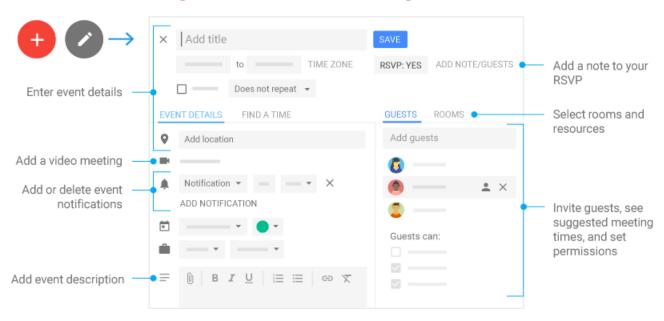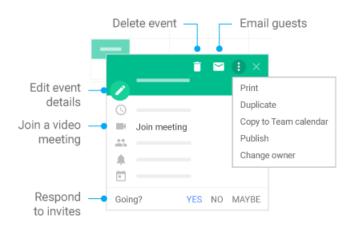# Calendar Cheat Sheet

Manage your time with integrated online calendars designed for teams.

Keep track of important events, share your schedule, and create multiple calendars.
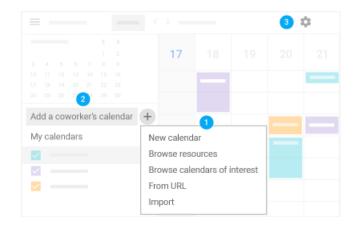
1 To schedule an event, click ➕ .To update an event, click the event > ✏️

- Enter event details
- Add a note to your RSVP
- Select rooms and resources
- Add a video meeting
- Add or delete event notifications
- Invite guests, see suggested meeting times, and set permissions
- Add event description

2 Click any event on your calendar to respond to an invite, join a video meeting, or edit the event.

- Delete event
- Email guests
- Edit event details
- Join a video meeting
- Respond to invites

Print
Duplicate
Copy to Team calendar
Publish
Change owner

Going?   YES   NO   MAYBE

3 Add and customize calendars.

New calendar
Browse resources
Browse calendars of interest
From URL
Import

1 Create a new calendar. Make more calendars, such as a team calendar or a project calendar.

2 Add a coworker's calendar. Type someone's email address and click More ⋮ next to their name to choose an option.

3 Change calendar settings. Change default notifications, share calendars, set working hours, and more.