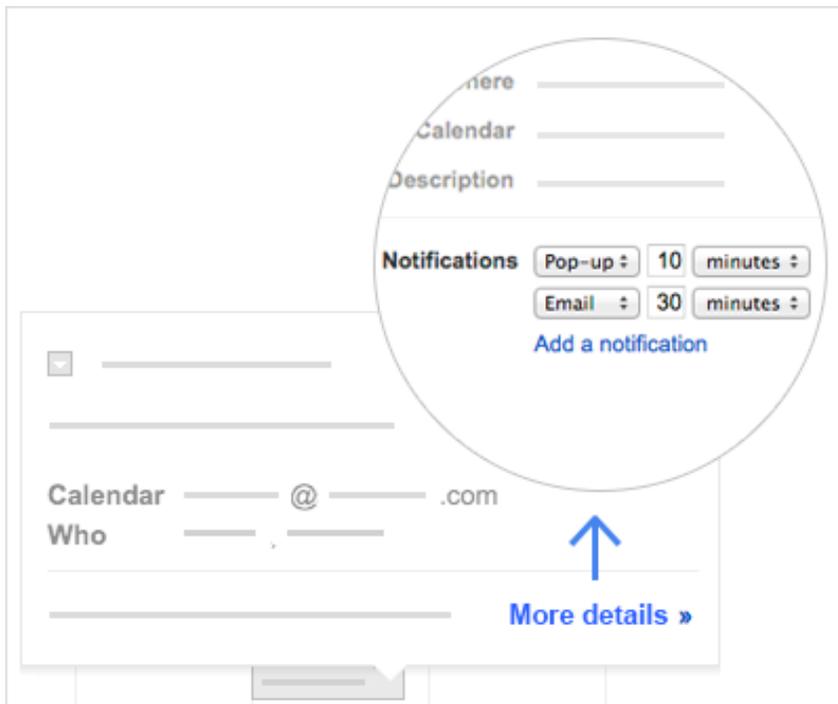
2.2

Add or change notifications for a specific event

Need a little extra time to prepare for an important event? Or don't need a reminder about an activity after all? You don't have to change your default notification settings—just add or update reminders for that particular event:

1. Click the event on your calendar and click **Edit event** (for events without guests) or **More details** (for events with multiple guests).

2. In the **Notifications** section, choose how you want to be reminded about the event.
3. (Optional) To add multiple notifications, click **Add a notification**.
4. (Optional) To remove a notification, click next to the notification you want to remove.
5. Click **SAVE**.



3

Share and view

Share your calendar with coworkers, 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:

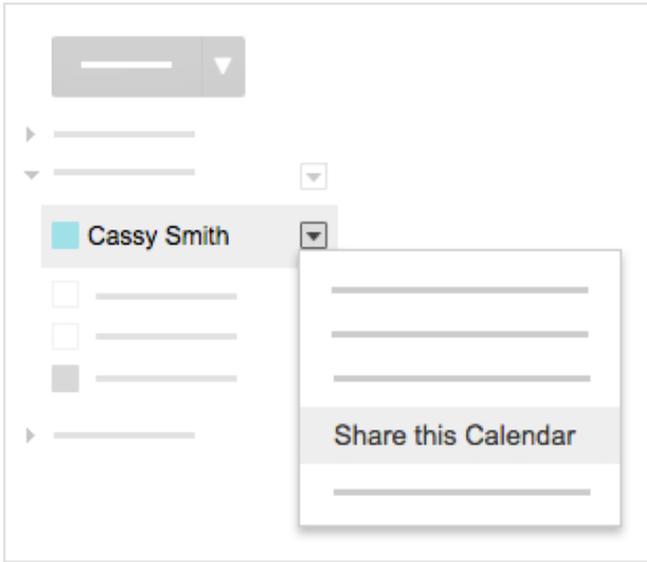
- [Share your calendar](#)
 - [View other people's calendars](#)
-

3.1

Share your calendar

To choose who to share your calendar with and how much they can see:

1. Click  next to your calendar name.
2. Click **Share this Calendar**.
3. Enter email addresses and set permissions for people you want to share with.
4. Click **Save**.



To share your calendar with people who don't use Google Calendar:

1. Click  next to your calendar name.
2. Click **Calendar settings**.
3. Scroll to **Calendar Address**, click one of the options to get a link you can share. For example, to let someone see your calendar in any web browser, click  and share the URL in the pop-up.
4. Click **OK** > **Save**.



