

Google Calendar cheat sheet

Schedule events & meetings with integrated calendars designed for teams.

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

Create an event

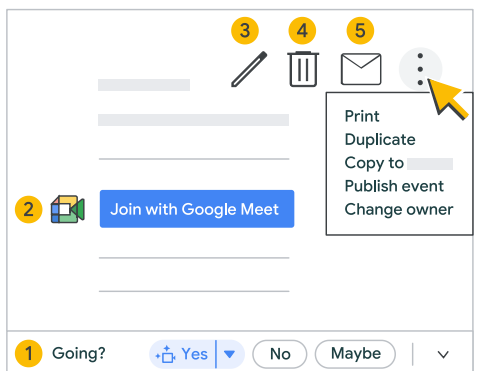
To create an event, click **Create** > **Event**. To update an event, click the event > **Edit** .



- 1 Enter event details.
- 2 Invite guests, see suggested meeting times, and set permissions.
- 3 Join the video meeting.
- 4 Select rooms and resources.
- 5 Add event description.

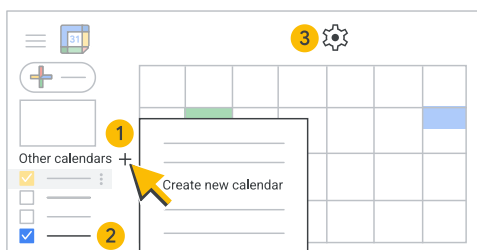
Reply to an invite or join a video meeting


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



- 1 Respond to invites
- 2 Join a video meeting
- 3 Edit event details
- 4 Delete event
- 5 Email guests

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.

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