Answer question4 and question6

4/ On your computer, open G-calendar. In the top right, choose a view: Day, Week, Month, Year, Schedule and 4day.

6/ To greate meeting schedule on G-caledar specific time, date and invite member:

* Step1: open G-calendar and create a new event or edit an existing one.(click”Create” and select”Event” to create new event)
* Step2: add your member to the meeting invite(click”invite guest” to invite member)
* Step3: click the “Find a time” tab. We must find a time for meeting and easy know the time for meeting.
* Step4: choose your meeting time and get ready meet.