
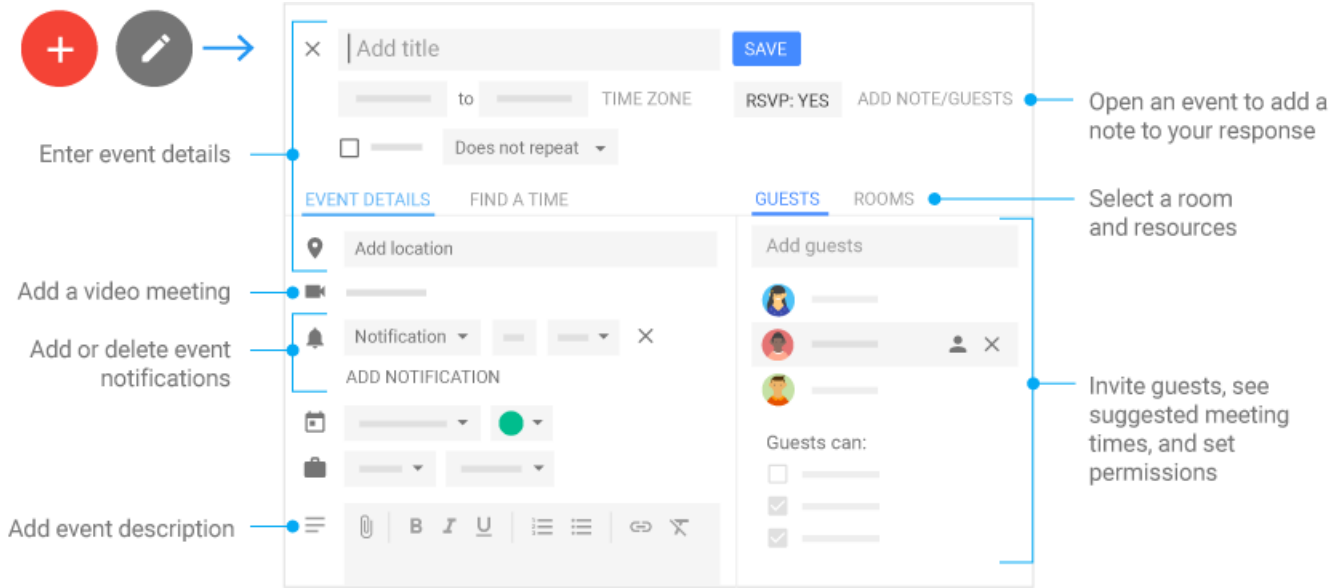


# 31 Calendar Cheat Sheet

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 > 



Enter event details

Add a video meeting

Add or delete event notifications

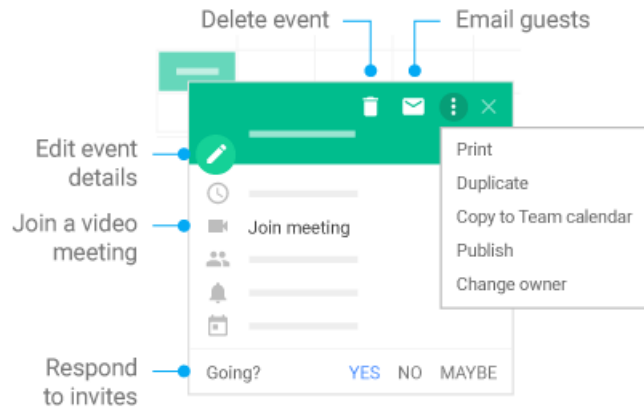
Add event description

Open an event to add a note to your response

Select a room and resources

Invite guests, see suggested meeting times, and set permissions

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



Delete event

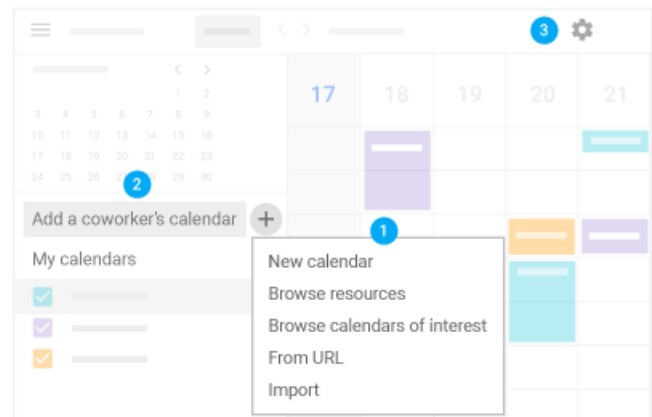
Email guests

Edit event details

Join a video meeting

Respond to invites

3 Add and customize calendars.



Add a coworker's calendar

New calendar

- 1 Create a new calendar.** Make more calendars, such as a team calendar or a calendar to track project deadlines.
- 2 Add a co-worker's calendar.** Then, select any added calendar to view it.
- 3 Change calendar settings.** Change default notifications, share calendars, set working hours, and more.