



G Suite™

# Google Calendar

## Quick Reference Guide



### The Google Calendar Screen

The screenshot shows the Google Calendar interface for January 2021. Labels point to the following features:

- Show / Hide Left Pane:** Points to the hamburger menu icon in the top left.
- Forward and Backward:** Points to the left and right arrow navigation buttons above the calendar grid.
- Search:** Points to the magnifying glass search icon.
- Settings:** Points to the gear icon for settings.
- View Menu:** Points to the 'Month' dropdown menu.
- Mini Calendar:** Points to the smaller calendar view on the left side.
- All-Day Event:** Points to the 'New Year' event on Jan 1.
- Event:** Points to the 'Marketing Conference' event on Jan 20.
- Show / Hide Side Panel:** Points to the right arrow icon at the bottom right of the calendar grid.

### Options and Settings

#### Event Options

**Location** sets a physical address that the event takes place at.

**All Day** toggles whether the event has a specific time or takes place all day. All Day events will not change your availability from *Free*, while events with a specific time will change your availability to *Busy*.

**Time Zone** lets you specify a time zone for the event, and even a separate time zone for the start and end times.

**Notification** sets when an alert for the event should appear. You can also set multiple notifications at different times.

**Event Color** lets you change the event's color on the calendar.

**Visibility** sets how the event appears on your public calendar.

**Description** lets you write a description. You can also attach files to an event in the Description field.

#### Calendar Settings

**Language and Region** settings control your default language, country, date format, and time format preferences.

**Time Zone** settings let you set a primary time zone, as well as set a secondary time zone that you may also commonly use.

**World Clock** settings let you display several different time zones in the left pane.

**Event Settings** control the default event duration, guest permissions, and notifications.

**View Options** control some basic aspects of how your calendar and events display, such as whether weekends appear and which day the week starts.

**Events from Gmail** lets you toggle whether Gmail invitations are automatically added to your calendar.

**Working Hours** lets you set your workdays, and which hours on those days you're working.

**Main Work Location** lets you set a location that you usually work from.

**Keyboard Shortcuts** lets you turn shortcuts on or off.

#### View Your Calendar

**Select a Calendar View:** Click the **View** menu button and select another view.

**Navigate in Your Calendar:** Use the **Forward** > and **Backward** < arrow buttons above the calendar grid to move between days, weeks, or months (depending on the view you are in).

**Use the Mini Calendar:** Click the **Forward** > and **Backward** < arrow buttons to move the mini calendar from month to month, and double-click a day to view that day in the full calendar.

**Search Your Calendar:** Click the **Search** 🔍 icon, enter a search phrase, then press **Enter**.

**Advanced Search Options:** Click the **Search** 🔍 icon, click the **Search options** arrow, fill out any of the search fields, then click **Search**.

#### Create a Calendar Event

**Create an Event:** Click the **Create** button (or click a spot on the calendar), enter an event title, set the date, set the start and end time, then click **Save**.

**Create an Event Options:** While creating or editing an event, click the **More options** button, enter additional event information, then click **Save**.

#### Edit Calendar Events

**Edit an Event:** Click the event on the calendar, then click the **Edit** ✎ button. Change the event's information, then click **Save**.

**Reschedule an Event:** Click and drag an event on the calendar grid to a new day or time.

**Change an Event's Color:** Right-click an event on the calendar grid and select a new color.

**Duplicate an Event:** Select an event on the calendar grid, click the **Options** ⋮ button, and select **Duplicate**. Edit the duplicated event's options and then click **Save**.

**Delete an Event:** Select an event on the calendar grid, then click the **Delete event** button on the event popup.

**Restore a Deleted Event:** Click the **Settings** ⚙ icon, select **Trash**, check the checkbox(es) for the email(s) you want to restore, and then click the **Restore all selected** ↶ button.

#### Create Repeating Events

**Create a Repeating Event:** While creating or editing an event, click the **Repeat** menu arrow and select a recurrence pattern.

## Create Repeating Events

**Set a Repeating Event End Date:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Click the Ends section **On** option button, select a date, and then click **Done**.

**Set a Custom Recurrence Pattern:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Choose whether to repeat daily, weekly, monthly, or yearly, choose a day of the week or month (if necessary), then click **Done**.

**Set a Number of Recurrences:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Click the Ends section **After** option button, specify a number of recurrences, then click **Done**.

## Print Calendars

**Print a Calendar:** Click the **Settings**  icon, select **Print**, specify the date range and other print settings, then click **Print**.


**Print an Event:** Select an event on the calendar grid, click the **Options** button, and select **Print**. Click the **Print** button, specify print settings, then click **Print**.

## Schedule Meetings

**Schedule a Meeting:** Click the **Create** button (or click a spot on the calendar), enter a meeting title, set the date, and set the start and end time. Click the **Add guests** field and enter the email addresses for the people you want to invite. Click the **Add location** field, enter a meeting location (or click the **Add Google Meet video conferencing** button), click **Save**, then click **Send**.

