

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 note to your RSVP

Select rooms and resources

Add a video meeting

Add or delete event notifications

Invite guests, see suggested meeting times, and set permissions

Add event description

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 project calendar.
- 2 Add a coworker's calendar.** Type 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.