

 [How to copy this document](#)

Google Calendar for Administrative Assistants



If you directly manage others' calendars, this is the Google Calendar guide for you. In this guide, you will learn about setting up delegated Google calendars, common Google Calendar tasks, tips and tricks to improve efficiency, and recommended Google Calendar Labs for administrative assistants.

Table of Contents

[Set Up a Delegated Calendar](#)

- [Delegated Calendar overview](#)

- [What you can and can't do](#)

- [How events appear to guests](#)

- [Access your manager's calendar](#)

- [Receive notifications for your manager's calendar](#)

- [Tips on using notifications](#)

[Common Calendar Tasks](#)

- [Accept or decline events on behalf of your manager](#)

- [Accept or decline from email notifications](#)

- [Accept or decline from the delegated Calendar view](#)

- [Add note to invitation response](#)

- [See meeting status at a glance \(invitation, accepted, declined\)](#)

- [Create events on behalf of your manager](#)

- [Schedule on your manager's calendar](#)

- [Choose privacy setting](#)

- [Specify the event time zone](#)

- [Invite guests to events](#)

- [Invite guests to events](#)

- [Check availability of guests](#)

- [Invite Google groups to events](#)

- [Select options for your guests in the "Guests can" section](#)

- [Add Calendar resources \(such as rooms\) to events](#)

- [Schedule recurring events](#)

- [Notify guests about events](#)

- [Send event invitations only to specific guests](#)

[Email guests about event](#)[Create event reminders only your manager can see](#)[Edit event details after initial creation of event](#)[Send updates to guests when you edit event details](#)[Drag and drop event to change time or day](#)[Duplicate events](#)[Transfer ownership of an event](#)[When guests edit event details on their own calendars](#)[Print calendars](#)[Customize your Calendar view](#)[Quickly view just one calendar](#)[Show an additional time zone](#)[Hide declined meetings](#)[Turn off automatically adding invitations to your calendar](#)[Optimize Calendar load time](#)[Create new calendars](#)[Create a new calendar](#)[Create a calendar for a room or resource that you control](#)[Save time with Calendar keyboard shortcuts](#)[Calendar Tips & Tricks](#)[Use Tasks in Calendar](#)[Add interesting calendars from Google Calendar](#)[Add calendars for favorite resources \(conference rooms\)](#)[Include "Add to my calendar" link in emails](#)[Calendar Labs](#)[Enable Labs](#)[Suggested Calendar Labs](#)

Set Up a Delegated Calendar

Delegated Calendar overview

What you can and can't do

If your manager delegates his or her Google Calendar to you, you can do the following on your manager's behalf:

- Respond to event invitations
- Create new events
- Modify existing events
- Manage sharing (if your permission is set to **Make changes AND manage sharing**)

However, you can't do the following in your manager's Calendar account:

- Change account settings, such as language, time zone, or automatically adding invitations to the calendar
- Use Task lists
- Access your manager's Gmail contact groups

How events appear to guests

If you create an event on behalf of your manager and send out an invitation email to event guests, your name appears as the sender of the email (1). When guests view the actual email, your manager's name appears in the top **Who** field (2). In the bottom **Who** field, your manager's name appears as the *organizer* (3), and your email address appears as the *creator* (4).

For example:

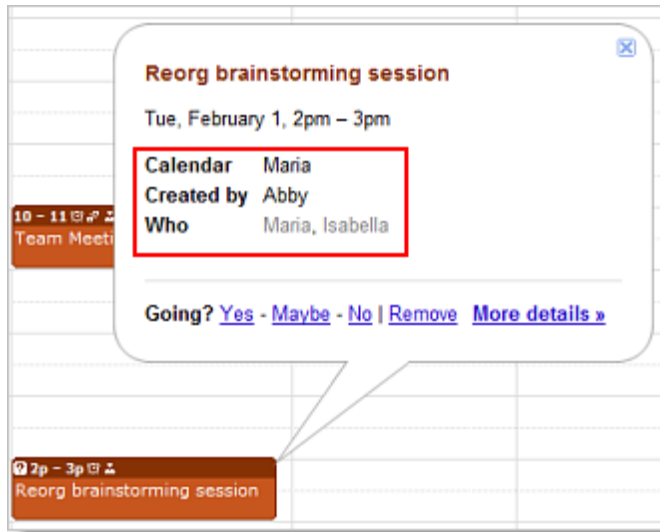
The screenshot shows a Gmail invitation for a "Reorg brainstorming session @ Tue Feb 1 2pm - 3pm (isabella@electric-automotive.com)".

- Annotation 1:** Points to the email header "Abby Admin to me, Maria".
- Annotation 2:** Points to the "Who: Maria Manager*" field in the event details.
- Annotation 3:** Points to "Maria Manager - organizer" in the bottom "Who" field.
- Annotation 4:** Points to "abby_admin@electric-automotive.com - creator" in the bottom "Who" field.

The event details include the title "Reorg brainstorming session", the time "Tue Feb 1 2pm - 3pm (PST)", and a "Going?" status with options "Yes", "Maybe", and "No". A "Your Agenda for Tue Feb 1, 2011" sidebar lists other events: "10am Team Meeting", "1pm Team session", and "2pm Reorg brainstorming session".

When guests click on the event in their calendar, your name appears as the creator, and your manager's name appears as the calendar. However, your name is not included in the guest list.

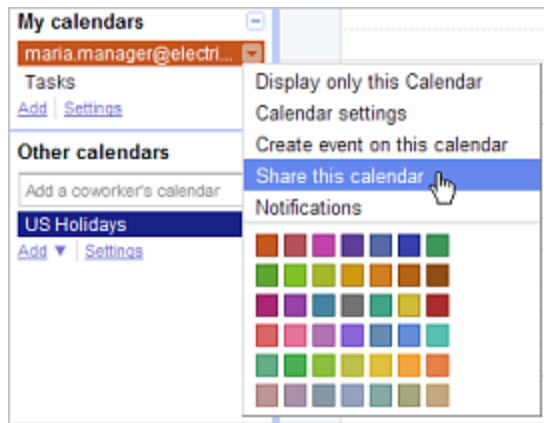
For example:



Access your manager's calendar

Before you can manage your manager's calendar, you must first gain access to his or her calendar, as follows:

1. Have your manager log in to *his or her* Google Calendar.
2. In your manager's calendar, go to the **My calendars** section, and select **Share this calendar** from the drop-down next to your manager's calendar.



3. In the **Person** field, type your primary email address.
4. In the drop-down menu, select the appropriate permission, and then click **Save**.
 - **Make changes to events** lets you edit your manager's calendar
 - **Make changes AND manage sharing** lets you edit the calendar's sharing options, too. (For example, you can give another admin access to your manager's calendar while you are away on vacation.)

maria.manager@electric-automotive.com Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

[Back to calendar](#) [Save](#) [Cancel](#)

☒ **Share this calendar with others** [Learn more](#)

☐ Make this calendar public See only free/busy (hide details) ▼

☒ Share this calendar with everyone in the organization electric-automotive.org See only free/busy (hide details) ▼

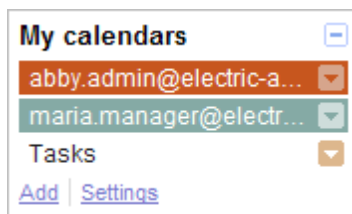
Share with specific people

Person	Permission Settings	Remove
Enter email address	See all event details ▼ Add Person	
"maria.manager@electric-automotive.com" <maria.manager@electric-automotive.com>	Make changes AND manage sharing	
"Abby Admin" <abby.admin@electric-automotive.com>	See all event details ▼ Make changes AND manage sharing Make changes to events See all event details See only free/busy (hide details)	

[Back to calendar](#) [Save](#) [Cancel](#)

You now have access to your manager's calendar and can see and modify *all* meetings on the calendar, *including private and confidential events*. (You may wish to remind your manager of this fact.)

If you have **Make changes AND manage sharing** access to your manager's calendar, you'll now see your manager's calendar in your own account in the **My calendars** list on the left.



If you have **Make changes to events** access to your manager's calendar, you'll see your manager's calendar in your own account in the **Other calendars** section.

Tip: To easily distinguish your calendar from your manager's calendar, choose very distinct colors for each calendar, such as red and blue. You can change the color of a calendar by clicking the drop-down next to the calendar and clicking a color in the grid.

Receive notifications for your manager's calendar

Notifications for your manager's calendar are disabled by default--if you want to receive notifications

for your manager's calendar events, you must manually enable them.

