📅 Calendar Cheat Sheet   calendar.google.com
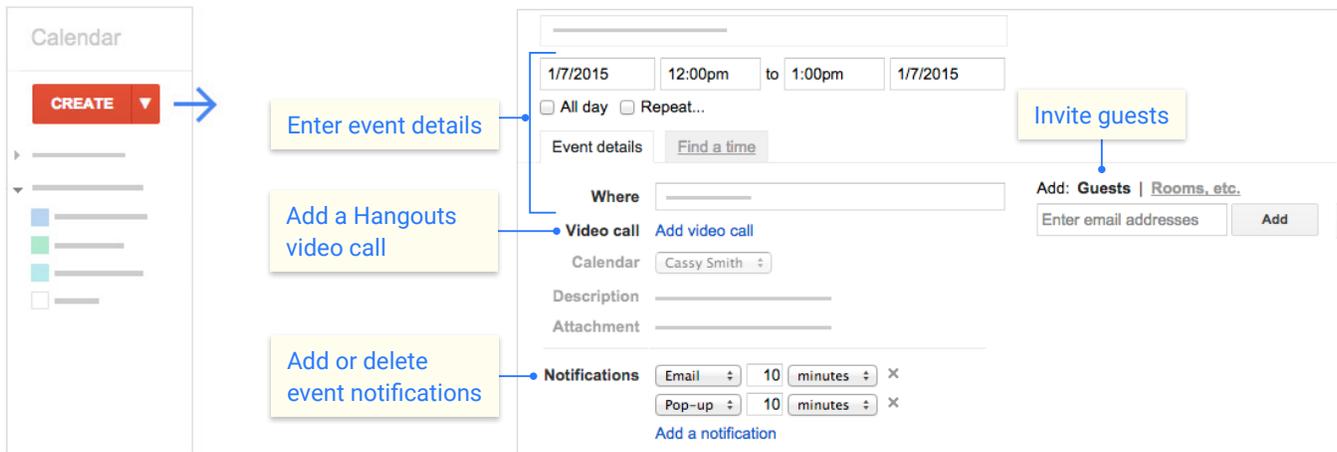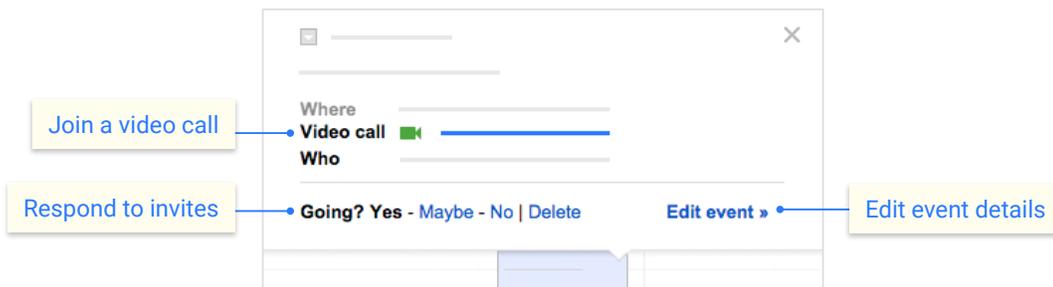
Manage your time with integrated online calendars designed for teams.

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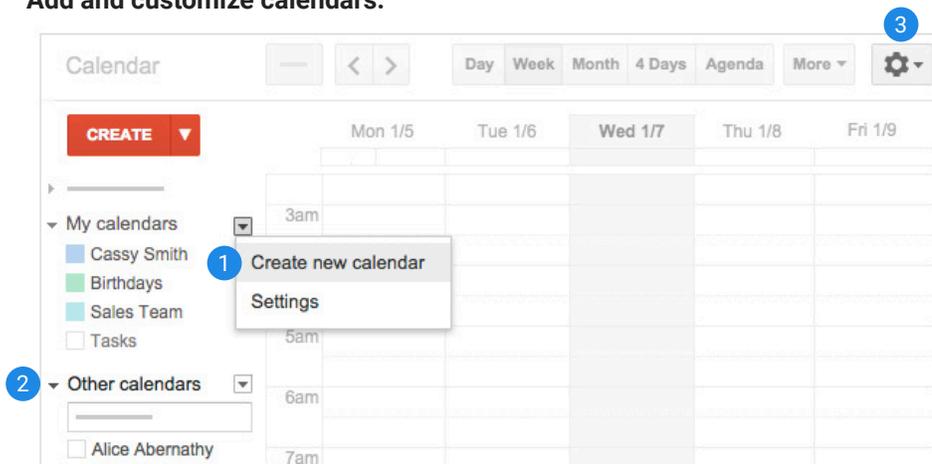
1 Create a new calendar
Make more calendars, such as a team calendar or a calendar to track project deadlines.

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.