

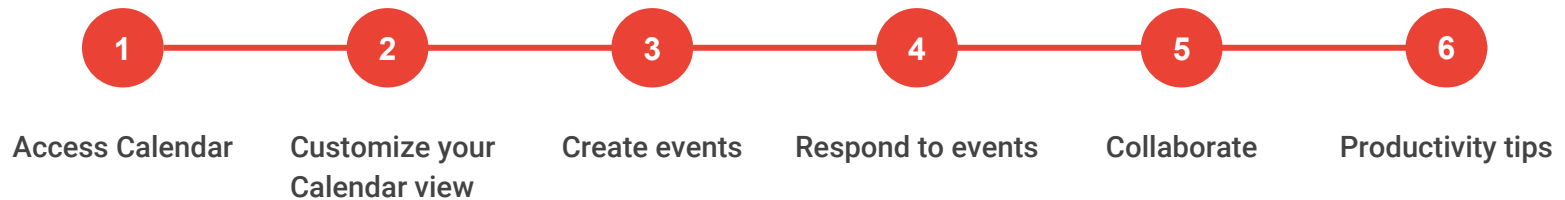


# Switching to Google Calendar from Microsoft Outlook 2016

Google Cloud

# Welcome to Google Calendar

Now that you've switched from Microsoft® Outlook® to G Suite, learn how to use Google Calendar as your new calendar.



# Differences at a glance

## Outlook 2016

## Google Calendar

Schedule a meeting or appointment

Create an event

Create recurring events

Create repeating events

Transfer ownership of an event by deleting and then recreating the event

Change the event's owner

Schedule one-on-one meetings as individual meetings

Create one-on-one meetings or bookable appointment slots

Add attendees to an email invitation

Add groups or guests to event details

Schedule a conference call

Automatically add video calls in event details

View calendars side by side

Overlay calendars

Use importance markers to identify events

Use color-coding to distinguish events and calendars

Publish a calendar

Make a calendar public

Select time zones for an event


Narrow time zone selection by country

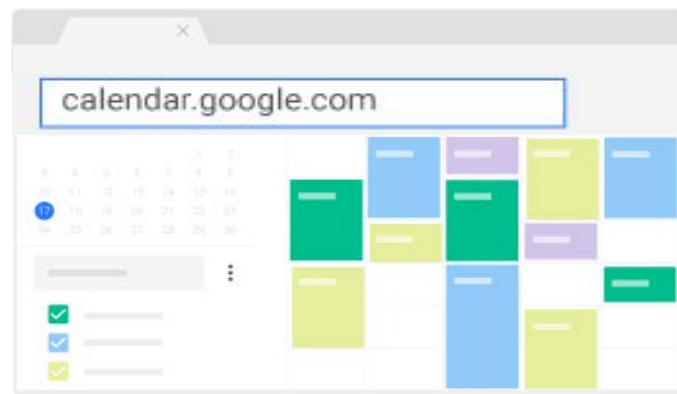
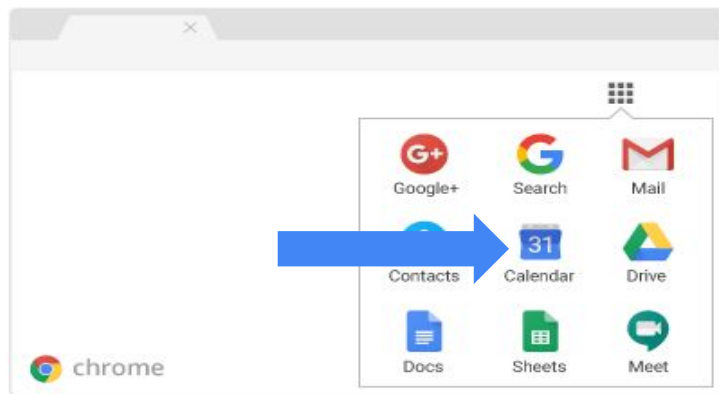
# 1 Access Calendar

- 1.1 Open Calendar on your devices
- 1.2 Add Calendar to your browser bookmarks
- 1.3 Create a Calendar desktop shortcut
- 1.4 Switch between multiple Google Accounts

## 1.1 Open Calendar on your devices

Open Calendar from...

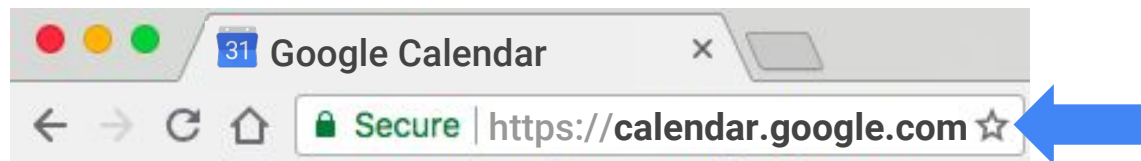
- Any web browser—Go to [calendar.google.com](https://calendar.google.com).
- From Gmail and other G Suite pages—At the top right, click the App Launcher  > **Calendar**.
- Android devices—Install and open the [Android app](#).
- Apple® iOS® devices—Install and open the [iOS app](#).



## 1.2 Add Calendar to your browser bookmarks

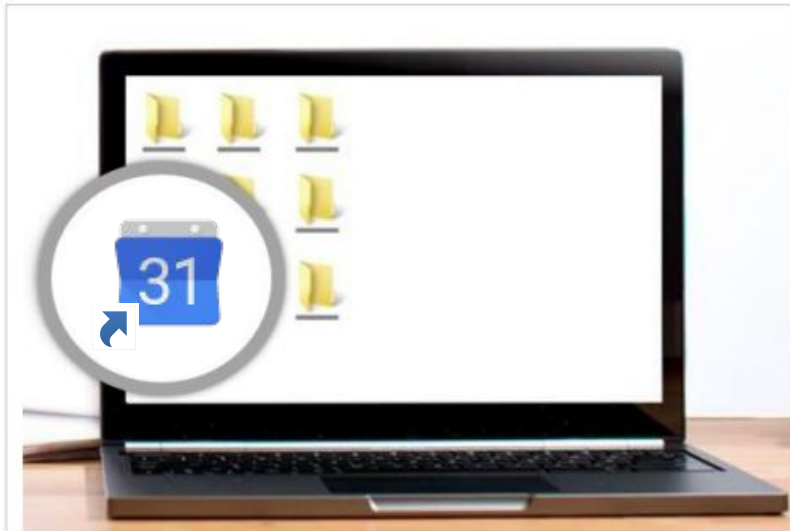
1. Open Chrome Browser and go to [calendar.google.com](https://calendar.google.com).
2. In the address bar, click Bookmark ☆.
3. From the **Folder** list, leave the default **Bookmarks Bar** or choose another location for the bookmark.
4. Click **Done**.

If you're not using Chrome Browser, follow your browser's instructions to bookmark **<https://calendar.google.com>**.



## 1.3 Add a Calendar desktop shortcut (Windows)


1. On your desktop, right-click and click **New > Shortcut**.
2. Enter **<https://calendar.google.com>** as the location.
3. (Optional) Name your shortcut.



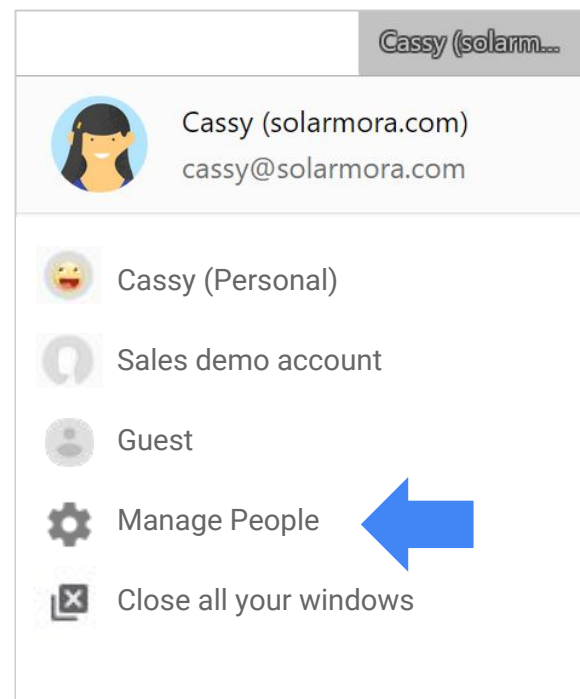
## 1.4 Switch between multiple Google Accounts

You can switch between Google Accounts by creating profiles in Chrome Browser.

*Note: Don't have Chrome Browser yet? See instructions on [how to install Chrome Browser](#).*

1. Open Chrome Browser and at the top right, click **Profile** or your profile image .
2. Click **Manage People**.
3. Click **Add Person**.
4. Enter a name, choose an image, and click **Add**.
5. Sign in with the Google Account you're adding. All settings and bookmarks will automatically sync.
6. At the top, click your profile image and choose a different profile to switch between accounts.

**Tip:** If you're unsure which account you're currently using, click your profile image and see which profile is at the top.



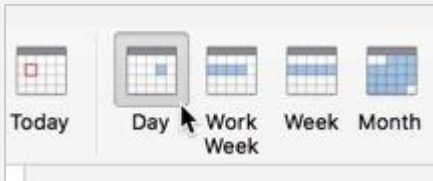


## 2 Customize your Calendar view


- 2.1 Change how you see your calendar
- 2.2 Color-code calendars and events
- 2.3 Change calendar time zones
- 2.4 Add another time zone

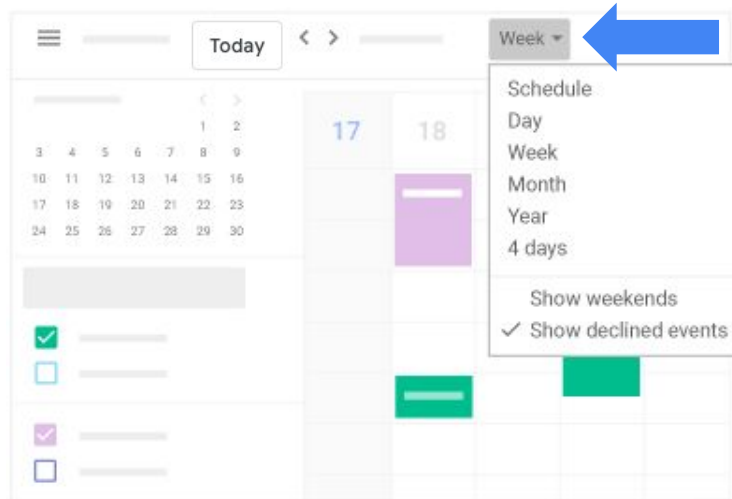
## 2.1 Change how you see your calendar

**Outlook:** Select your view



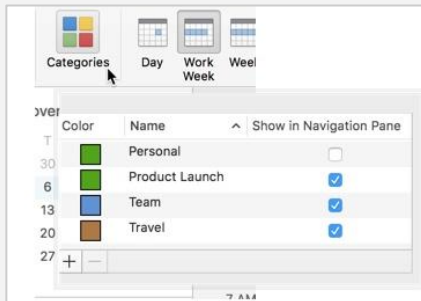
### Google Calendar: Change your calendar view

1. In [Calendar](#), at the top, choose a view, such as **Day**, **Week**, **Month**, **Year**, **Custom**, or **Schedule**.
2. Choose to show or hide weekends and declined events.
3. (Optional) To customize more view settings, return to your calendar view, and at the top, click Settings  > **Settings** > **View options**.



## 2.2 Color-code calendars and events



### Outlook: Color categories




### Calendar: Color-coding

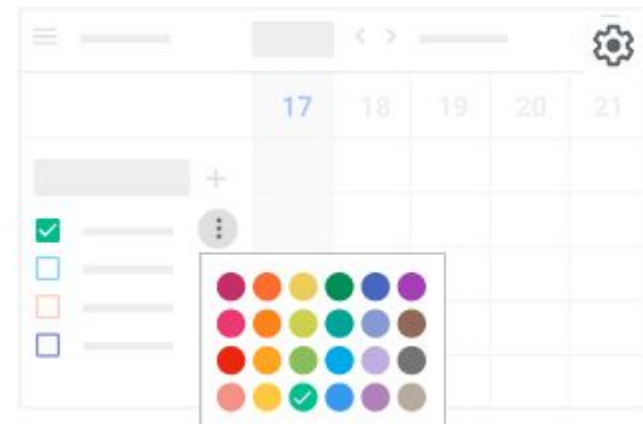
Give your calendars, reminders, and tasks different colors to tell them apart. For example, make all events related to a project the same color.

### Change color for all events in a calendar

1. On the left under **My calendars**, point to the calendar.
2. Click More  and select a color or click Add  to choose a custom color.

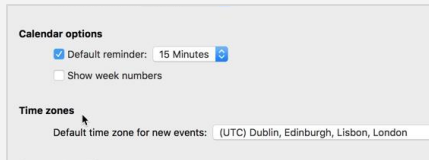
### Change color for a single event

1. Single-click the event and click Edit .
2. Scroll down and select a color.
3. Click **Save**.




## 2.3 Change calendar time zones

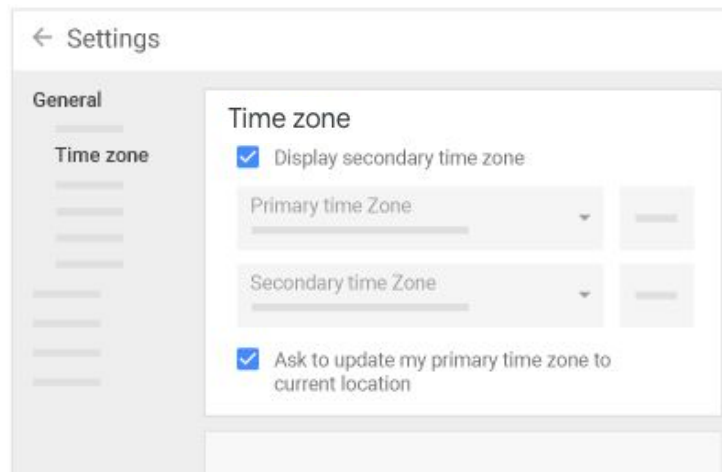
### Outlook: Time zones



### Calendar: Time zone

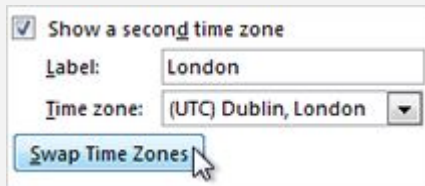
When you travel, you can change your time zone and see your calendar in the local time wherever you are.

1. Go to Settings  > **Settings**.
2. At the left, click **Time zone**.
3. Click **Primary time zone** and choose your time zone.
4. (Optional) To automatically update your time zone when you travel, check the **Ask to update time zone to current location** box.



## 2.4 Add another time zone

**Outlook:** Set and swap time zones




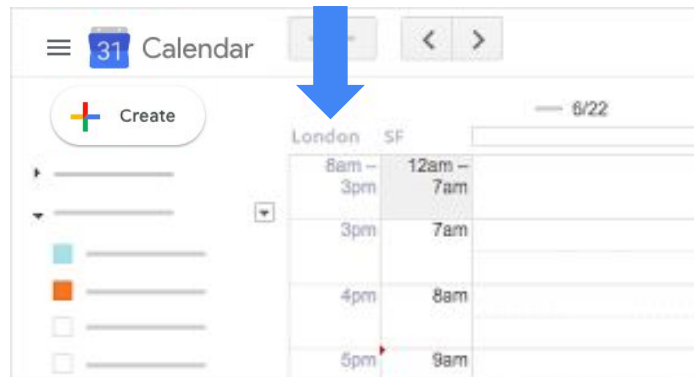
A screenshot of the Outlook settings interface for a second time zone. It features a checked checkbox labeled "Show a second time zone". Below it, there is a "Label:" text box containing the word "London" and a "Time zone:" dropdown menu showing "(UTC) Dublin, London". At the bottom, there is a blue button labeled "Swap Time Zones" with a mouse cursor hovering over it.

### Calendar: Time zones

If you work with people in another time zone, you can add their time zone to Calendar. Seeing the time where they are makes it easier to schedule events during everyone's working hours.

