

Grow with Google

Learn the Basics of Google Calendar

Follow these steps to use Google Calendar to keep you on time and organized.

Get Started

1. **Sign into your Google Account.** Or create a new account by visiting [google.com](https://www.google.com).
2. Open the **Apps Menu**, click on **Google Calendar**.

Create a Calendar Event

1. **Create and name a new event.** Click **Create** and type where you see the words **Add Title**.
2. **Add the date and time** when the event will take place. **Include a description and the location** of the event.
3. **Invite guests.** Click **Add Guests** and type in email addresses.
4. Click **Add Google Meet** to add video conferencing.

Notifications and Privacy

1. Set up a notification to get a reminder for an upcoming event.
2. Select the **privacy setting** for the event. Click **Default Visibility** and select **Public** or **Private**.

Set up a Repeating Event

1. Schedule an event that repeats each day, week, month, or year.
2. Duplicate an event for another date and time.

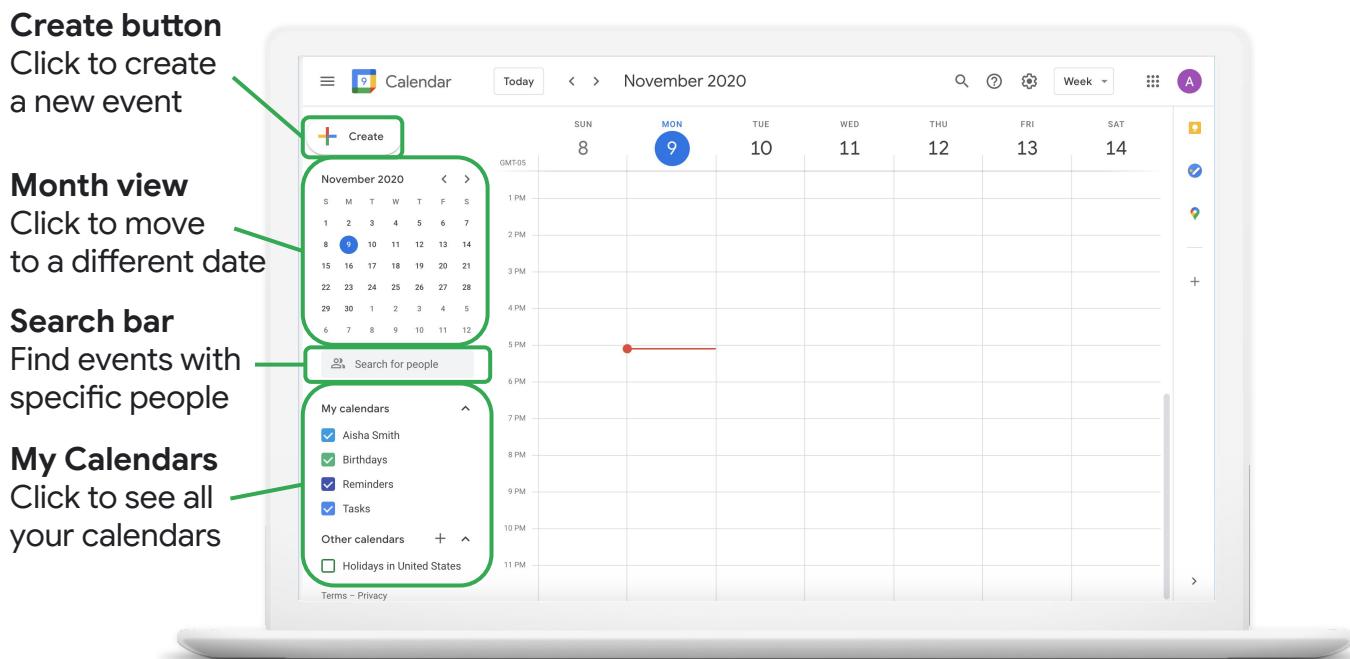


Create a New Calendar

1. **Create a new calendar.** Click the + mark next to Other Calendars. Select **Create New Calendar**.

Share a Calendar

1. **Share a calendar with others.** Click **Configure** or open Settings and Sharing.
2. **Type in email addresses** of the people you want to view your shared calendar.
3. **Remove calendar access** for people who longer need to view a calendar.



Additional Resources

Applied Digital Skills
g.co/applieddigitalskills

Want to learn how to use Google Calendar? Check out our free video lessons, "[Organize Your Time with a Digital Agenda](#)" and "[Connect and Collaborate From Anywhere with Digital Tools](#)."