Google Calendar
Quick Reference Guide

The Google Calendar Screen

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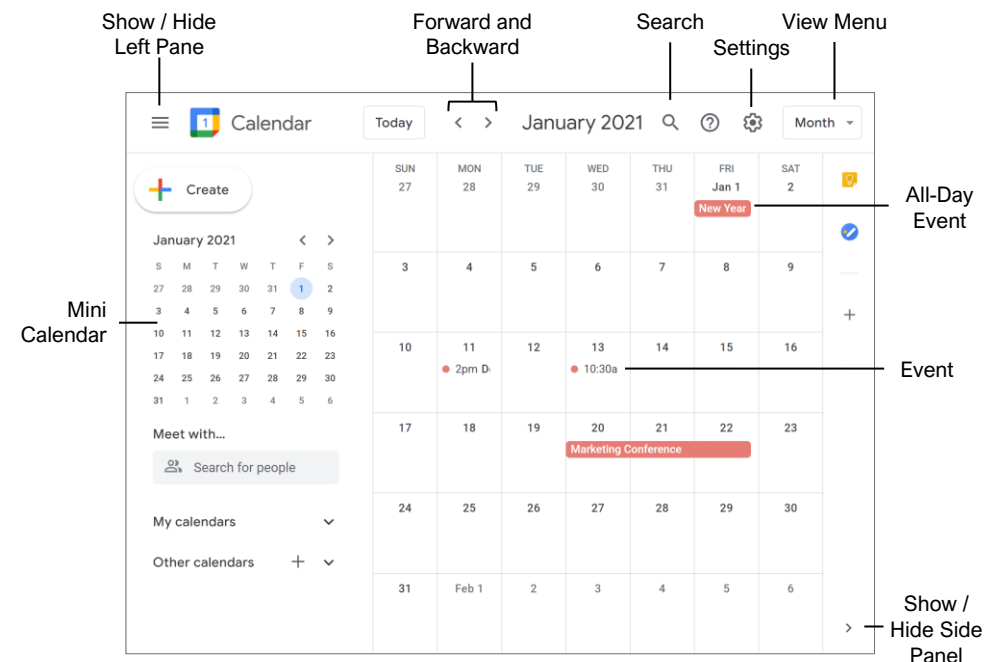
Options and Settings

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.

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

Advanced Search Options: Click the **Search** 🔍 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** ✏ 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.

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** ➕ 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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