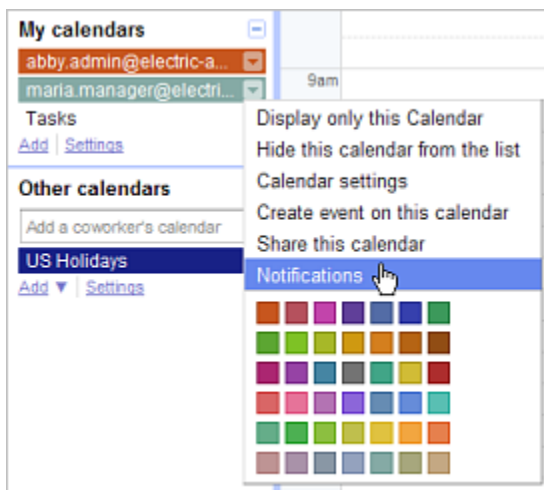
Note: When you enable notifications for a calendar shared with you, you are *not* enabling notifications for the calendar owner. (That is, when you enable notifications for your delegated view of your manager's calendar, you're the only one who receives notifications; your manager doesn't, unless he or she has personally set up notifications.)

To receive email and pop-up notifications for your manager's calendar, follow these steps:

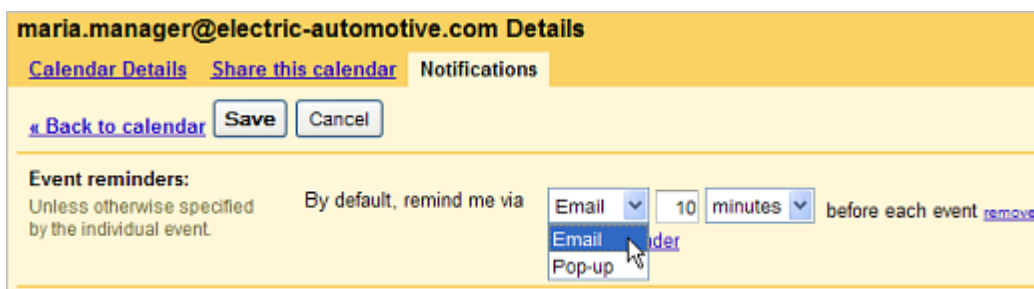
1. Log in to *your* Google Calendar.
2. Your manager's calendar appears in the **My calendars** list, and his or her meetings appear on your calendar.

Note: If you cannot see your manager's events in your calendar, click his or her calendar in the list to highlight it.

3. Click the drop-down arrow next to your manager's calendar, and select **Notifications**.



4. In the **Event reminders** section, click **Add a reminder**.
5. Select either **Email** or **Pop-up** from the drop-down. (If you'd like both options, click **Add a reminder** again.)



6. Once you've customized your event reminders, select the invitations for which you want to be notified. To start, you can select all notifications, and later remove the notifications you don't need.

Calendar Details **Share this calendar** **Notifications**

[Back to calendar](#)

Event reminders:
Unless otherwise specified by the individual event.

By default, remind me via

Email minutes before each event [remove](#)

Pop-up minutes before each event [remove](#)

[Add a reminder](#)

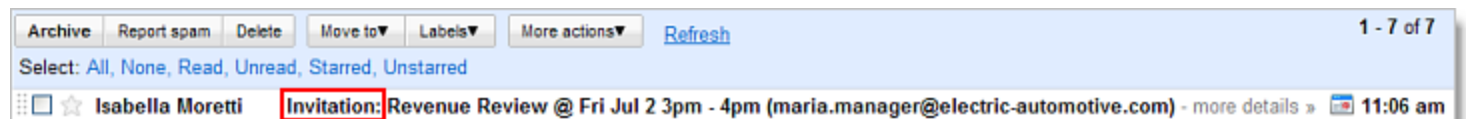
Choose how you would like to be notified:	Email	SMS
New invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Changed invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Canceled invitations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invitation replies:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily agenda: Sent every day at 5am in your current time zone	<input type="checkbox"/>	

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.

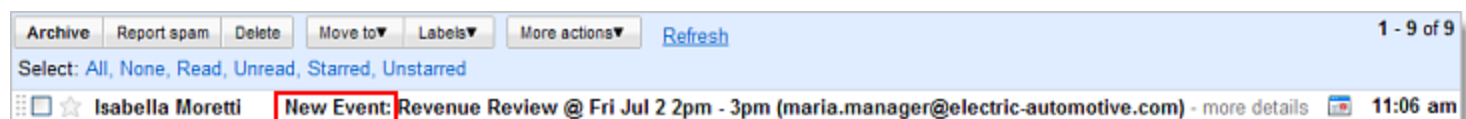
Tips on using notifications

If you and your manager have each set up email notifications for new invitations, your manager will receive an "Invitation" email in his or her Inbox, and you'll receive a "New Event" email in your own Inbox. For example:

Your manager's Inbox



Your Inbox



These different email subjects allow you to easily distinguish your own invitation notifications from

your manager's.

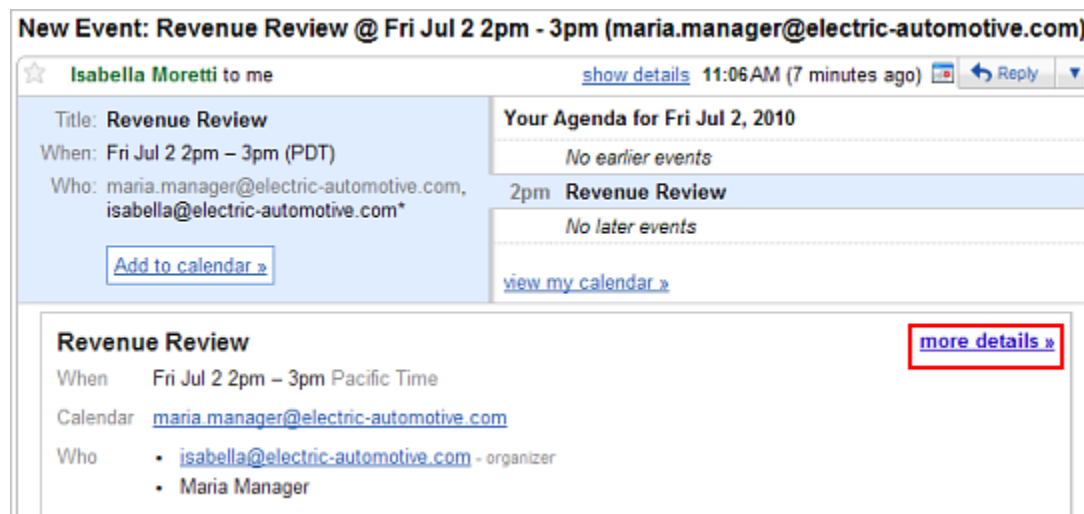
Common Calendar Tasks

See the [Calendar page](#) and the [Calendar FAQs](#) at the [Google Apps Learning Center](#) for more tips and "how-to's."

Accept or decline events on behalf of your manager

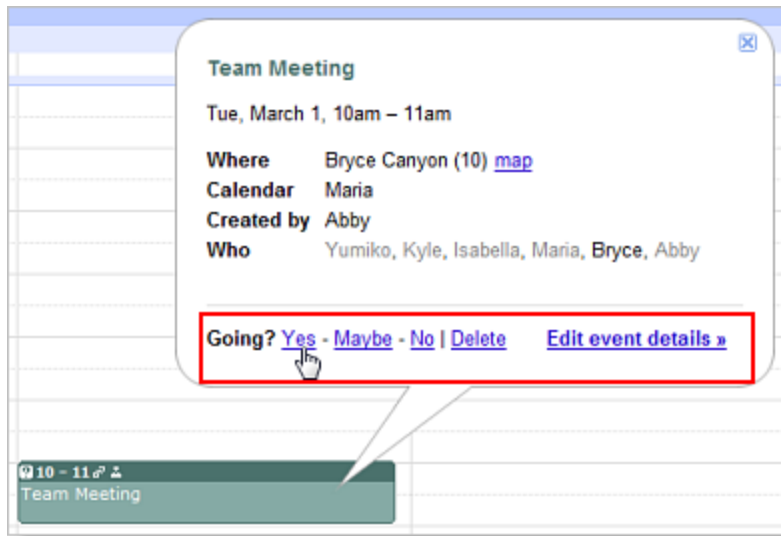
Accept or decline from email notifications

If you've set up email notifications for your manager's new invitations, the "New Event" email you receive gives you the event details but does not let you accept or decline the invitation for your manager from your Inbox. However, to quickly respond to the invitation, click **more details** in the email body. You can then respond from the Google Calendar event details window that opens up.



Accept or decline from the delegated Calendar view

You can also respond from the invitation that appears on your manager's calendar (which is shared with you). Just click anywhere on the event, and then click **Yes**, **Maybe**, **No**, or **Delete**.

