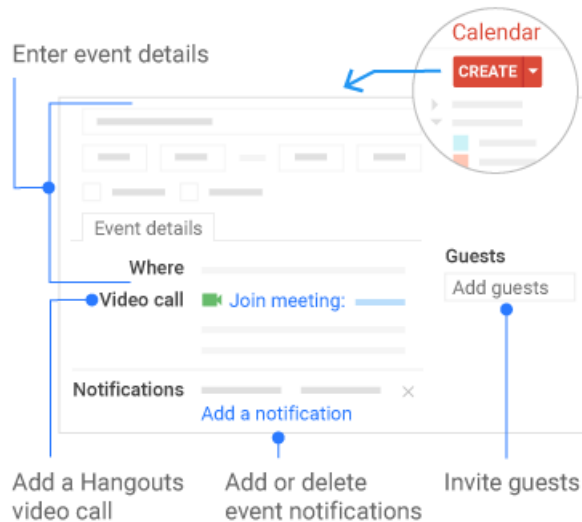


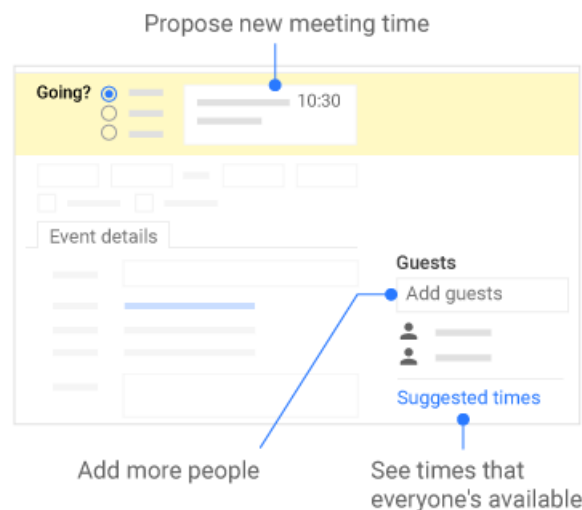
Calendar Cheat Sheet

Manage your time with integrated online calendars designed for teams.
Keep track of important events, share your schedule, and create multiple calendars.

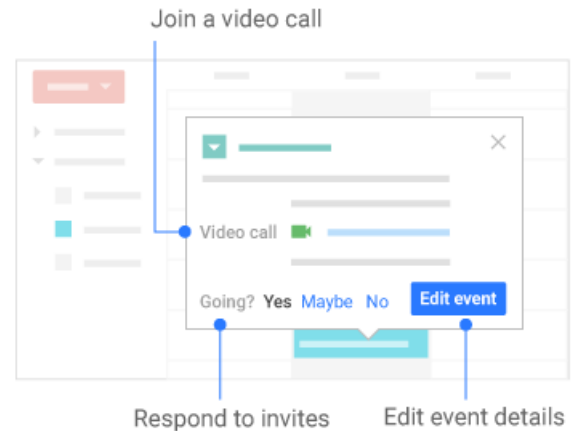
1 Click **CREATE** to schedule a new event and enter event details.



3 Add more people or propose a new time.



2 Click any event on your calendar to join a video call or edit events and invites.



4 Add and customize calendars.

1 **Create a new calendar**
Make more calendars, such as a team calendar or a calendar to track project deadlines.

2 **Add a coworker's calendar**
Then select any added calendar to view it.

3 **Change Calendar settings**
Change default notifications, share calendars, set working hours, and more