**Note:** Guests see events you create in their own time zone.

1. At the top, click Settings  > **Settings**.
2. On the left, click **Time zone** and check the **Display secondary time zone** box. (The primary time zone is where you live.)
3. Click the **Secondary time zone** field and select another time zone.
4. (Optional) To identify the time zone, add a label, such as *Europe*.

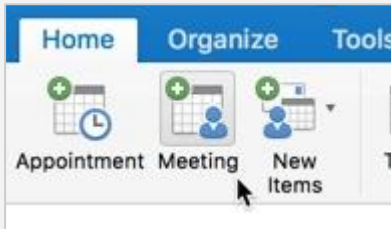


## 3 Create events

- 3.1 Create a new event
- 3.2 Add guests to an event
- 3.3 Find a time that suits all guests
- 3.4 Get suggested meeting times
- 3.5 Add a room to an event
- 3.6 Add files to an event
- 3.7 Add a video-meeting link to an event
- 3.8 Create repeating events
- 3.9 Email guests from a Calendar event

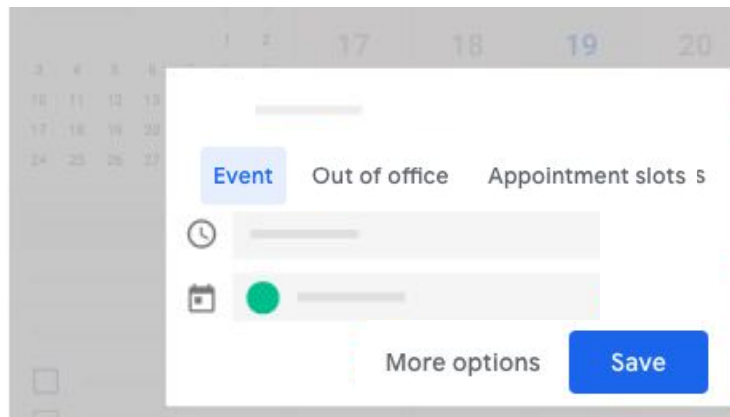
## 3.1 Create a new event

**Outlook:** Schedule a meeting



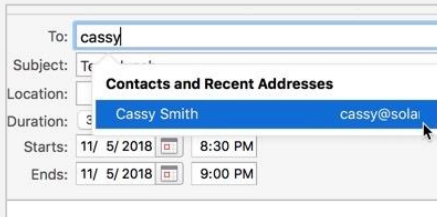
**Calendar:** Create an event

1. Click an empty time slot in the calendar grid.  
**Tip:** To create an event with the detailed view, click **More options**.
2. Add an event title, date, and time.
3. (Optional) To create the event on another calendar you have edit access to, next to your name, click the Down arrow ▼ and select a calendar.
4. Click **Save** or **More Options** to add more details. If you click **Save**, you'll be prompted to send the invitation to guests. If you haven't finalized the event, you can send the invitation later.



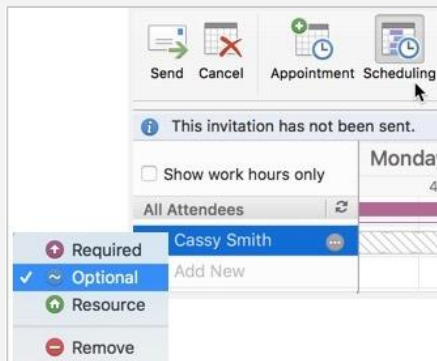
## 3.2 Add guests to an event

### Outlook: Invite attendees




The screenshot shows the 'Invite Attendees' dialog box in Outlook. The 'To' field contains 'cassy'. Below it, a dropdown menu titled 'Contacts and Recent Addresses' is open, showing a list with 'Cassy Smith' and 'cassy@sola'. The 'Starts' field is set to '11/ 5/ 2018' at '8:30 PM', and the 'Ends' field is set to '11/ 5/ 2018' at '9:00 PM'.

### Outlook: Add optional attendees

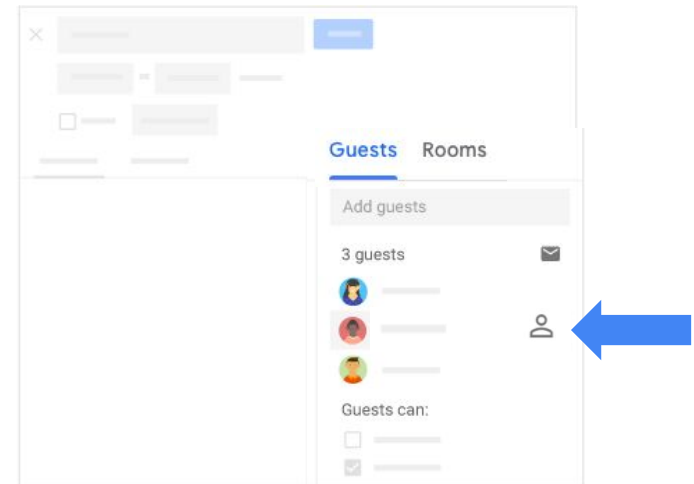


The screenshot shows the 'Add optional attendees' dialog box in Outlook. It features buttons for 'Send', 'Cancel', 'Appointment', and 'Scheduling'. A message states 'This invitation has not been sent.' Below this, there's a section for 'Monday' with a calendar icon. At the bottom, there's a list of attendees with 'Cassy Smith' selected. The list includes options for 'Required', 'Optional' (checked), 'Resource', and 'Remove'.

### Calendar: Add guests

1. Create a new event and click **More options**, or double-click an existing event to open it.
2. On the right under **Guests**, click the **Add guests** field.
3. Enter the email of the person or group.
4. (Optional) To specify a guest's attendance as optional, point to their name and click Mark optional .
5. Under **Guests can**, check or uncheck the boxes to specify whether guests can modify the event, invite others, or see the guest list.
6. Click **Save**.

**Tip:** If you're not the organizer of the meeting but you have permission to edit the event, you can follow these steps to invite people to a meeting.

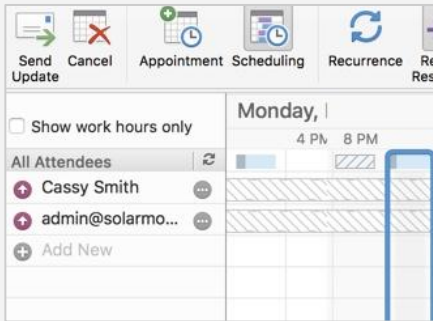


The screenshot shows the 'Add guests' dialog box in Google Calendar. It has tabs for 'Guests' and 'Rooms'. The 'Guests' tab is active, showing a list of guests with icons and names. A blue arrow points to the 'Add guests' field. Below the list, there's a section for 'Guests can:' with checkboxes for 'Can modify this event', 'Can invite others', and 'Can see the guest list'.




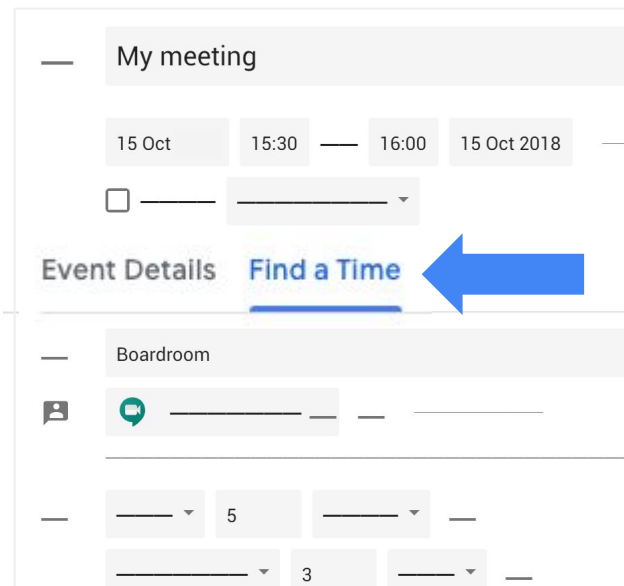
## 3.3 Find a time that suits all guests

### Outlook: Scheduling assistant



### Calendar: Find a time

1. Single-click your event and click Edit .
2. On the left, click **Find A Time**. You'll see the local time for guests in other time zones just below their name.
3. Scroll up or down the time slots or click the arrows at the top to view different days and available times.
4. Click a time slot and click **Save**. The time will be updated in the meeting details.