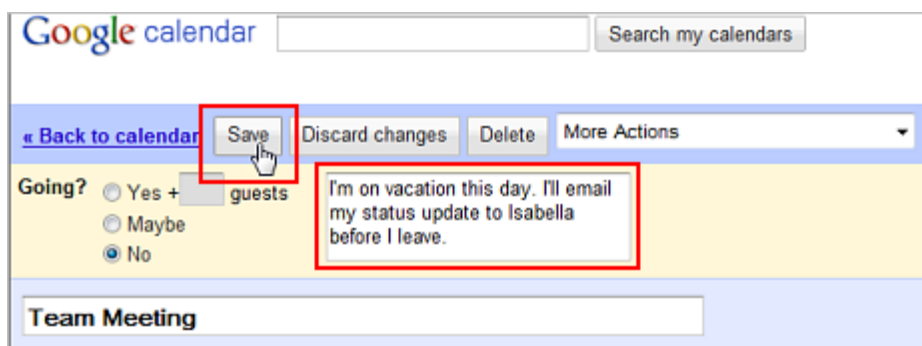


Add note to invitation response

If you want to add a note to your response to an event, go to the event details page. You can do this by:

- Clicking the actual event name (such as **Team Meeting** in the example above)
- Double-clicking anywhere on the event
- Clicking anywhere on the event, and then clicking **Edit event details**

On the event details page, you can add your note to the **Going?** section near the top of the screen, and click **Save**. Because not all people choose to get notifications, you may also want to email the meeting owner with any important messages.

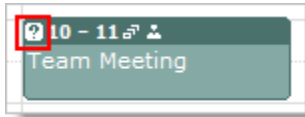


See meeting status at a glance (invitation, accepted, declined)

You can quickly view your meeting status without going into the event details page.

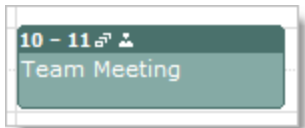
Event invitations or events with a "Maybe" response

Event invitations to which you (a) haven't yet responded or (b) have responded **Maybe** have a question mark before the meeting time.



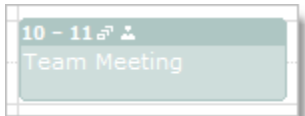
Accepted events

Accepted events don't have a question mark.



Declined event

Declined events are dimmed (unless you've opted to not show declined events via the **General** tab under **Settings > Calendar settings**, in which case you won't see declined events at all).



Other Calendar icons explained

When viewing Calendar events, you might notice other icons at the top of the event. Below is a list of the icons you will see and a description of what each icon represents.



1. One or more reminders set for the event
2. One or more individuals invited to the event
3. Private event
4. Recurring or repeating event
5. A single event moved from a recurring or repeating event

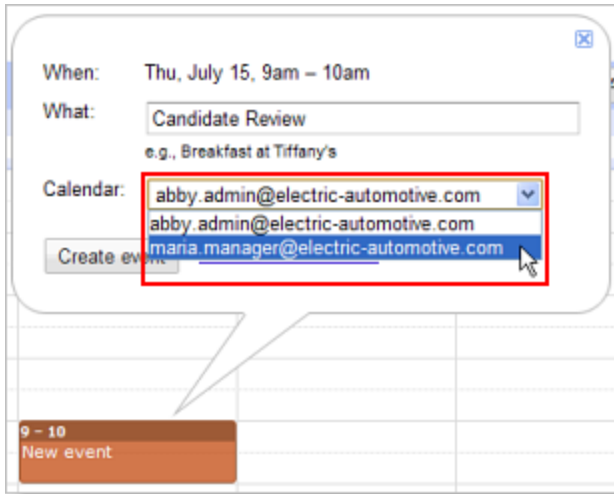
Create events on behalf of your manager

Creating an event on behalf of your manager is as easy as creating an event on your own calendar, but there are a few things to keep in mind.

Schedule on your manager's calendar

If you have both your manager's and your own calendar open at the same time, the default calendar for creating new events is your own calendar. If you're in a rush, it's easy to forget to choose your manager's calendar from the **Calendar** drop-down on the event creation pop-up.

Each time you create an event on behalf of your manager, remember to check that you're creating it on your manager's calendar and not your own.



Tip: If you find you have trouble with viewing your calendar and your manager's calendar at the same time, try using two separate browser tabs (or windows, if your browser doesn't have tabs). Use one tab (or window) for your calendar and a different one for your manager's.

Choose privacy setting

Managers often have sensitive or confidential meetings, so to keep meeting details private, you can select the **Private** radio button in the **Privacy** section of the event details page. Rest assured that only meeting participants and people with **manage sharing** access to the calendar can see event details when the event is set to **Private**.

Options

Reminder
No reminders set
[Add a reminder](#)

Show me as ☐ Available
☒ Busy

Privacy **This event is:**
☐ Default
☒ Private
☐ Public
[Learn about private vs. public events](#)

Note: If most of your manager's meetings are confidential, you can change the default sharing options for your manager's calendar so that other people in your organization will only be able to see free/busy details or not be able to see your manager's calendar at all. To do this, your permission must be set to **Make changes AND manage sharing**.

Here's how:

1. In your Google Calendar, click the drop-down arrow next to your manager's calendar, and select **Share this calendar**.
2. If you want others in your organization to only be able to see free/busy information, make sure the **Share this calendar with others** box is checked. Then, choose **See only free/busy (hide details)** from the drop-down.

maria.manager@electric-automotive.com Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

[Back to calendar](#) [Save](#) [Cancel](#)

☒ **Share this calendar with others** [Learn more](#)

☐ Make this calendar public

☒ Share this calendar with everyone in the organization
electric-automotive.org

See only free/busy (hide details) ▼

See all event details ▼

See all event details

See only free/busy (hide details)

Share with specific people

Person	Permission Settings	Remove
Enter email address	See all event details ▼	Add Person
"Maria Manager" <maria.manager@electric-automotive.com>	Make changes AND manage sharing	
"Abby Admin" <abby.admin@electric-automotive.com>	Make changes AND manage sharing	

3. If you don't want anyone in your organization to view your manager's calendar, uncheck the **Share this calendar with others** box.

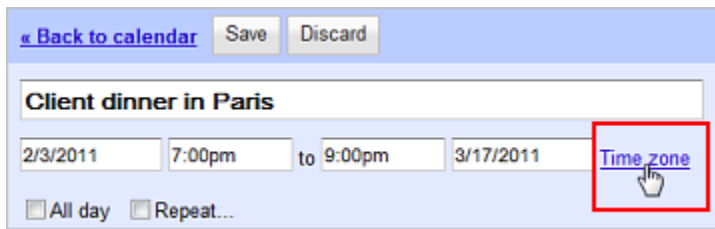
4. Click **Save**.

Specify the event time zone

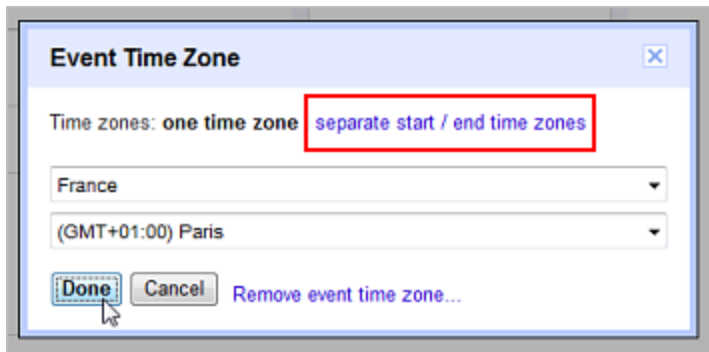
If your manager travels a lot, it can be a headache to schedule meetings in different time zones. With Google Calendar, you can easily specify the time zone for a given event.

Events will appear on your calendar according to your current time zone, and when you change to your destination time zone, they'll be in the right place.

1. Just click the **Time zone** link to the right of the date and time fields on the event details page.



2. Next, specify the event time zone in the pop-up. If you want, you can even set up events that start in one time zone and end in another, ideal for those of you with managers who fly often.



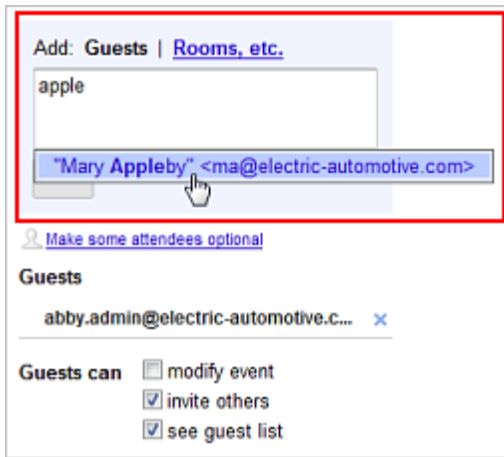
3. Click **Done**.

Invite guests to events

Invite guests to events

To add one or more guests to an event, do the following:

1. Go to the event details page of your event.
2. In the **Add: Guests** section on the right side of the page, type your first guest's email address.



Add: [Guests](#) | [Rooms, etc.](#)

apple

"Mary Appleby" <ma@electric-automotive.com>

[Make some attendees optional](#)

Guests

abby.admin@electric-automotive.C... x

Guests can

☐ modify event

☒ invite others

☒ see guest list

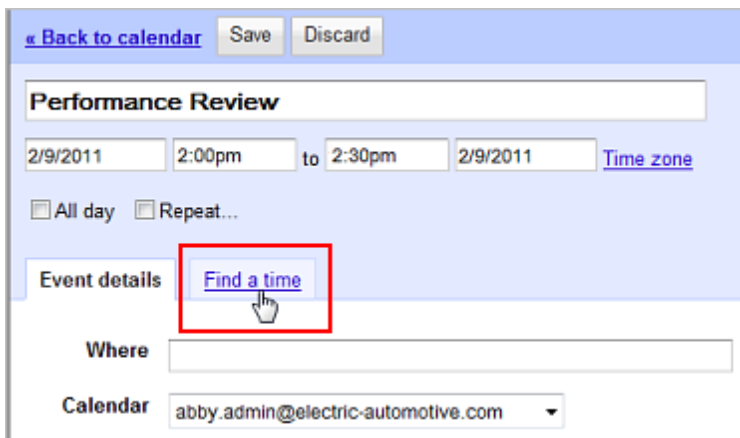
3. Continue adding your guests' email addresses one by one
4. If desired, fill in the rest of the fields on the page.
5. Click **Save**.

Check availability of guests

When you want to invite guests to events, you have two options to see when each guest is available.

Option 1. Check availability in an event.

In the event details page, click the **Find a time** tab.



[Back to calendar](#) Save Discard

Performance Review

2/9/2011 2:00pm to 2:30pm 2/9/2011 [Time zone](#)

☐ All day ☐ Repeat...

Event details

[Find a time](#)

Where

Calendar abby.admin@electric-automotive.com

Then, add guests to view their availability.

Performance Review

2/9/2011 2:00pm to 2:30pm 2/9/2011 [Time zone](#)

☐ All day ☐ Repeat...

[Event details](#) **Find a time**

[Go to event](#) | Show guests: all - required - none [How to use this tool](#)

Today [Wednesday, Feb 9, 2011](#) Day Week

GMT	PST	maria.manager@electric-automotive.com	Isabella Moretti	ma@electric-automotive.com
6pm	10am	10 - 11:30 Facilities	10 - 11:30 Project Planning	
7pm	11am	11:30 - 12:30p Lunch	11:30 - 12:30p Team Lunch	
8pm	12pm			12p - 1p Sales Meeting
9pm	1pm			1p - 2p Work on Pitch
10pm	2pm	2:30p - 4p Hiring Committee	2:30p - 4p Conference Organization	
11pm	3pm			

Add: [Guests](#) | [Rooms, etc.](#)

carmi

"Jasmine Carmine" <jcarmine@electric-automotive.com>

[Make some attendees optional](#)

Guests [Email guests](#)

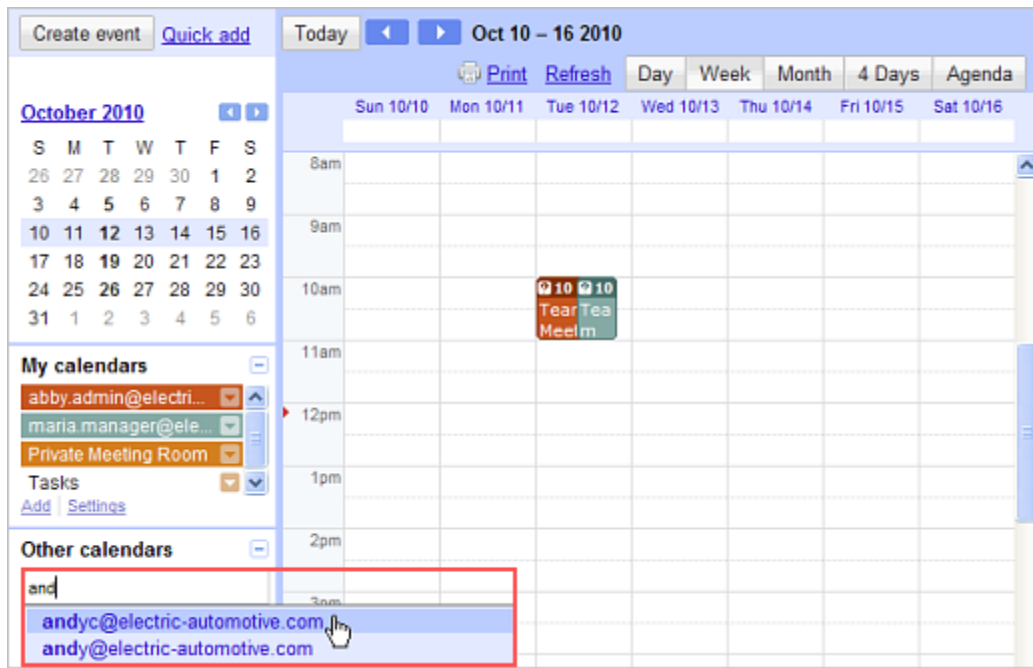
- maria.manager@electric-automotive.com x
- Isabella Moretti x
- ma@electric-automotive.com x

Guests can ☐ modify event ☒ invite others ☒ see guest list

Option 2. Check availability through calendars.

You can also overlay other calendars on your calendar. Each calendar appears in a different color, so you can tell exactly who is busy and when. To overlay calendars:

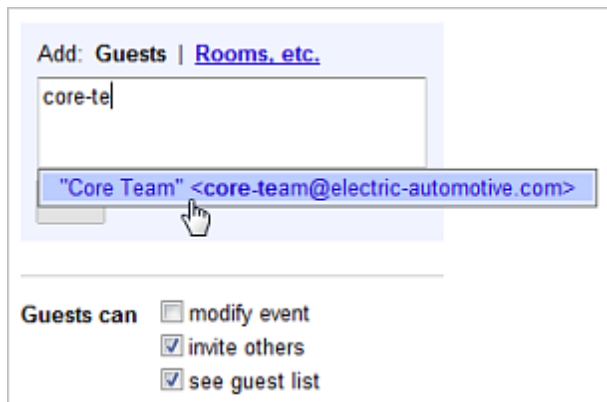
In the **Other calendars** list on the left of your calendar, type the addresses of the employees whose calendars you would like to add. Once you add a calendar, you can click on it to toggle it on or off.



Note: A long list of calendars in the **Other calendars** list can make your calendar slow to load. (See *Optimize Calendar load time* below.)

Invite Google groups to events

If you or your Google Apps administrator has created Google groups (mailing lists) for your organization, you can invite a group to a meeting. Simply enter the single address for the group as a guest, instead of entering the individual addresses of all the members of the group.



After you've entered the group's address, the **Guests** field will populate with the addresses of the group members, as seen below. If you want to exclude any group members, you can click the "X" to the right of their names.

Add: [Guests](#) | [Rooms, etc.](#)

Enter email addresses

Add

[Make some attendees optional](#)

Guests [Email quests](#)

maria.manager@electric-automot... x

abby.admin@electric-automotive.... x

kyle.kits@electric-automotive.com x

ykurata@electric-automotive.com* x

* Calendar cannot be shown. [Why?](#)

Guests can

☐ modify event

☒ invite others

☒ see guest list

Note: If the group is updated (new members, deleted members, etc.) after the Google Calendar invitation has been created, the invitation does not capture those changes.

Select options for your guests in the “Guests can” section

When you invite guests to events, the **invite others** and **see guest list** boxes are checked by default.

Add: [Guests](#) | [Rooms, etc.](#)

Enter email addresses

Add

Guests can

☐ modify event

☒ invite others

☒ see guest list

If you'd like your guests to be able to edit event details--such as adding rooms, adjusting the time, or adding attachments--you can also check the **modify event** box.

Add Calendar resources (such as rooms) to events

If your Google Apps administrator has created Calendar resources (such as rooms, projectors, or other shared resources) for your domain, you can add resources to your events much the same way you invite guests to your events.

1. Go to the event details page of your meeting.
2. Click **Rooms, etc.**

« Back to calendar Save Discard

One-on-One

1/28/2011 11:00am to 12:00pm 1/28/2011 [Time zone](#)

☐ All day ☐ Repeat...

Event details [Find a time](#)

Where

Calendar abby.admin@electric-automotive.com

Description

Add: [Guests](#) | [Rooms, etc.](#)

Enter email addresses

Add

3. Do either of the following:

- Start typing any part of the room or other resource's name in the "Filter room" box. A list of matching resources appears in the list.

For example, in the following screenshot, when you start typing *ca*, two rooms populate: *Acadia* and *Bryce Canyon*.