3.2

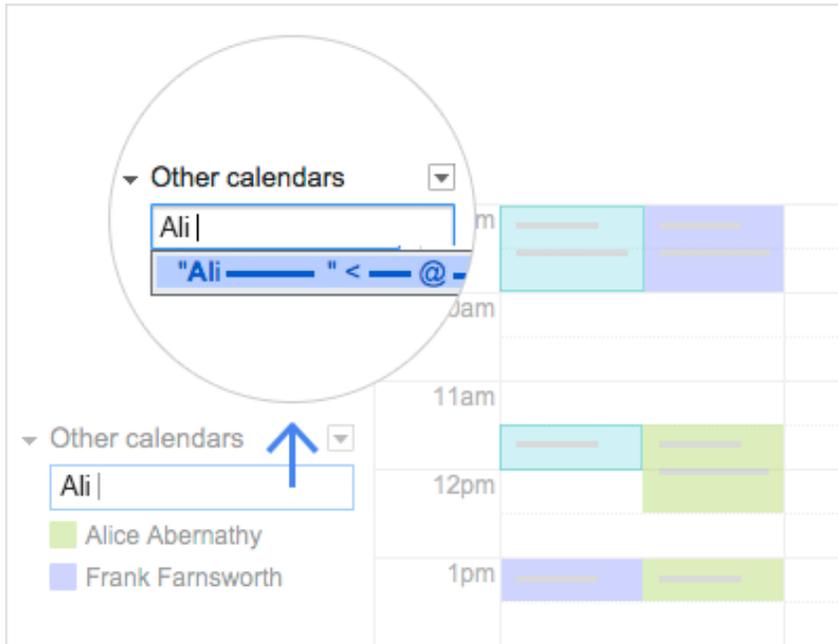
View other people's calendars

Wondering if someone's available to meet?

To view other people's calendars:

1. Under **Other calendars**, start typing the person's name or address in the **Add a coworker's calendar** box.
2. Select the person from the list:
 - If the person has shared their calendar, it appears in your **Other calendars** list. That person's events also appear on your calendar.
 - If the person hasn't shared their calendar or doesn't use Google Calendar, a dialog box appears. Fill out your request and click **Send invite**.
3. Click the box to the left of a person's name in your **Other calendars** list to hide or show their events on your calendar. Schedule events quickly by checking your coworkers' availability or layering their calendars over yours in a single view.

When you're done looking at other people's calendars, go back to viewing only your calendar by clicking  next to your calendar and selecting **Display only this calendar**.



4

Create a team calendar

In addition to your own calendar, you can create other calendars to track schedules and manage projects. For example, you can create a team calendar to track information, such as team members' vacations schedules and business trip dates. With everyone's availability in one calendar, it's easy to:

- Know who's in the office if you have questions or need to talk to someone.
- Plan team-wide events and meetings.
- Assign tasks and projects based on people's availability.

In this section:

- [Create a team calendar](#)

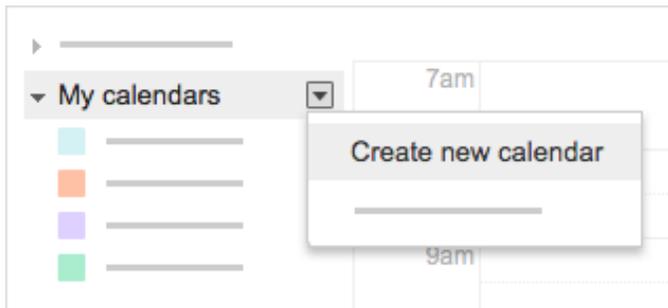
4.1

Create a team calendar

To create a team calendar:

1. Click  next to **My calendars** and select **Create new calendar**.
2. Name the calendar, enter your timezone, and add a description so your team knows the purpose of this calendar.
3. Check the **Share this calendar with others** box, and share it with everyone in your organization.
4. Enter individual email addresses of people who can modify or manage the calendar, and set their permission levels.
5. Click **Create calendar**.

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



Customize

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

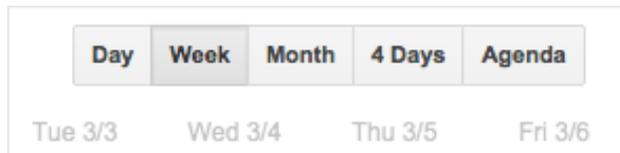
In this section:

- [Choose your calendar view](#)
- [Change your event colors](#)

5.1

Choose your calendar view

You can choose how many days you see at a time in your calendar view, or change your calendar to an agenda view to see a list of your events. Select the option that's best for you in the top corner of your calendar.



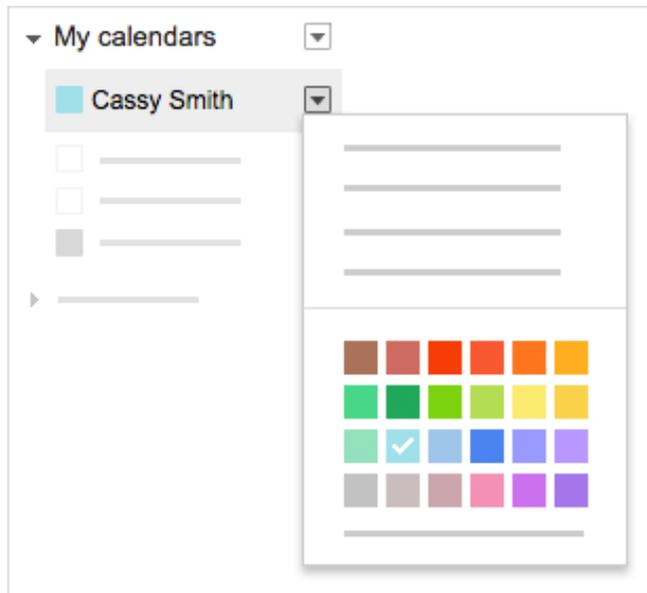
5.2

Change your event colors

Changing event colors can help you distinguish between calendars when you have several layered on the same screen.

To change the color of events on your or others' calendars:

1. Click  next to the calendar name.
2. Select the color you want from the palette.



Next steps

Try it now

[Go to Calendar](#)

Get more training

Add attachments to your events, set up bookable office hours, create collaborative team calendars, and more.

[See Calendar tips](#)