## 3.4 Get suggested meeting times

### Outlook: Suggested times

Suggested Times

September 2007

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Duration: 1 hour


**10:00 AM**  
5 of 6 free

**12:00 PM**  
4 of 6 free

**3:30 PM**  
4 of 6 free

**3:00 PM**  
4 of 6 free

### Calendar: Suggested times


1. Single-click your event and click Edit .
2. Open your event and under **Guests**, click **Suggested Times**.
3. Select a suggested time. The meeting is automatically updated.
4. Click **Save**.

Calendar event edit window

Guests Rooms

Add guests

3 guests

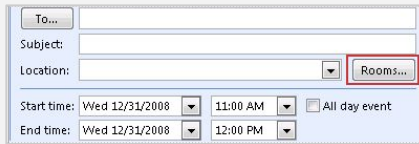
**SUGGESTED TIMES** 

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## 3.5 Add a room to an event

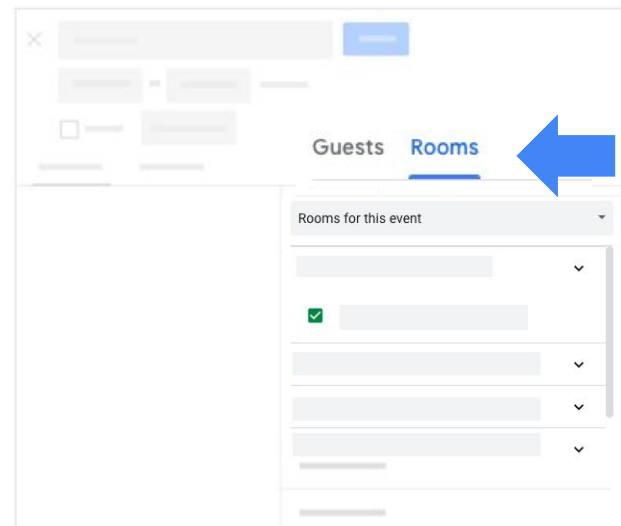
### Outlook: Add rooms



The screenshot shows the 'Add rooms' dialog box in Outlook. It has fields for 'To...', 'Subject', and 'Location'. The 'Location' field has a dropdown arrow and a 'Rooms...' button next to it. Below these fields are 'Start time' and 'End time' dropdowns, and an 'All day event' checkbox. The 'Rooms...' button is highlighted with a red rectangle.

### Calendar: Add rooms

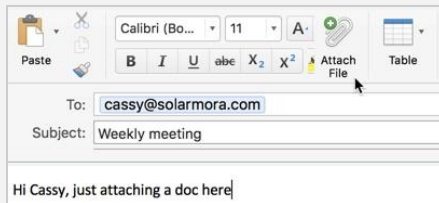
1. Single-click your event and click Edit .
2. Open your event and choose an option:
  - On the right, click **Rooms**. Suggestions automatically appear under **Rooms**.
  - Start entering the room name, location, or resource to see available options. For example, enter **Video** to see a list of rooms with that resource or enter the building name or floor to see available rooms there.
3. Click the room you want. The room is automatically added to the event.
4. Click **Save**.





The screenshot shows the 'Rooms' tab in the event editing interface. A blue arrow points to the 'Rooms' tab. Below the tab, there is a section titled 'Rooms for this event' with a dropdown arrow. A list of room suggestions is shown, with the first room selected and marked with a green checkmark.

## 3.6 Add files to an event

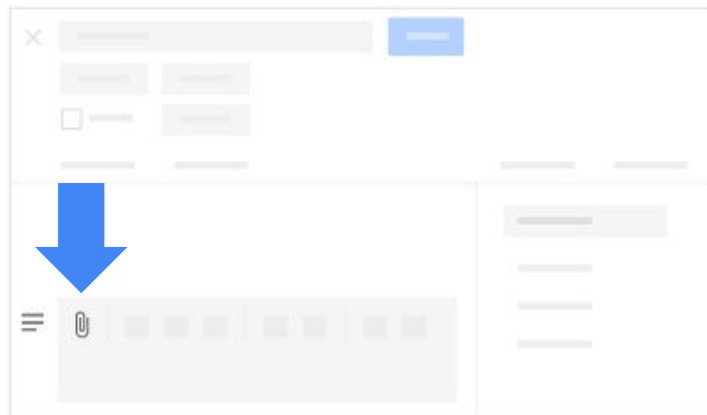
### Outlook: Attach a file



### Calendar: Add files

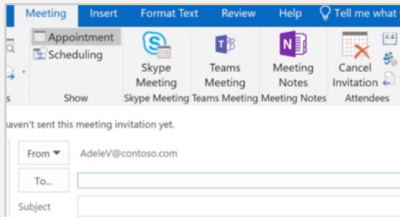
1. Single-click your event and click Edit .
2. Open your event and scroll down to the event description and click Attach .
3. Click **My Drive** or **Upload** and select your file.
4. Click **Select** or **Upload**. Your file will be attached to the event.
5. Click **Save**.

**Note:** If your G Suite administrator doesn't allow sharing Google Drive files outside of your organization, you can [send Gmail attachments to external guests](#) instead.




## 3.7 Add a video-meeting link to an event

### Outlook: New online meeting

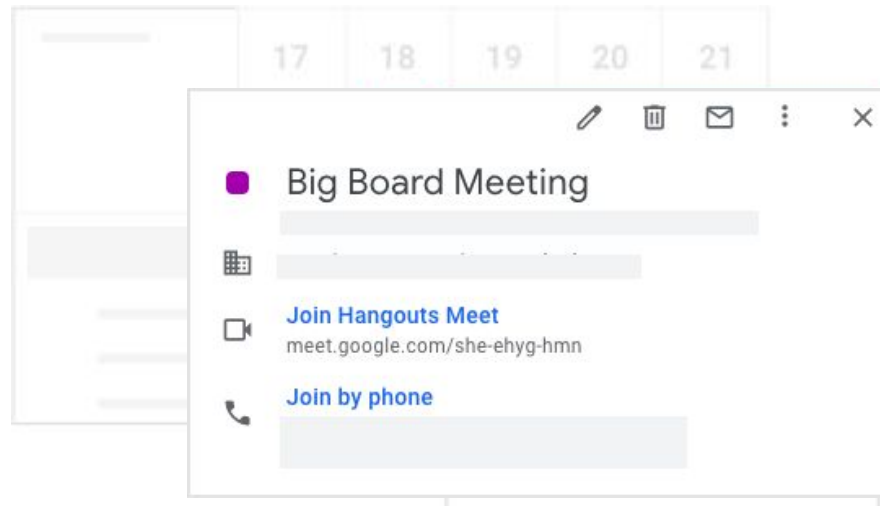


### Calendar: Add Hangouts Meet link

1. Single-click your event and click Edit .
2. Open your event and on the left under **Event details**, click **Add conferencing**.
3. Click **Hangouts Meet**.

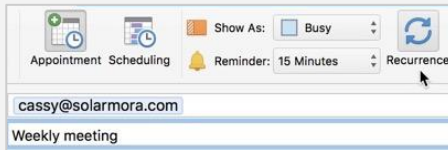
For G Suite Enterprise edition accounts, a dial-in phone number and PIN are also added. Guests can call in to the meeting by phone if your G Suite administrator has turned this option on.