Add: [Guests](#) | [Rooms, etc.](#)

ca

☒ Show only available

[Add](#) Acadia (4)

[Add](#) Bryce Canyon (10)

[Close](#)

- Browse the list to find the room or other resource you want to book. For example:

Add: [Guests](#) | **Rooms, etc.**

Filter room

☒ Show only available

- ☒ Bldg1
- ☒ Bldg2
- ☒ Bldg3
 - ☒ [Add](#) Bldg3-Altantis (VC 12)
 - ☒ [Add](#) Bldg3-Challenger (VC 6)
 - ☒ [Add](#) Bldg3-Columbia (VC 5)
 - ☒ [Add](#) Bldg3-Endeavour (4)
 - ☒ [Add](#) Bldg3-Interview Room A
 - ☒ [Add](#) Bldg3-Interview Room B
 - ☒ [Add](#) Bldg3-Projector A
 - ☒ [Add](#) Bldg3-Projector B

[Close](#)

4. Check if the resource is available during the time of your meeting

- ☒ - Available
- ☒ - Not available

5. To book an available resource, click **Add** (to the left of the resource name). If there aren't any available resources, try changing the time or day of your event. To easily find a time that works for all guests and resources, click the **Find a time** tab.
6. After you've entered all event details, remember to click the **Save** button.

Schedule recurring events

Google Calendar makes it easy to schedule recurring (repeating) events. Here's how:

1. Go to the event details page.
2. Check the box to the left of **Repeat**.

[« Back to calendar](#) [Save](#) [Discard](#)

Weekly Revenue Meeting

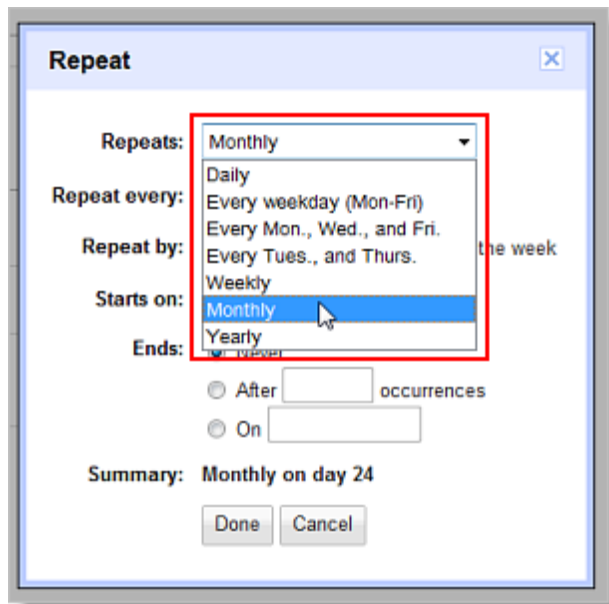
2/24/2011 9:00am to 10:00am 2/24/2011 [Time zone](#)

☐ All day ☒ **Repeat...**

[Event details](#) [Find a time](#)

Where

3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



4. Depending on your selection from the **Repeats** drop-down list, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

Notify guests about events

As you've probably already learned, when you save a newly created event, a pop-up automatically asks you if you'd like to send invitations to guests. However, there might also be times when you want to contact only a subset of guests, or you might want to contact all guests without making changes to the event details. This section tells you how to email *which* guests you want to email *when* you want to email them.

Send event invitations only to specific guests

If you want to avoid clogging guests' Inboxes with invitations to events they already know about, you can send event invitations only to those guests who aren't already aware of the event. Here's how:

1. Begin scheduling the event.
2. Add the people to whom you *don't* want to send notifications.
3. Click **Save**, and select **Don't send** in the **Send invitations?** pop-up.
4. Open the meeting again, and add the people to whom you want to send notifications.
5. Don't make any other modifications to the meeting before you save it. If you change the time, room, description, etc., Google Calendar will send the updated notification to all guests on the meeting list. The only time Google Calendar sends an update to only *new guests* is if your only change to a meeting is to add guests.
6. Click **Save**, and select **Send** in the **Send invitations?** pop-up to send invitations to new

guest.

- Only the newly added guests will receive the email notification.

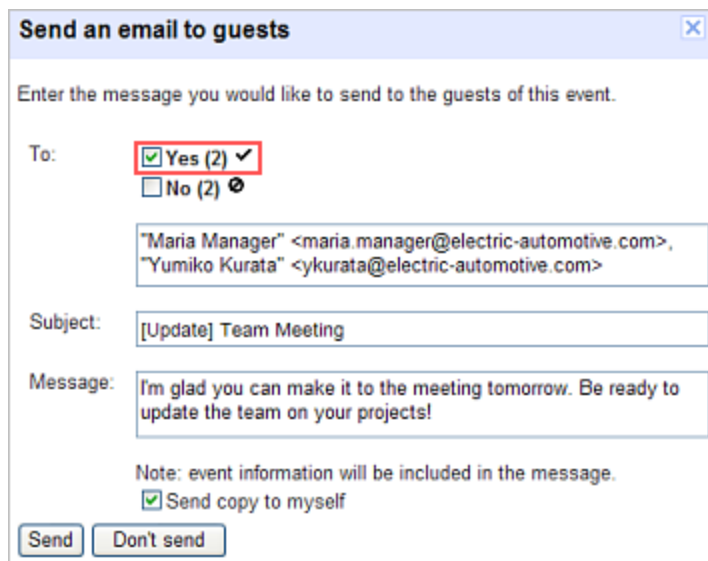
Note: Individual users can set a preference to not receive notifications.

Email guests about event

Occasionally, you might want to email all or some guests after you've already created and saved an event. For example, you might want to remind people who haven't responded to an event to respond. Or you might also want to email instructions to all guests who replied **Yes**. It's easy to email guests with Google Calendar.

- Go to the event details page of the event.
- In the **Guests** section, click **Email guests**.
- In the pop-up, you can choose to email all guests or a subset of guests, such as those who have replied **Yes**.

Note: You can uncheck both the **Yes** and **No** boxes, and you can also manually enter additional emails into the address field.



The screenshot shows a dialog box titled "Send an email to guests" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt: "Enter the message you would like to send to the guests of this event." Below this, the "To:" field has two checkboxes: "Yes (2)" which is checked and highlighted with a red box, and "No (2)" which is unchecked. Below the checkboxes is a text field containing the email addresses: "Maria Manager" <maria.manager@electric-automotive.com>, "Yumiko Kurata" <ykurata@electric-automotive.com>. The "Subject:" field contains "[Update] Team Meeting". The "Message:" field contains the text: "I'm glad you can make it to the meeting tomorrow. Be ready to update the team on your projects!". Below the message field, there is a note: "Note: event information will be included in the message." and a checkbox "Send copy to myself" which is checked. At the bottom of the dialog are two buttons: "Send" and "Don't send".

- After you've selected which guests you want to email, fill out the **Message** field.
- Click **Send**.

Create event reminders only your manager can see

In previous calendar applications, you might have been used to adding event notes that only your manager could see. However, in Google Calendar, if you are the meeting organizer, any note you add in the event's **Description** field appears in the event on every guest's calendar.

If you want to create meeting reminders that appear only on your manager's calendar, you have a few different options:

- If someone else is the meeting organizer, you can add a note in the event's **Description** field on your manager's calendar. This note will only appear on your manager's calendar, but depending on the privacy settings for your manager's calendar, people who view your manager's calendar may be able to see the note. (To make the note private, select the **Private** radio button in the **Privacy** section of the event details page.)

Important: If the meeting organizer updates the **Description** field in which you put the note, your note will be overwritten.

- On your manager's calendar, you can create a separate event at the same time as the original event. In the new event's **Description** field, you can add all of the essential information your manager needs to know. You can even add attachments. (If any of this information is sensitive, remember to select the **Private** radio button in the **Privacy** section.)

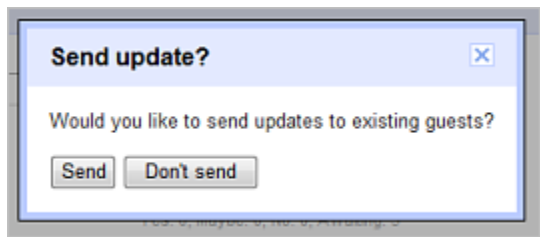
Alternatively, you can always email or chat event reminders to your manager with Gmail.

Edit event details after initial creation of event

There are many reasons why you may need to change event details after you've already created an event--you may need to change the time or day, or you may even need to duplicate the event or transfer ownership to another person.

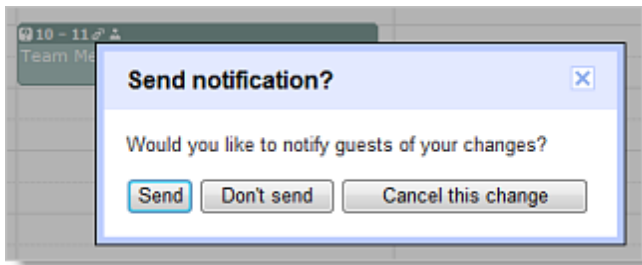
Send updates to guests when you edit event details

If your event includes guests, and if you change the event by editing the event details page, the **Send update?** pop-up will appear after you click **Save**. Click **Send** or **Don't send** to update existing guests.