**Find a Meeting Time:** While creating or editing a meeting, and after entering guests, click the **Find a time** button. Select a time slot where everyone is available and click **Save**.

**Publish an Event:** Select an event on the calendar grid, click the **Options** button, and select **Publish event**. Click the **Copy** button for either the HTML code or link, click **Close**, then share the event using the copied code or link.

**Change Meeting Owners:** Select an event on the calendar grid, click the **Options**  button, and select **Change owner**. Enter the email address for the new owner and click **Change Owner**.

**Respond to a Meeting Invite:** Select a meeting placeholder on the calendar grid, then click **Yes**, **No**, or **Maybe**.

**Track Meeting Responses:** Select an event on the calendar grid, then look at the responses in the Guest section of the popup.


**Add Out of Office Dates:** Click the first day that you'll be away in the calendar and click the **Out of office** tab. Click the **End date** field, select a date, enter a message, then click **Save**.


## Use Reminders

**View and Hide Reminders:** Expand the **My calendars** heading in the left pane, then check the **Reminders** checkbox to display the Reminders calendar. Uncheck the **Reminders** checkbox to hide the Reminders calendar.

**Create a Reminder:** Make sure that the Reminders calendar is shown, click a date on the calendar grid, click the **Reminders** tab, enter a title, enter a time, then click **Save**.





**Complete a Reminder:** Select a reminder on the calendar grid, then click the **Mark as done** button.


**Edit a Reminder:** Select a reminder on the calendar grid, click the **Edit reminder**  button, make changes to the reminder, then click **Save**.

**Delete a Reminder:** Select a reminder on the calendar grid, then click the **Delete reminder**  button.

## Notes and Tasks


**Create a Note:** Click the **Show Side Panel**  button and click the **Keep**  button. Click the **Take a note** button, type a note, then click **Done**.

**Create a List:** Click the **Show side panel**  button and click the **Keep**  button. Click the **New List**  button, type a list item, click the **New List Item**  to add a new item, and click **Done**.



**Delete a Note or List:** Select a note or list in the Keep pane, click the **Menu**  button, and select **Delete**.

**View Tasks:** Expand the **My calendars** heading in the left pane, then check the **Tasks** checkbox to display the Tasks calendar.

**Create a Task:** Make sure that the Task calendar is shown, click a date on the calendar grid, and click the **Task** tab. Enter a title, enter a description, click the task list menu arrow, select a task list, then click **Save**.



**Edit a Task:** Select a task on the calendar grid, click the **Edit task**  button, make changes to the task, then click **Save**.

**Complete a Task:** Select a task on the calendar grid, then click the **Mark complete** button.


**Create a New Task List:** Click the **Show side panel**  button, click the **Task**  button, click the **task list** menu arrow, and select **Create new list**. Give the list a name and then click **Done**.


**Add Tasks to a Task List:** Click the **Show side panel**  button, click the **Task**  button, click the **task list** menu arrow, and select a task list. Click the **Add task**  button, enter a task in the text field, and then press **Enter**.

## Add-Ons


**Install Add-Ons:** Click the **Show side panel**  button, click the **Get add-ons**  button, select an add-on, and click **Install**. Give the add-on permission to access your calendar by clicking **Continue**, select a Google account, review the permissions, and click **Allow**.

## Use Multiple Calendars


**Create a New Calendar:** Click the **Add other calendars**  button next to the Other Calendars heading in the left pane, select **Create new calendar**, enter a name and description, and click **Create calendar**.


**Add a Shared Calendar:** Click the **Add other calendars**  button next to the Other Calendars heading in the left pane, select **Subscribe to calendar**, then enter a person's email address or select them from the suggestions.


**View and Hide Calendars:** Check a calendar's checkbox to show it, and uncheck a calendar's checkbox to hide it.


**Remove a Calendar:** Click a calendar's **Unsubscribe**  button, then click **Remove calendar**.


## Share Calendars


**Share Your Calendar Publicly:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Check the **Make available to public** checkbox, then select how much detail you want to share using the menu arrow.

**Share Your Calendar Within an Organization:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Check the **Make available for [Your Organization]** checkbox, then select how much detail you want to share using the menu arrow.

**Share Your Calendar with Specific People:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Share with specific people**. Click the **Add people** button, enter the email address(es) you want to share your calendar with, then click **Send**.

**Create a Shareable Link to Your Calendar:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Click the **Get shareable link** button, click **Copy**, and then paste the link where you want to share it.

**Import Events to your Calendar:** Click the **Settings**  icon, select **Settings**, and click **Import & export**. Click **Select file**, select a CSV or iCal file, click **Open**, click **Import**, then click **OK**.

**Export Events from your Calendar:** Click the **Settings**  icon, select **Settings**, click **Import & export**, then click **Export**.