4. Click **Save**. Guests will get a link to the video meeting.




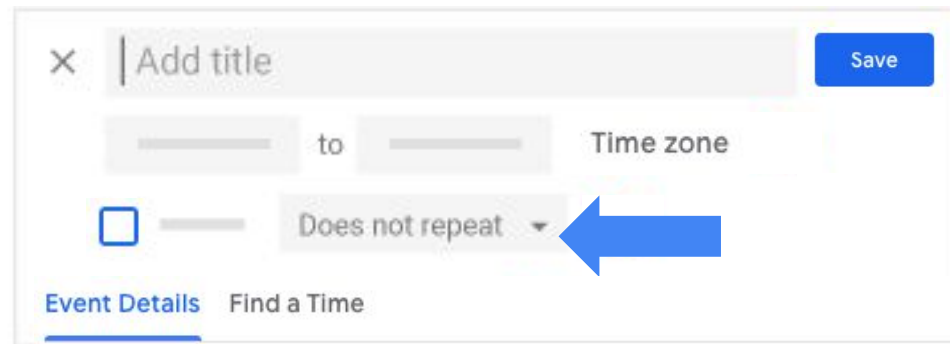
## 3.8 Create repeating events

### Outlook: Create recurring events



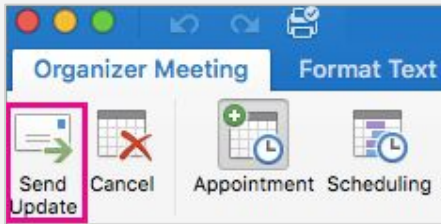
### Calendar: Create repeat events

1. Single-click your event and click Edit .
2. Open your event and at the top next to **All day**, click **Does not repeat**.
3. Choose how often you want the event to repeat.  
If you want to choose an end date, click **Custom** and enter your start and end dates.
4. Click **Save**.




## 3.9 Email guests from a Calendar event

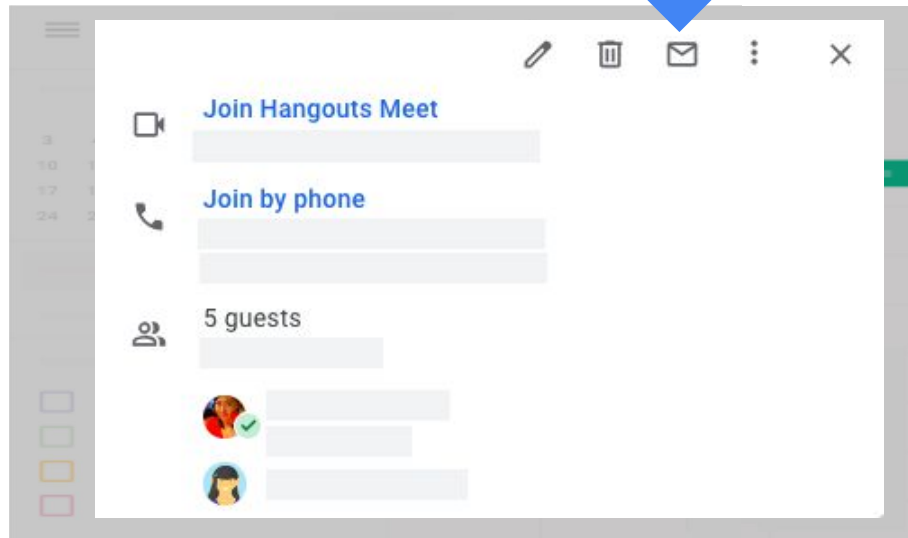
### Outlook: Send update



### Calendar: Email guests

The event organizer and event guests can quickly email everyone invited to the event directly from Calendar.

1. Single-click the event.
2. At the top, click Email .
3. Add your message. You can also add other recipients and change the subject if you want.
4. Click **Send**.



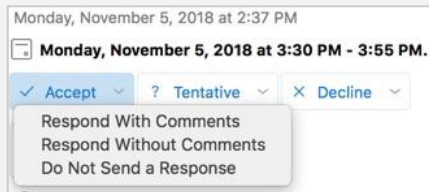
## 4 Respond to events

- 4.1 Respond to an event
- 4.2 Add a note to your response or propose a new time
- 4.3 Set event notifications
- 4.4 Remove event notifications



## 4.1 Respond to an event

### Outlook: Accept a meeting invite



### Calendar: Respond to events from Calendar or Gmail

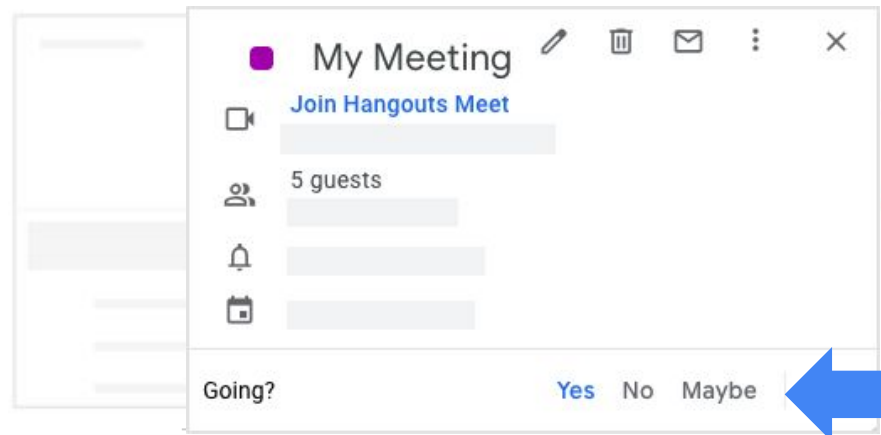
#### From Calendar

When you get an invitation to an event, it appears on your calendar.

1. Single-click the event.
2. At the bottom next to **Going?**, click **Yes**, **No**, or **Maybe**.

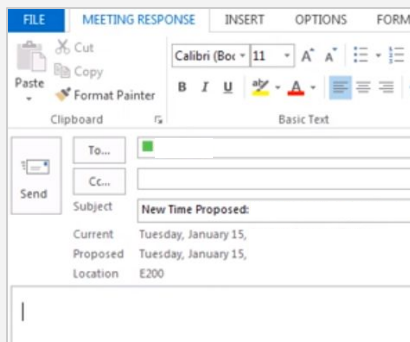
#### From Gmail

1. Open the email with the event details.
2. In the email, click **Yes**, **Maybe**, or **No**.

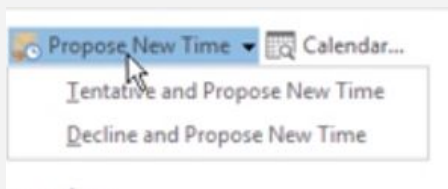


## 4.2 Add a note to your response or propose a new time

### Outlook: Edit response



### Outlook: Propose new time

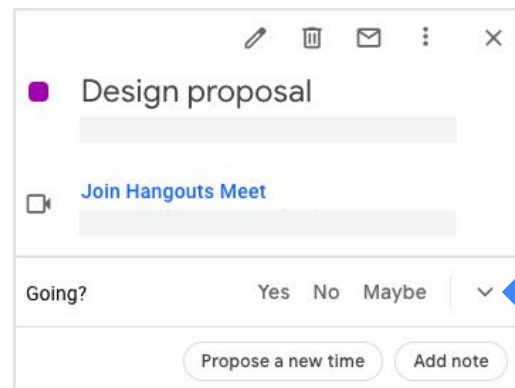


### Calendar: Add note or propose a new time

You can propose a new time for the meeting or add a note to the event that guests can see.

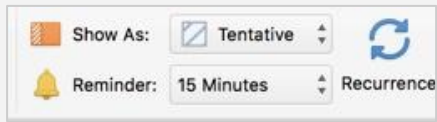
1. Single-click the event.
2. In the bottom-right corner, click the Down arrow ▼ and choose an option.
  - To add a note, click **Add note**. Enter your message, optionally change your event response, and click **Send**.
  - To suggest another time, click **Propose a new time**. On the left, choose the day and time, add an optional message, and click **Send proposal**.

All guests can propose a new time, except for events with more than 200 guests or all-day events.



