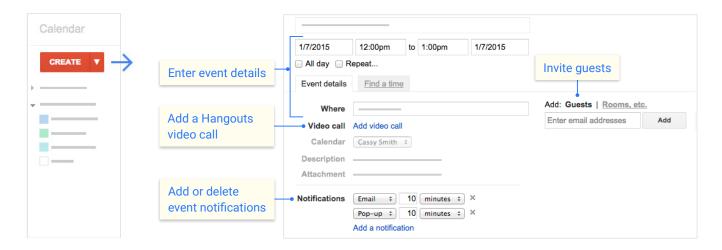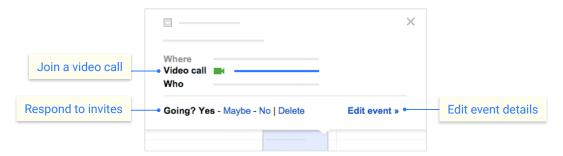**31** Calendar Cheat Sheet    calendar.google.com

## Manage your time with integrated online calendars designed for teams.

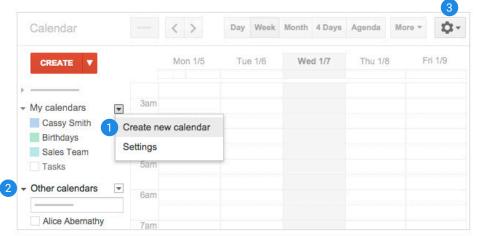Keep track of important events, share your schedule, and create multiple calendars.

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



Enter event details

Add a Hangouts video call

Add or delete event notifications

Invite guests

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



Join a video call

Respond to invites

Edit event details

3 **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.