Google Calendar Quick Reference Guide

Create a new event
Click CREATE to schedule a new event. This opens the event form where you add information about the event. You can schedule repeat events, add a description, manage notifications and invite others.

Quickly add a new event
Click the Quick add arrow to quickly schedule new events, using ‘what’, ‘who’, ‘where’ and ‘when’. For example, enter “lunch with John at Staff Club Friday 1pm”.
Only ‘what’ and ‘when’ are required.
Or, click directly on the calendar for the date and time you want to schedule an event. Fill in the details in the event bubble.

Edit or delete an event
Click on the event to display the event bubble. Click Edit event to open the event form and edit the details.
To delete or remove an event, click on Remove or Delete.

Settings & Help Cog
Click on the Cog to access calendar settings and help.
Use Calendar settings to set your preferences for your calendar. Make sure you set your calendar to the correct time zone, and date and time format.
Click Help to find more information by Google.

Set notifications for events
Click the drop-down arrow for your calendar to manage notifications. Set up your default notification time and method for events. You can choose to be notified via email, pop-up and/or text messages.

Change calendar view
Click on the tabs to view your calendar by day, week, month or four days at a time.
Use Agenda for viewing a list of all calendar items for the day.

Show or hide other calendars
To show your colleagues’ calendars, type their email address in the field. Their calendar will now appear under Other calendars.

Create an additional calendar
Click the drop-down arrow next to My calendars and select Create new calendar.

Search your Calendar
Use the Search box to search for events in your calendar.
Click Help to find more information by Google.

Open Tasks
Click Tasks in My Calendars to open the Task pane on the right.
Tasks also appear in your Google Mail and can be modified in either Calendar or Mail.

Modify the Task list
Click Actions to rearrange the task list, switch to a different task list or to modify how they appear.