

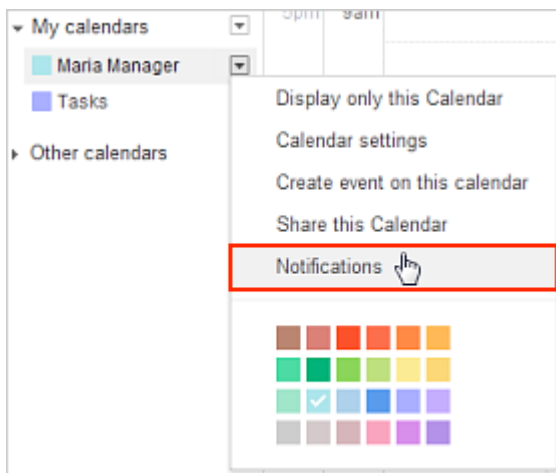
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Calendar: Set up reminders, sharing, and more

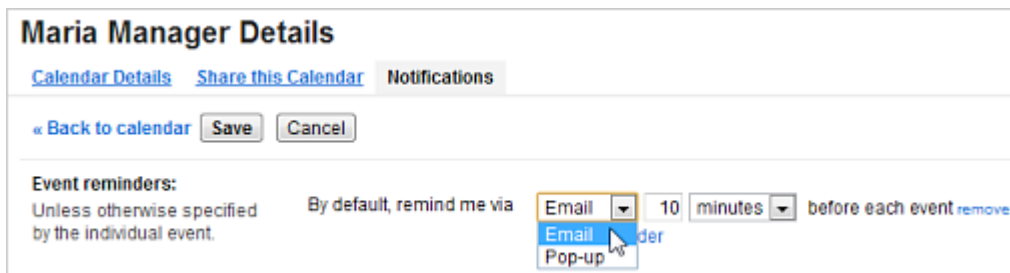
Setup Event Reminders

By default, you receive an email and a pop-up reminder 10 minutes before each event on your calendar. To change your default reminder settings, follow these steps:

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



1. In the **Event reminders** section, select either **Email** or **Pop-up** from the drop-down.

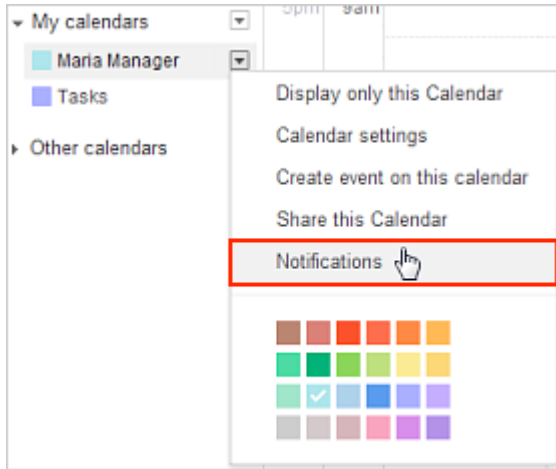


1. Enter the corresponding reminder time (between one minute and four weeks).
2. Optionally, click **Add a reminder** to create a new reminder or **remove** to delete an existing reminder.
3. Click **Save**.

Setup Event Notifications

By default, you receive an email message when someone invites you to a new event, changes or cancels an existing event, or responds to an event. To change your default notification settings, follow these steps:

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and select **Notifications** from the drop-down.



1. In the **Choose how you would like to be notified** section, select the **Email** check box for each type of notification you'd like to receive.

| Choose how you would like to be notified: | Email | SMS |
|---|-------------------------------------|--------------------------|
| New events: Receive a notification when someone sends you an invitation to an event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Changed events: Receive a notification when someone sends an update about a changed event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Canceled events: Receive a notification when someone sends an update about a cancelled event. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Event responses: Receive a notification when guests respond to an event for which you can see the guest list. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Daily agenda: Receive an email with your agenda every day at 5am in your current time zone. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

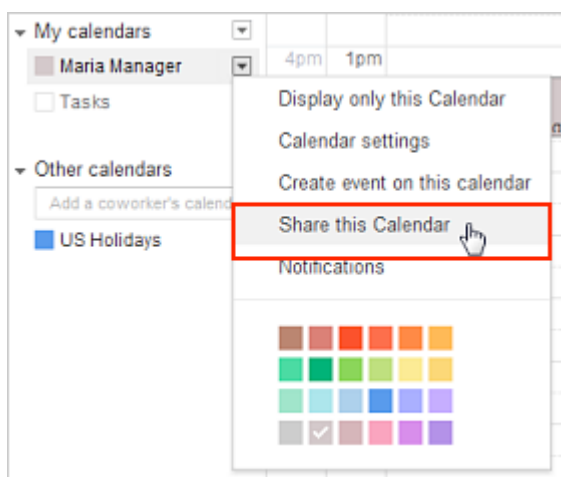
1. Click **Save**.

Note: If you select the **Daily agenda** option, the emailed agenda won't reflect any event changes made after 5am in your local time zone.

Share Your Calendar

By default, your "free/busy" calendar information is shared with everyone in your domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

1. Open Google Calendar.
2. In the **My calendars** section, click the down arrow that appears when you hover over your calendar, and then select **Share this calendar**.

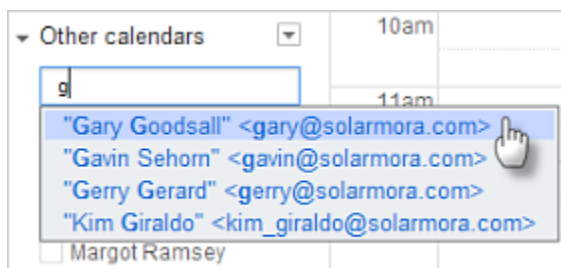


1. Select the sharing options you want to use for your calendar.
2. Click **Save**.

View Another Individuals Calendar

If other users have shared their calendars with you, you can view those calendars. If a user hasn't yet shared his or her calendar with you, you can send a request to that person.

1. Open Google Calendar.
2. In the **Other calendars** list on the left, start typing a user's name or address in the **Add a coworker's calendar** field. In the list that appears, click the user whose calendar you want to add.



1. If the user has shared his or her calendar, it appears in your list under **Other calendars**, and the user's events appear on your calendar.

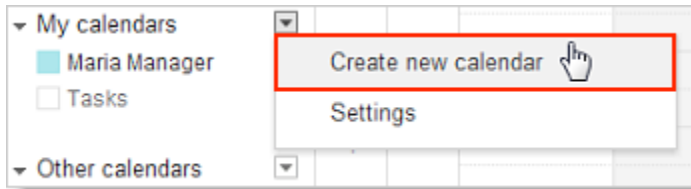
If the user has *not* shared his or her calendar, you'll see a page on which you can send a request to the user. Edit the default message if you like, and then click **Send Invite**.

Tip: To hide or show the user's events on your calendar, simply click the calendar in your list.

Create Another Calendar

You can create any number of secondary calendars. For example, you can set up a calendar for your work group or team to share. Each calendar you create appears in your list under **My Calendars**.

1. Open Google Calendar.
2. Click the down arrow next to **My calendars**, and select **Create new calendar** from the drop-down.



1. In the **Create New Calendar** window, enter a name for the calendar. You can also enter a description and location, select a time zone and sharing options for the calendar.
2. When you're finished setting up the calendar, click **Create Calendar**.