Settings

Calendar

General

Notifications

Menu bar

Integrations

Calendars

Conferencing

Account

Profile

Calendar view

🟠 Weekends

🟠 Declined events

⚪ Week numbers

Start week on:

Monday ▼

Configure the view and number of displayed days directly on the grid.

List of all calendar view keyboard shortcuts →

Calendar navigation

Press `T` **to:**

Go to today ▼

Press `option` `T` to: Left-align today (week) or top-align today (month).

List of all calendar navigation keyboard shortcuts →

Meetings

Events with participants are considered meetings.

Show upcoming meeting with conferencing in context panel:

General

Notifications

Menu bar

Calendars

Conferencing

Profile

4 hours before meeting ⌄

Time format

24-hour time 19:30 ⌄

Time zones

Configure your time zones directly on the grid.

Hint: Press Z to travel to a different time zone.

☑ Ask to change time zone to new locations

Theme

◯ Auto

◯ Light mode

⦿ Dark mode

System startup

☑ Start menu bar calendar ?

☐ Open calendar window

Settings

×

macOS Notifications

Cron desktop notifications have to be allowed in "System Preferences" and should be set to "Alerts" to stay on-screen until dismissed. ⓘ

System Preferences ↗

Default event reminders

Default event reminders are configured per calendar. Navigate to "Settings for my calendars" > "Event notifications".
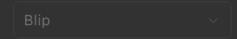
Google Calendar Settings ↗

Upcoming meeting notifications

Shows a "Join conferencing" button just before the start of a meeting with conferencing. Events with participants are considered meetings.

Show upcoming meeting notification:

No notification	⌄

Play sound for upcoming meeting notification:

Blip	⌄

Settings

×

Calendar

General

Notifications

Menu bar

Integrations

Calendars

Conferencing

Account

Profile

Menu bar calendar

Shows upcoming events in the top right of your screen. More info ⬈

Choose which calendars to include by selecting them in the left-hand calendar list. Hidden calendars and declined events are never included.

Include events:

Today and tomorrow ⌄

All-day events

Events without participants

Events without conferencing/location

Preview upcoming event in menu bar:

12 hours before event ⌄

Event title

Event time

System-wide keyboard shortcuts

Use global shortcuts even when Cron is backgrounded. More info ⬈

Show/hide menu bar calendar with global shortcut:

Show/hide menu bar calendar with global shortcut:

control ⌘ K

Join upcoming meeting with global shortcut:

control ⌘ J

Settings

Calendar

General

Notifications

Menu bar

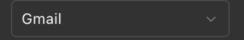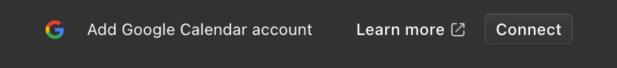## Integrations

Calendars

Conferencing

Account
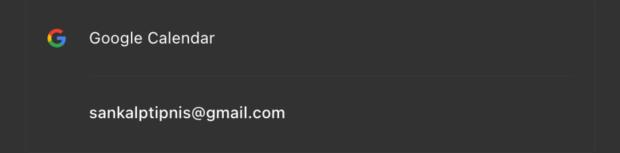
Profile

Default calendar

Events and availabilities will be created on this calendar by default. You can also change this in the left-hand calendar list.

Gmail ▾

Calendar accounts

G Add Google Calendar account   Learn more ⧉   Connect

For connected accounts, per-calendar settings are configured in the left-hand calendar list.

G Google Calendar

sankalptipnis@gmail.com

Settings

Calendar

General

Notifications
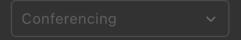
Menu bar

Integrations

Calendars

Conferencing

Account

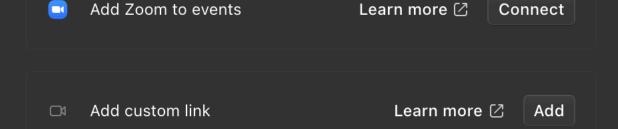### Profile

Default conferencing

Meetings and availabilities will auto-add this conferencing. Events are considered meetings once a participant is added. The set default can be overridden on a per-calendar basis in the left-hand calendar list.

Conferencing ⌄

Conferencing providers

Add Zoom to events   Learn more ↗   Connect

Add custom link   Learn more ↗   Add

Settings

General

Notifications

Menu bar

Integrations

Calendars

Conferencing

Account

Profile

Full name

Sankalp Tipnis

Username

sankalptipnis

Cancel   Update