Drag and drop event to change time or day

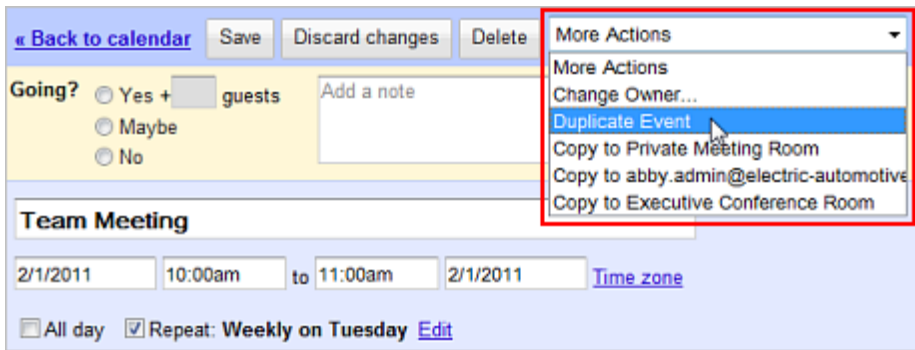
If you need to change just the event time and/or day (and leave all other event details the same), you can simply left-click on the event and drag it to a new time slot. If your event includes guests, follow the prompt to update them about the changes.



Duplicate events

If you need to create an event with similar details to an existing event, you can save time by duplicating the existing event and changing only the relevant details.

To duplicate an event, go to the event details page for the event that you want to duplicate, and then, in the **More Actions** drop-down list, select **Duplicate Event**. The event details page for the new event will appear.



Transfer ownership of an event

If someone else takes over responsibility for an event you created (such as a recurring meeting), you can transfer the ownership of the event. This means that the new person “owns” the event and can make changes to it.

To transfer ownership:

1. Open the event you want to transfer from the calendar of the original owner.
2. Select **Change Owner** from the **More Actions** drop-down menu (next to the **Delete** button).
3. Type the email address of the new owner in the **New Owner** field.
4. If desired, customize the email message.
5. Click **Change Owner**.

The new owner will receive a notification email, and he or she should click the included link to accept ownership of the event.

Note: Even though the new owner now controls the event, the original owner's name will still appear in the **Created by** field.

When guests edit event details on their own calendars

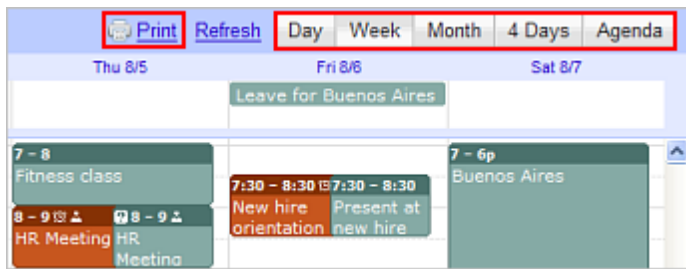
Unless you've allowed guests to modify events (see *Select options for your guests in the "Guests can" section* above), only the person who created the event can make changes that appear on all guests' calendars. If guests change details about an event, their changes show up only on their calendars.

Additionally, if the event creator modifies an event, the creator's updates override any changes that guests have made to their own calendars.

For example, if you create an event and invite John, and then John adds a new room, the room change will show up only on John's calendar. If, however, you later change the time of the event, the event will be moved to a different time on John's calendar, *and* the room change that John made will no longer appear on his calendar.

Print calendars

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.

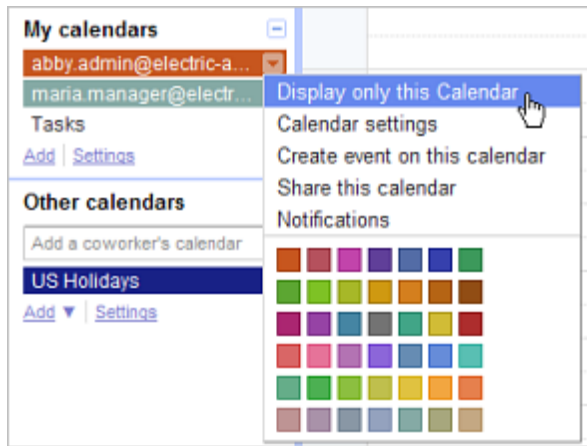


3. Click **Print**. In the **Calendar Print Preview** window, you can select a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.

Customize your Calendar view

Quickly view just one calendar

If you have several calendars open and want to quickly view just one of them, click the down arrow next to the calendar you want to view, and select **Display only this calendar**.



When you want to show additional calendars, click the names of the calendars to highlight them.

Show an additional time zone

If you work with colleagues or clients in multiple time zones, scheduling meetings can sometimes be confusing. To make your job easier, on your calendar, you can display another time zone in addition to your current time zone.

Here's how:

1. Select **Calendar settings** from the **Settings** drop-down in the upper right corner of your screen.
2. On the **General** tab, choose a country in the additional time zone from the **Country** drop-down.

Alternatively, check the **Display all time zones** box to see all time zones in the **Additional time zone** drop-down.

Calendar Settings

General **Calendars** Mobile Setup

[Back to calendar](#) **Save** **Cancel**

Language:

Country:

Your current time zone:

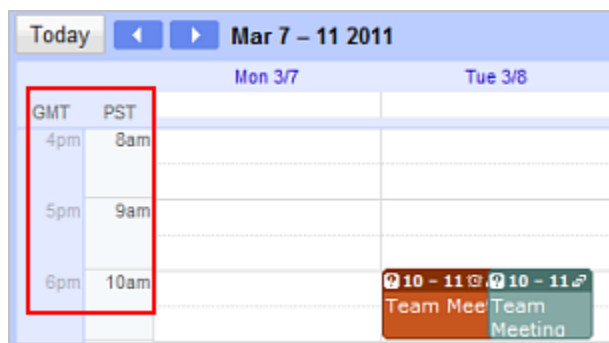
(GMT+01:00) Berlin
(GMT+01:00) Brussels
(GMT+01:00) Budapest
(GMT+01:00) Copenhagen
(GMT+01:00) Gibraltar
(GMT+01:00) Luxembourg
(GMT+01:00) Madrid
(GMT+01:00) Malta
(GMT+01:00) Monaco
(GMT+01:00) Oslo
(GMT+01:00) Paris
(GMT+01:00) Central European Time (Europe/Prague)
(GMT+01:00) Rome
(GMT+01:00) Stockholm
(GMT+01:00) Tirane
(GMT-08:00) Pacific Time

☒ Display all time zones

Label:

Label: [remove](#) [swap](#)

3. Choose a time zone from the **Additional time zone** drop-down.
4. Type a name in the **Label** field.
5. Click **Save**. Your calendar will now display both time zones, as in the example below.



Note: See the *Specify the event time zone* section above for an easy way to schedule events in another time zone.

Hide declined meetings

If your calendar is cluttered with meetings you have declined, you can change your settings to hide all declined meetings. There is no way to hide individual declined meetings.

1. Select **Calendar settings** from the **Settings** drop-down in the upper right corner of your screen.
2. On the **General** tab, under **Show events you have declined**, select **No**.
3. Click **Save**.

Turn off automatically adding invitations to your calendar

1. Select **Calendar settings** from the **Settings** drop-down in the upper right corner of your

screen.

2. On the **General** tab, under **Automatically add invitations to my calendar**, select **No, only show invitations to which I have responded**.

Note: If your manager has set up his or her calendar to show only invitations to which he or she has responded, your manager might miss a scheduled event. For example, if you schedule a meeting for your manager, but don't send an email invitation, your manager will never learn of the meeting unless you specifically tell him or her about it.

Optimize Calendar load time

If your Calendar account consistently takes a long time to load, check to see how many calendars you have in your **Other calendars** list. Having multiple calendars in your **Other calendars** list makes overlaying those calendars very convenient. However, having too many calendars in this list can increase the load time for your calendar.

To hide a calendar from your **Other calendars** list, click the down arrow to the right of the calendar owner's name, and then select **Hide this calendar from the list**.

Create new calendars

There are many reasons you might want to create and share calendars. For example, you might want to create:

- team calendars to keep track of meetings, trainings, birthdays, vacations, and more
- calendars for your manager's personal events (such as season tickets or fitness classes), which you can overlay with your manager's work calendar to make scheduling early/late meetings or business trips easier
- calendars for rooms or resources that YOU control

Create a new calendar

1. Click **Add** under **My calendars**.
2. Enter a name for your calendar in the **Calendar Name** field.
3. If desired, enter the description, location, and time zone in the appropriate fields.
4. If you want to share your new calendar with the public or with everyone within your organization, click the **Share this calendar with others** box, and then click either the public or organization box.
5. If you want to share the calendar with a specific person, enter his or her email address in the **Person** field and select the appropriate permission from the **Permission Settings** drop-down. Repeat for each additional person you want to add.
6. Click **Create Calendar**.