## 4.3 Set event notifications

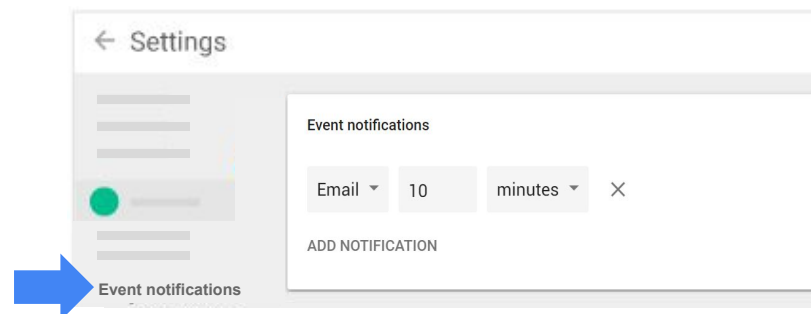
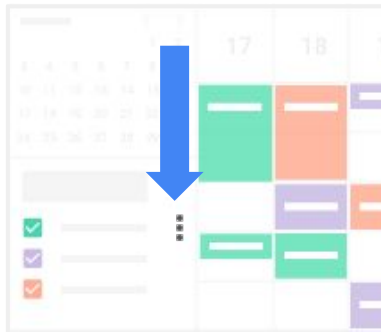
**Outlook:** Set default reminders in Settings



### Calendar: Event notifications

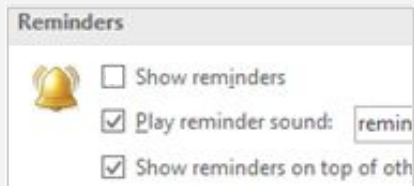
You can get event notifications by email or as a pop-up reminder.

1. On the left, point to your calendar and click More **:** > **Settings and sharing**.
2. In the **Event notifications** section, click **Add Notification**.
3. Click **Notification** and select **Email** to add an email reminder.
4. Select the amount of time before the event for the reminder.
5. (Optional) To add more notifications, repeat steps 2-4.
6. (Optional) To remove a notification, next to it, click Remove **×**.
7. (Optional) To set up notifications for all-day events, scroll down to the **All-day event notifications** section.



## 4.4 Remove event notifications

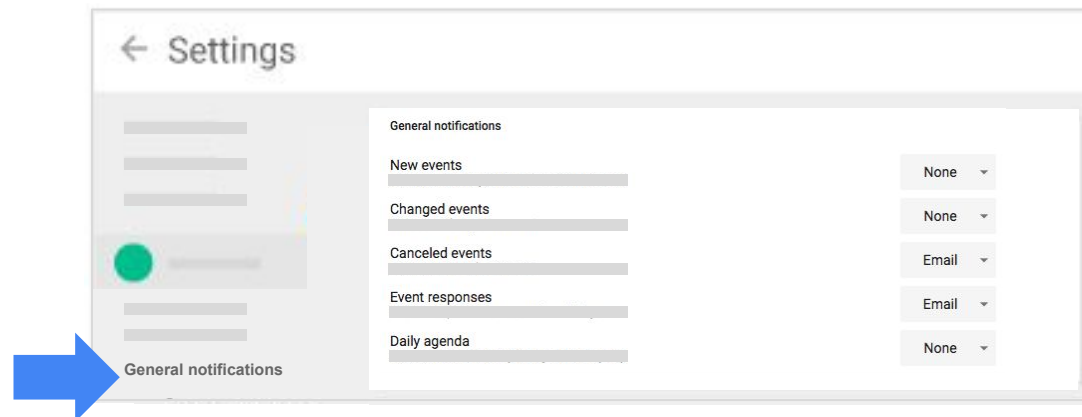
**Outlook:** Remove default reminders



### Calendar: Event notifications

You can remove email notifications for new, changed, and canceled events, and when guests respond to an event.

1. On the left, point to your calendar and click More **:** > **Settings and sharing**.
2. In the **General notifications** section, next to **Email**, click the Down arrow **▼** and select **None**.
3. (Optional) To add more notifications, repeat steps 2-4.

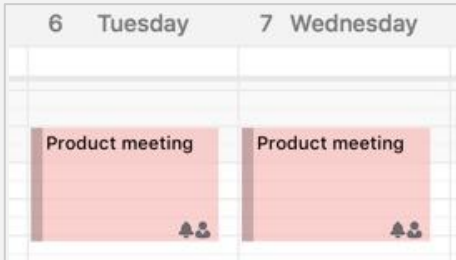


# 5 Collaborate

- 5.1 Change an event owner
- 5.2 Add a co-worker's calendar
- 5.3 Create additional calendars
- 5.4 Share or delegate your calendar
- 5.5 Share your calendar with your organization
- 5.5 Copy an event to a different calendar
- 5.6 Create a mailing group for events

## 5.1 Change an event owner

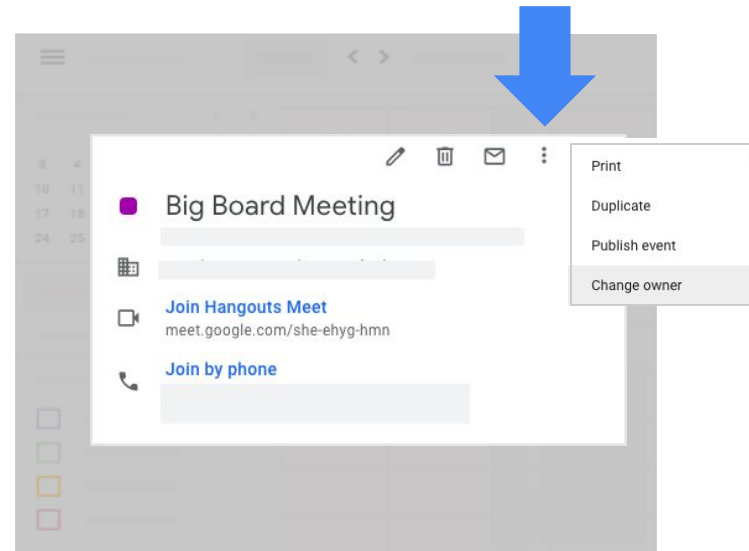
**Outlook:** Re-create a meeting with a new organizer



### Calendar: Event owner

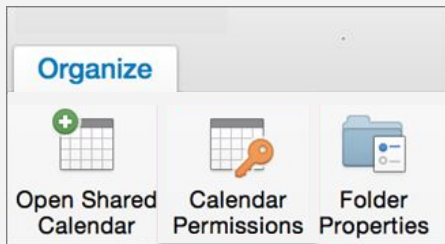
You can change the owner of an event you created. The new owner won't receive any notification, but their name will appear as the event owner on all the guests' calendars.

1. Single-click the event and at the top, click Options **:** > **Change owner**.
2. Enter the email address of the new owner.
3. (Optional) To add a note for the new owner, enter a message.
4. Click **Change Owner**.



## 5.2 Add a co-worker's calendar

**Outlook:** Open shared calendar

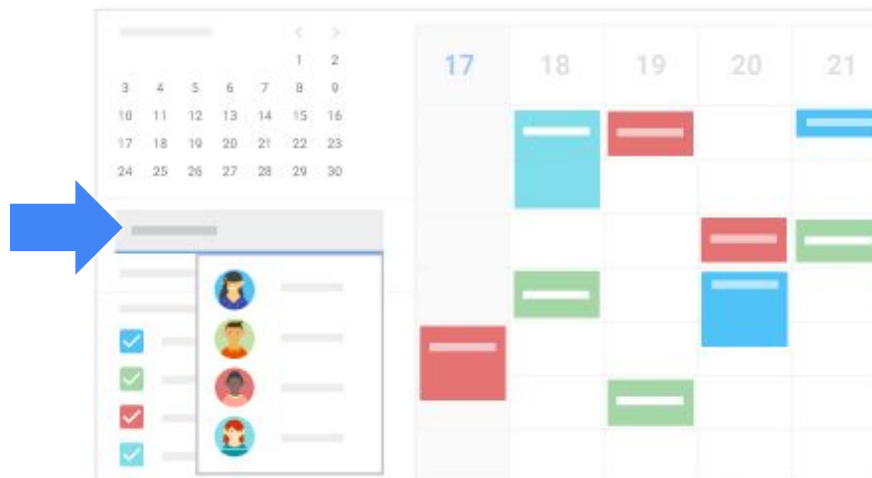


### Calendar: Add other calendars

Add a co-worker's calendar to see all your events on the same page.

**Note:** Your co-worker must have an email address on your organization's G Suite account.

1. On the left, click **Add calendar**.
2. Enter your co-worker's email address. Their calendar appears under **Other calendars** on the left, and their events appear on your calendar page.
3. (Optional) To temporarily hide the events from another calendar, uncheck the box next to the calendar.



