Activity 4: Mark yourself out of office and set a reminder

Now it's your turn to apply other event types using Google Calendar. You set an out of office response for next week. Then, you set a reminder to catch up on email the day you're back in the office.

Complete the following steps:

1. Select Month view, then select Tuesday of next week and drag on the calendar grid to next Thursday.
2. Select **Out of office**.
3. To avoid declining existing events if you're using your work calendar for this training, ensure "Automatically decline meetings" is **NOT** selected.
4. Select **Save**.
5. Make sure that the box next to "Reminders" in your "My calendars" list is checked.
6. Select next Friday.
7. Select **Reminder** and add the title "Catch up on email."
8. Ensure "All day" is **NOT** checked, so you can choose a specific time for the reminder.
9. Set the reminder for 10am and select **Save**.