Go to Other Google Apps
Click on a link for a Google App to go to another app in a new tab, such as Drive, Mail, Search

Create a New Event
Click the Create button to open a form to complete information about the event. You can set events to be recurring, manage notifications and invite others.
OR- Click the downward arrow on the Create button and type a brief sentence with the name of the event and when it will occur “Dinner w/Michael 7pm tomorrow”
OR- With your cursor, drag directly on the calendar for the date and time you would like to schedule an event. A callout will appear where you can complete the details

Manage Calendar Settings
Click the Gear icon to set preferences for your calendar, such as global notifications and privacy

Open the Tasks Pane
Click the Tasks check box to open the Tasks pane on the right side of the screen. The task lists in your calendar also appear in your Mail Inbox and can be modified in either location

View a Coworker’s Calendar
Type a coworker’s email address in the Other Calendars field and press Enter. Their calendar will display overlaid on your calendar. Click their name to toggle the display off or the down arrow and click Hide this calendar from the list.

Edit Events
Click on an event and click Edit Event, or click the meeting title to go directly to event details.

Set Reminders
Reminders can either be email or pop-up notifications.

Change Event Privacy
The Privacy settings will override the calendar’s sharing settings. Selecting Private will hide the details from all viewers. Selecting Public will display the details for all viewers.

Create a Recurring Event
Use the Repeat option to create an event that repeats daily, weekly, monthly, annually etc.

Set up Meetings with Others
To add people to your event, enter the email address in the Guests field. Attendees do not have to be Williams mail users to receive a meeting invitation via email.

Click Find a time to compare schedules.
Click Suggested Times to find an open time when all guests can attend.