

Grow with Google

Communicate with Calendar and Gmail

Become a better communicator by using Google Calendar and Gmail to share important dates, reminders and events with other people.

Schedule an Event in Google Calendar

- Open Google Calendar
- Create and name a new group calendar
- Choose a date and time for your first event
- Enter a name and description for your first event
- Add the event to your group calendar
- Share your calendar
- Enter an email address for each group member
- Select permission settings for each group member

Communicate About the Event in Gmail

- Open Gmail
- Compose a new email
- Enter the email address of each group member in the “To” field
- Add a subject to describe the contents of your email
- Type a message to your group
- Review your message and check for errors
- Send your message

For additional resources and to continue learning check out google.com/grow



Continue practicing with Applied Digital Skills

Applied Digital Skills is a free curriculum designed for a self-paced blended learning environment where learners practice life skills while building creative projects using Google's Suite of apps.

Visit [g.co/AppliedDigitalSkills](https://www.g.co/AppliedDigitalSkills) to learn more and try these additional lessons:

- 1) Connect and Collaborate from Anywhere Using Digital Tools**
Improve your digital collaboration and communication skills using online tools.
- 2) Manage Project Communication**
Manage communication for your large-scale group project with digital tools.
- 3) Organize Your Time with a Digital Agenda**
Create a digital agenda by adding events, tasks, and reminders in Google Calendar.

Notes:

