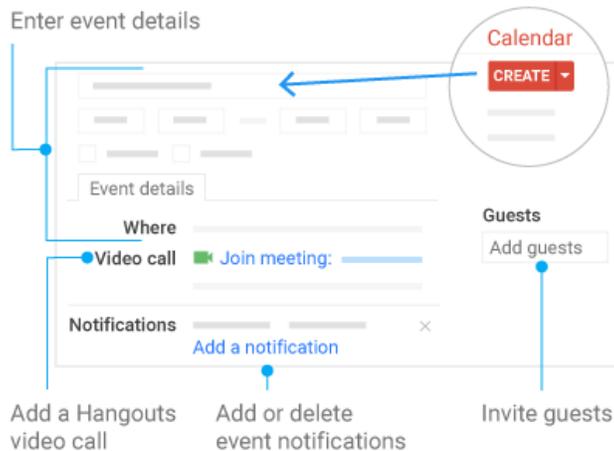


31 Calendar Cheat Sheet

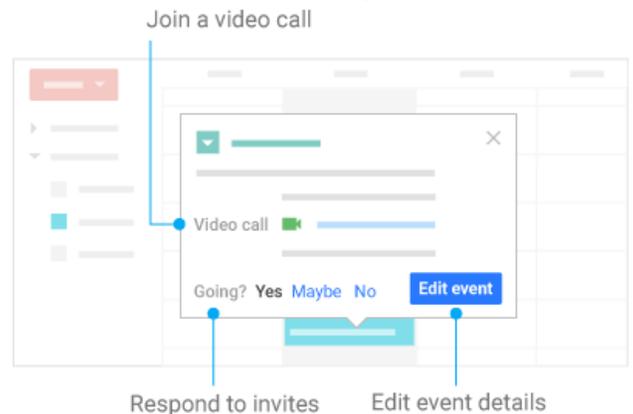
Manage your time with integrated online calendars designed for teams.

Keep track of important events, share your schedule, and create multiple calendars.

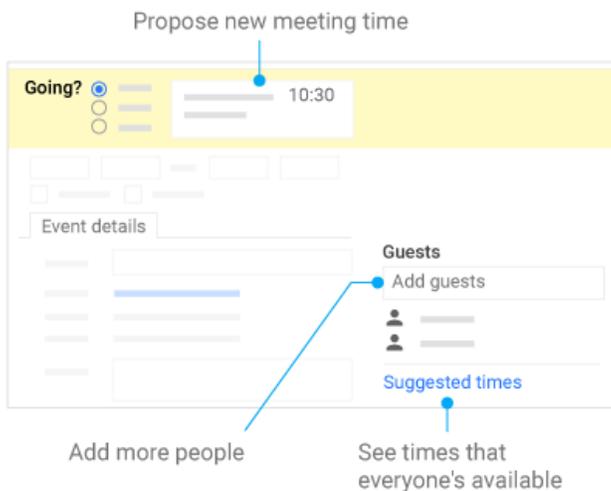
1 Click **CREATE** to schedule a new event and enter event details.



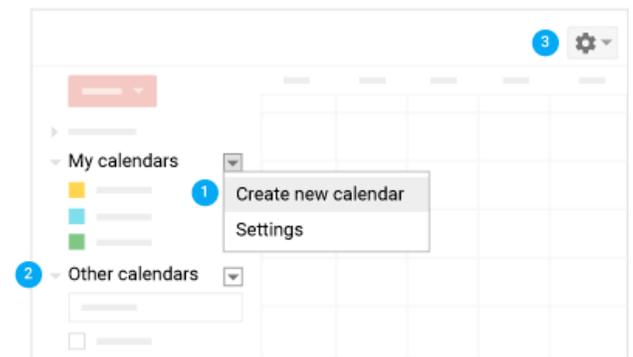
2 Click any event on your calendar to respond to an invite, join a video call or meeting, or edit the event.



3 Add more people or propose a new time.



4 Add and customize calendars.



- 1 Create a new calendar**—Make more calendars, such as a team calendar or a calendar to track project deadlines.
- 2 Add a coworker's calendar**—Then, select any added calendar to view it.
- 3 Change calendar settings**—Change default notifications, share calendars, set working hours, and more.