Create a calendar for a room or resource that *you* control

If you manage the schedule of any private rooms or resources that aren't available through the **Where** section of your Google calendar, you can create a resource calendar.

To create a resource calendar, follow the instructions above for creating any new calendar. Once you've created the calendar, you'll need to adjust the settings. Here's how:

1. Click the drop-down arrow next to your new resource calendar, and select **Calendar settings**.
2. In the **Auto-accept invitations** section, click the radio button next to the option that's right for your calendar.

Here's an explanation of the two applicable options:

- **Auto-accept invitations that do not conflict:** New events are declined if an event is already scheduled at the same time.
- **Automatically add all invitations to this calendar:** All events appear, regardless of conflicts.

3. Click **Save**.

There are two options for other people to schedule events on the resource calendar that *you* control:

Option 1. Allow other people to edit all events

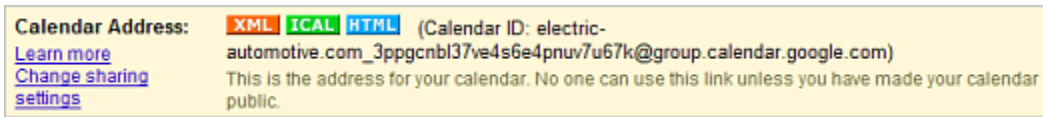
If you want other people to be able to make changes directly to the resource calendar, you can share the calendar with them in the same way your manager shared his or her calendar with you (**Calendar settings > Share this calendar**).

Note: From the **Permission Settings** drop-down, you'll need to select either **Make changes to events** or **Make changes AND manage sharing**.

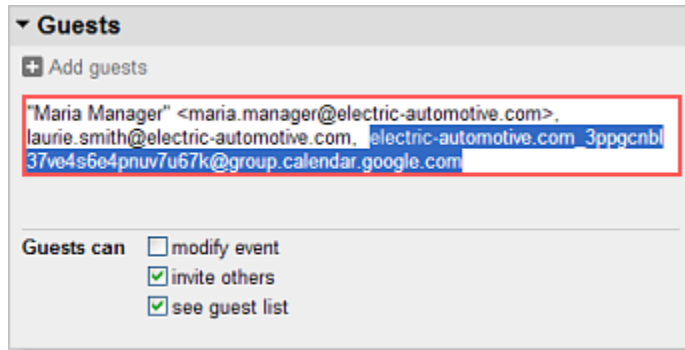
Option 2. Allow other people to only edit their *own* events

However, if you want people to only be able to edit their *own* events and not those created by others, then there's a different way for them to schedule events.

1. For this method, you'll need to make sure that you've selected the **Share this calendar with others** box under the **Share this Calendar** tab for your resource calendar.
2. Send the calendar's email address to people who can schedule on the resource calendar. The calendar's email address is found on the **Calendar Details** page in the **Calendar Address** section.



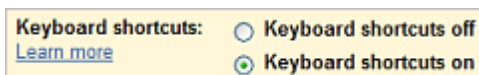
- When other people want to schedule the resource that you manage, they can add the calendar's email address in the **Guests** field of their event.



Save time with Calendar keyboard shortcuts

You can save time managing your manager's calendar (and your own) by using keyboard shortcuts.

To enable keyboard shortcuts, select **Calendar settings** from the **Settings** drop-down in the upper right corner of your screen.



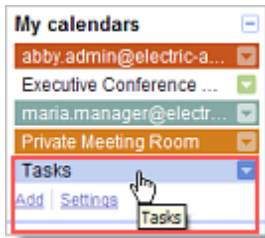
Once you've enabled keyboard shortcuts, you'll be able to perform common tasks without moving your hands from the keyboard. For example, type "c" to create an event, "e" to see event details, "t" to go to today's date, "p" to go to the previous period, "n" to go to the next period, "s" to go to your Calendar account settings, and much more.

While working in Google Calendar, type "Shift+?" at any time to display a complete list of keyboard shortcuts (keyboard shortcuts must first be enabled).

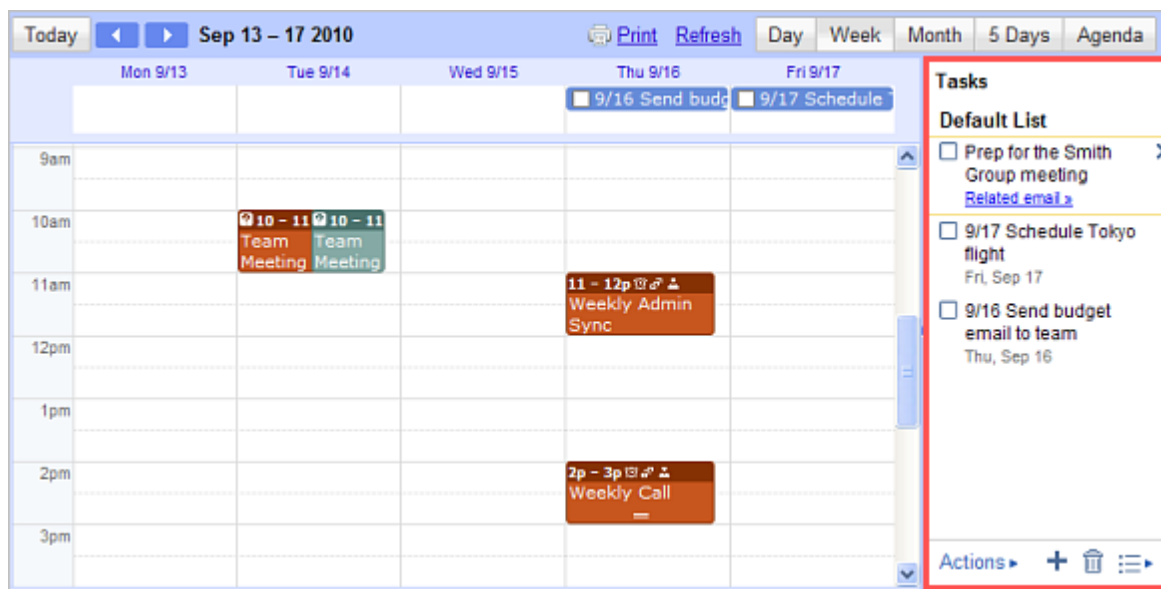
Calendar Tips & Tricks

Use Tasks in Calendar

Create to-do lists and keep yourself on track by using Tasks in Calendar. To get started, just click **Tasks** under the **My Calendars** section.

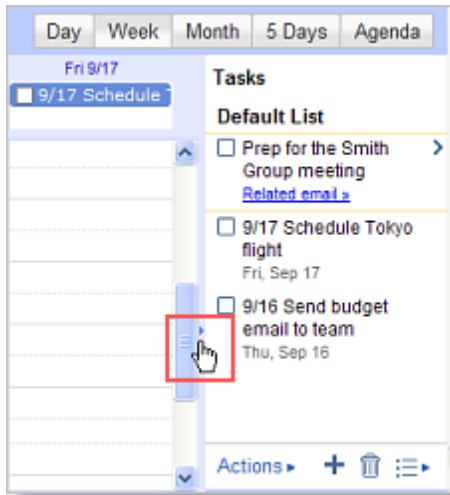


Your Tasks list will display to the right of your calendar.



To close your Tasks list, click **Tasks** under the **My Calendars** section again.

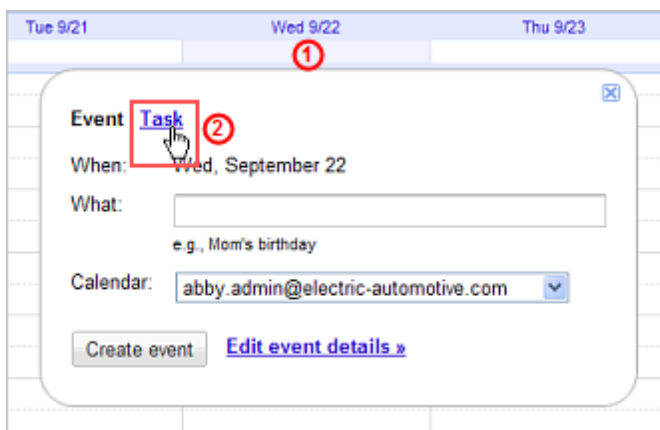
Alternatively, to *minimize* your Tasks list, click the small arrow between the Calendar vertical scroll bar and your Tasks list. (You can click it again when you want to expand/maximize your Tasks list.)



You can create a new task in Calendar the same way you can in Gmail: just click the + sign in the Tasks section. However, the task won't display on the Tasks calendar itself unless you modify it and add a date.

To add a task directly to the Tasks calendar and list:

1. Determine the day on which the task should begin, and click in the area directly below the date.
2. Click **Task** on the pop-up window.