## 5.3 Create additional calendars

**Outlook:** Create a new calendar group



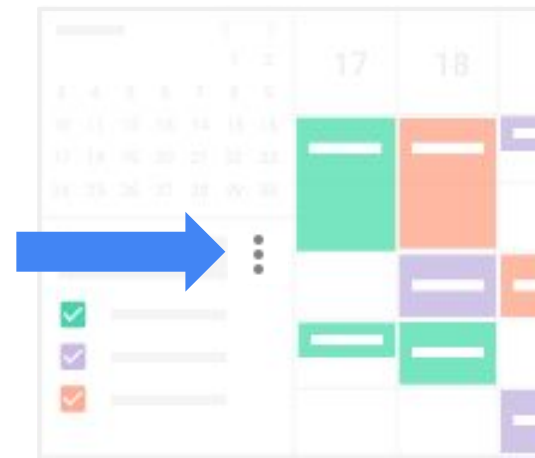
### Calendar: Add calendars

You can create new calendars for teams and projects.

1. On the left, next to **Add calendar**, click More **⋮**.
2. Click **New calendar**.
3. Enter a name and optionally a description for the calendar.
4. Choose the time zone and click **Create calendar**.

You can find the new calendar on the left under **My Calendars**.

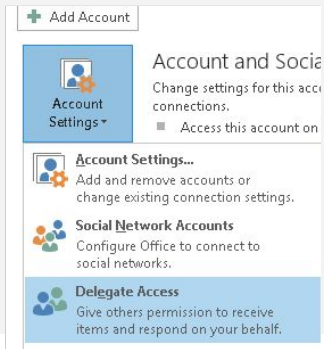
5. (Optional) To hide or show events from a calendar, check the box next to the calendar.





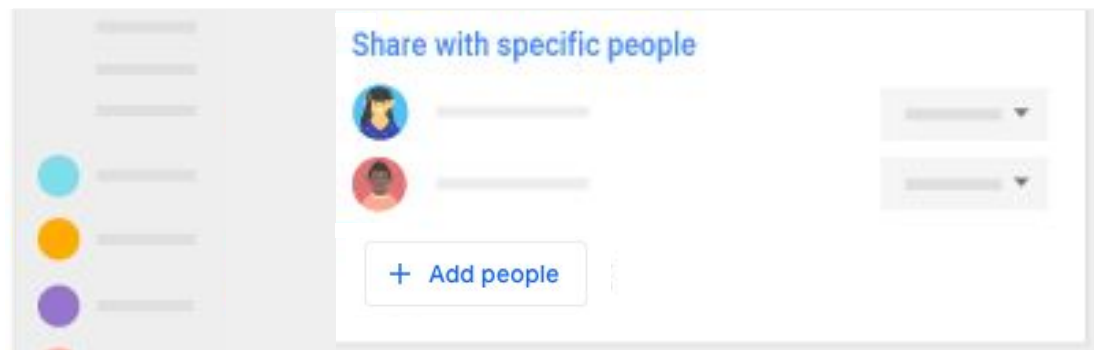
## 5.4 Share or delegate your calendar

### Outlook: Delegate access



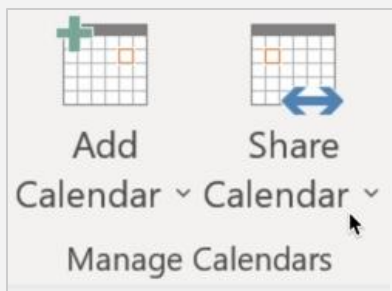
### Calendar: Share or delegate

1. On the left under **My calendars**, next to the calendar you want to share, click More **:** > **Settings and sharing**.
2. On the left, click **Share with specific people**.
3. Click **Add people** and enter an email address.
4. Click **Permissions** and choose an option:
  - To let others view your calendar, select **See all event details** or **See only free/busy (hide details)**
  - To delegate your calendar. select **Make changes to events** or **Make changes and manage sharing**.



## 5.5 Share your calendar with your organization

### Outlook: Share Calendar

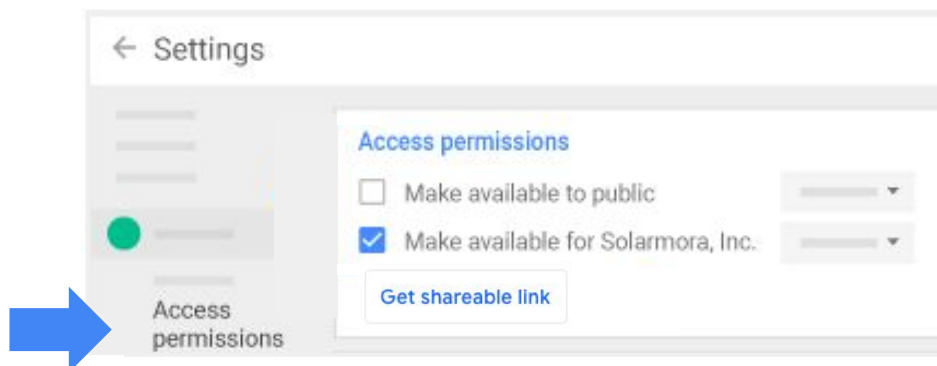


### Calendar: Access permissions

Share your calendar with your entire organization and choose the level of access people should have.

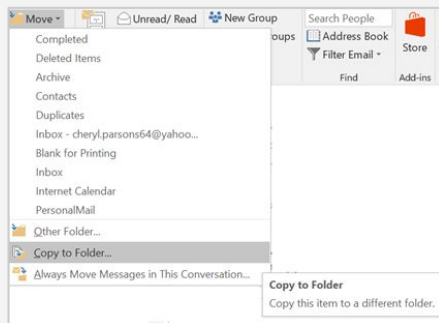
### Make your calendar visible to your organization:

1. On the left under **My calendars** next to the calendar you want to share, click More **:** > **Settings and sharing**.
2. Scroll down to the the **Access permissions** section and check the **Make available for your organization** box.
3. On the right, click **See all event details** and choose the level of access people should have.



## 5.6 Copy an event to a different calendar

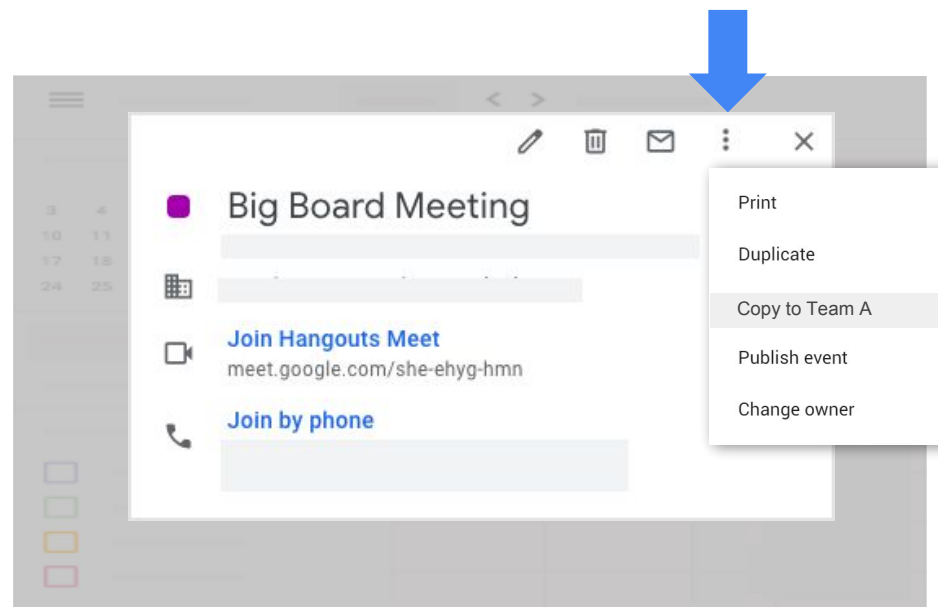
### Outlook: Copy to folder



### Calendar: Copy events

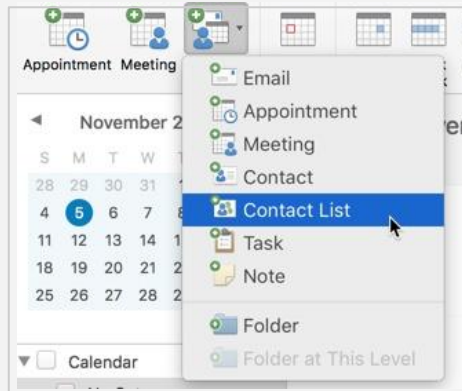
You can copy an event from one of your calendars to another.

