



Google Calendar

Quick Reference Guide

The Google Calendar Screen

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** Q icon, enter a search phrase, then press **Enter**.

[Advanced Search Options:](#) Click the **Search** Q 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** I 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.

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.

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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**  button 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**.

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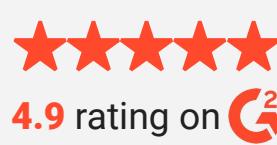
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