3. Give the task a name and include any notes you wish to add.
4. Click **Create task**. The task will now appear both on the Tasks calendar and in the Tasks list.

To learn more about the Tasks gadget, visit the Google Calendar Help Center: <http://www.google.com/support/calendar/bin/answer.py?answer=146986>

Add interesting calendars from Google Calendar

Google has a number of useful and interesting calendars--such as international holidays and week numbers--that you can add to your **Other calendars** section for easy viewing.

To add these (and other) calendars to your own account:

1. At the bottom of the **Other calendars** section, click **Add**, and then choose **Browse Interesting Calendars** from the drop-down.
2. Choose which type of calendar you want to add, and click the corresponding tab: **Holidays**, **Sports**, or **More***.
3. Click **Subscribe** to add specific calendars to your **Other calendars** list.

***Note:** Many admin-friendly calendars can be found on the **More** tab:

- Resources for [your domain]
- Week Numbers
- Contacts' birthdays and events

Add calendars for favorite resources (conference rooms)

If there are certain conference rooms you frequently use, you can add their calendars to your list of **Other calendars** for fast and convenient viewing.

To add these (and other) calendars to your own account:

1. At the bottom of the **Other calendars** section, click **Add**, and then choose **Browse Interesting Calendars** from the drop-down.
2. Click the **More** tab, and then click **Resources for [your domain]**.
3. To the right of the resource name, click the arrow (>).
4. Click **Subscribe** to add specific calendars to your **Other calendars** list.

Include “Add to my calendar” link in emails

If you want to notify a large group of people about an event but don't want to clutter their calendars with unwanted invitations, you can insert a special link into informational emails. If recipients are interested in the event, they can then click the link to add the event to their own calendars. You should use this method only if tracking attendance isn't important.

To include an *Add to my calendar* link in emails:

1. In your Google Calendar account, create the calendar event as you normally would and save it.
2. Open the event details page, and at the bottom of the **Options** section, click **Publish event**.

Options

Reminder

Email 10 minutes x

Pop-up 10 minutes x

[Add a reminder](#)

Show me as ☐ Available ☒ Busy

Privacy This event is: ☒ Default ☐ Private ☐ Public

[Learn about private vs. public events](#)


[Publish this event](#)

3. You have two options for inserting the link into your informational email: Option 1 allows you to insert a customizable text link, and Option 2 allows you to insert a Google Calendar button.

Option 1. Copy the URL to make a text link

Copy the unique URL that appears between the two quotation marks following the href attribute. (Make sure not to copy the quotation marks themselves.) In the following example, you would want to copy the highlighted text.

Publish event



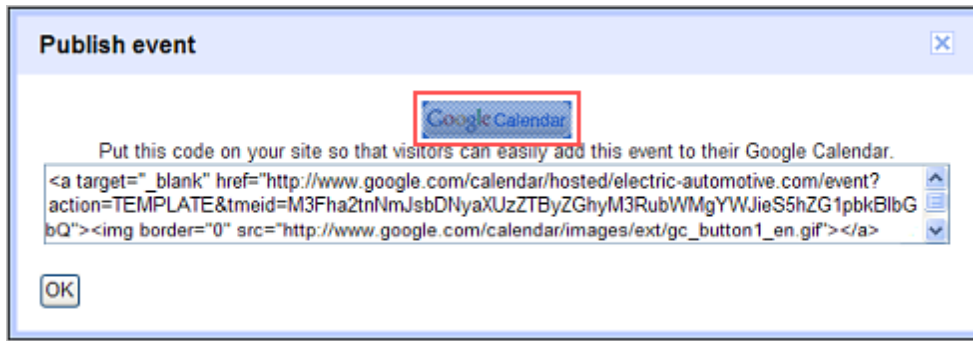
Put this code on your site so that visitors can easily add this event to their Google Calendar.

```
<a target="_blank" href="http://www.google.com/calendar/hosted/electric-automotive.com/event?
action=TEMPLATE&tmeid=cXE4dmJkZDhhcWlzbHRmYjNiOTdrbWdidTQgYWJieS5hZG1pbkBlbGVj
Q"></a>
```

OK

Option 2. Copy the Google Calendar icon to make an image link

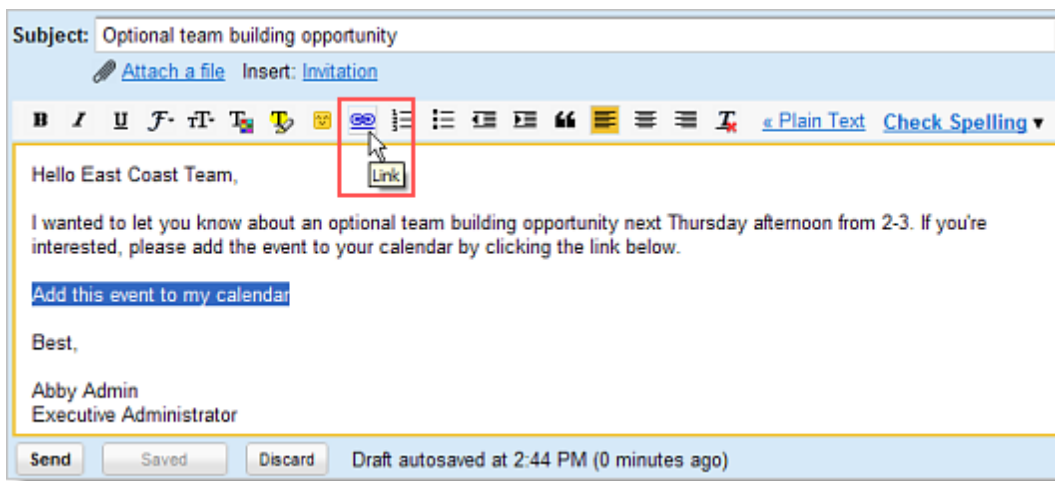
Alternatively, highlight the Google Calendar button by left-clicking your mouse and dragging your mouse across it. Then, type Ctrl+C to copy it.



4. In your Gmail account, begin composing your informational email.

Option 1. Copy the URL to make a text link

If you've chosen Option 1, type the text you want to use for your link (such as *Add this event to my calendar*), and click the **Link** symbol, as seen in the image



Then, Paste the calendar URL into the box below **To what URL should this link go?** and click **OK**.

5. After you've created your text or image link, finish composing your email as usual.

Important: If you update your event after sending out the informational email, people who have added the event to their own calendars won't receive your update.

Calendar Labs

If your Google Apps administrator has enabled the Calendar Labs options for your domain, you can add key business functionality to your email and calendar with these experimental, pre-release features.

To help you get started, we've put together a list of the labs we think you'll find useful (some are real time savers!). It's important to remember, though, that a lab can become unstable, stop working, or disappear at any time—they are experiments, after all!


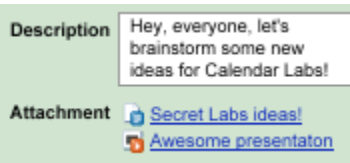

Enable Labs


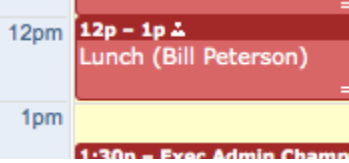

You can enable or disable a lab whenever you like. Here's how:

1. In Google Calendar, click **Settings > Labs**.
2. For each lab you want to use, click **Enable**. If you want to stop using a lab, click **Disable**.
3. Click **Save Changes** at the bottom on the page.

Tip: After you enable a lab, you can quickly access the Labs page again by clicking the green beaker icon (🧪) in the upper-right corner of your Calendar window.

Suggested Calendar Labs

	<p>Automatically declining events</p> <p>Lets you block off times in your calendar when you are unavailable. Invitations sent for any events during this period will be automatically declined. After you enable this feature, you'll find a "Busy (decline invitations)" option in the Show me as field.</p>
	<p>Event attachments</p> <p>Attach a Google document, spreadsheet or presentation to your event, or upload a file from your computer. Important: guests do not automatically have permission to view Google Docs attachments. You must share each attached document. Learn more</p>
	<p>Smart Rescheduler</p> <p>Helps you reschedule an event by analyzing guests' schedules, evaluating conflicts, obtaining conference rooms and proposing the best meeting times. It's like magic.</p>

	<p>Tip: If you have a large number of guests, start with only the required attendees. Then, once you find a date that works, you can add any optional attendees.</p>
	<p>Year view</p> <p>Planning ahead and want to see the whole year at once? Adds a Year View gadget to right of your calendar.</p> <p>Note: If you close the Year View gadget by clicking the X, you disable the lab and will have to re-enable it.</p>
	<p>Who's my one-on-one with?</p> <p>Having a hard time figuring out who scheduled that event called "Lunch" on your calendar? This feature displays the attendee's name right on the calendar if it's just you and one other person.</p>
	<p>World clock</p> <p>Keep track of the time around the world. Plus: When you click an event, you'll see the start time in each time zone as well.</p>