1. Single-click the event you want to copy.
2. At the top, click More **:** > **Copy to calendar name**. The event automatically appears in the calendar.



## 5.7 Create a mailing group for events

**Outlook:** Create a distribution list



You can use [Google Groups](#) to invite several people to an event at the same time.

### Create a mailing group

1. In [Groups](#), at the top, click **Create Group**.
2. Enter a name and email address for the group, for example, *team@my-domain.com*.
3. If needed, change the group type and permissions.
4. Click **Create**.
5. Click **My groups** and under the name of your group, click **Manage**.
6. On the left, click **Direct add members**, enter the members' email addresses separated by a comma.
7. At the top, click **Add**.

**Tip:** Get help [creating your group](#).

### Invite the group to an event

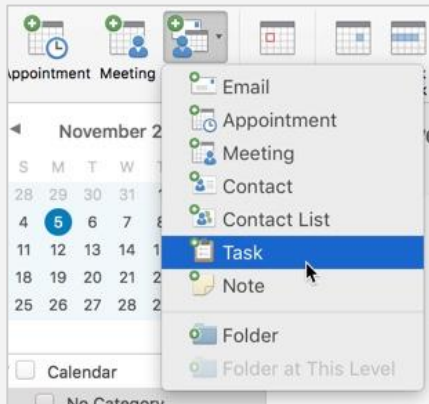
1. In Calendar, create an event.
2. Add the group email address as the guest. Everyone in the group receives an individual invitation.

## 6 Productivity tips

- 6.1 Create tasks in Calendar
- 6.2 Get your daily agenda in your inbox
- 6.3 Use filters to move Calendar responses out of your Gmail inbox
- 6.4 Set working hours
- 6.5 Decline events during out-of-office dates
- 6.6 Add appointment slots to Calendar
- 6.7 Find an event
- 6.8 Restore a deleted event

## 6.1 Create tasks in Calendar

### Outlook: Create tasks




### Calendar: Tasks

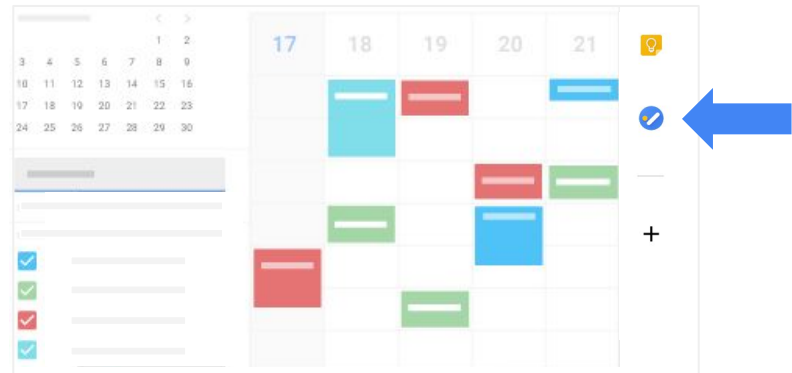
You can use Calendar to keep track of tasks.

1. In Calendar, on the right, click Tasks .

If it's the first time you're opening Tasks, at the bottom, click **Get Started**. (If you don't see **Tasks**, at the bottom right, click Show side panel < .)

2. (Optional) To create new task list, at the top under **Tasks**, click the Down arrow ▼ > **Create new list**. Add a name and click **Done**.
3. Click Add + and enter a task.
4. (Optional) To add details or a due date, click Edit .


**Tip:** Assign a different color to your tasks so you can tell them apart from events. At the left, under **My Calendars**, hover over **Tasks**, click ⋮ and select a color.

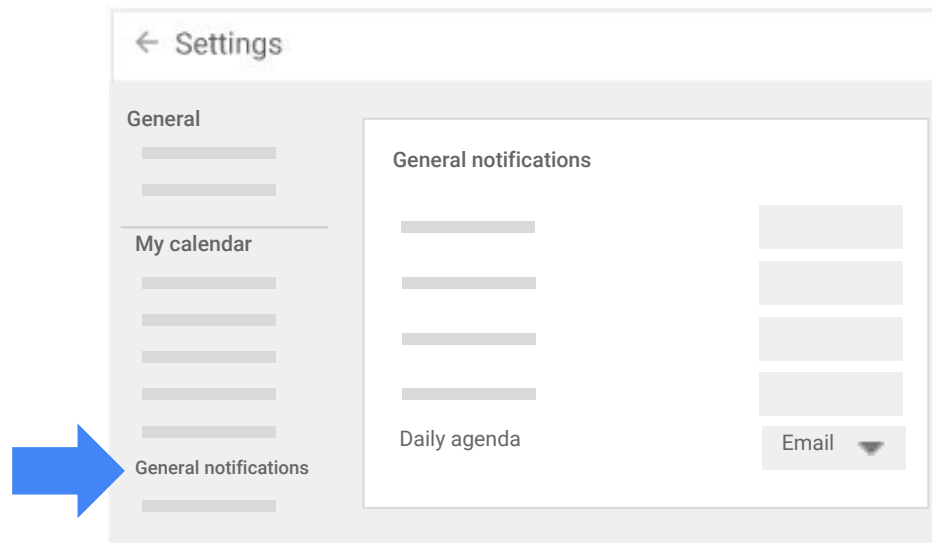


## 6.2 Get your daily agenda in your inbox

### Calendar: Daily agenda

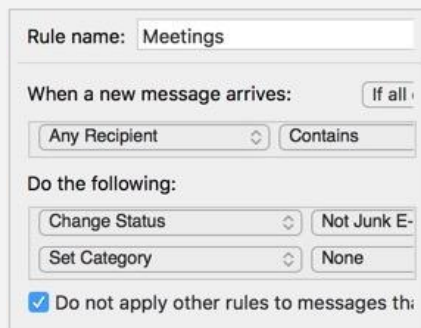
You can get an email each morning with your daily agenda.

1. In Calendar, go to Settings  > **Settings**.
2. On the left, click your calendar.
3. Click **General notifications**.
4. Next to **Daily agenda**, click the Down arrow ▼ and select **Email**.




## 6.3 Use filters to move Calendar responses out of your Gmail inbox

### Outlook: Rules

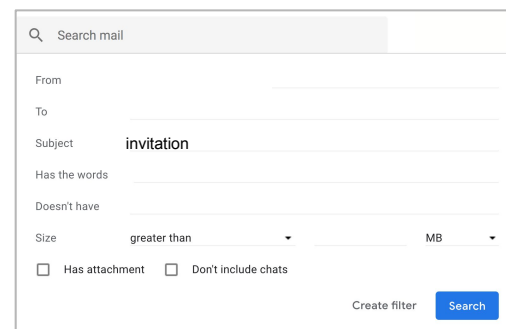


The screenshot shows the 'Rules' dialog box in Outlook. The 'Rule name' is 'Meetings'. Under 'When a new message arrives:', the condition is 'If all of the following are true:'. The first condition is 'Any Recipient' and the second is 'Contains'. Under 'Do the following:', the actions are 'Change Status' to 'Not Junk E-mail' and 'Set Category' to 'None'. The checkbox 'Do not apply other rules to messages that this rule moves' is checked.

### Calendar and Gmail: Create filters

1. In the [Gmail](#) search box, click the Down arrow  .
2. In the **To** field, enter your email address.
3. Next to **Has the words**, enter *invite.ics OR invite.vcs*.
4. Check the **Has attachment** box.
5. Click **Create filter**.
6. Check the **Apply the label** box and choose a label to automatically sort incoming event response messages.
7. If you want response messages to be automatically moved out of your inbox, but want to be able to access them later, check the **Skip the Inbox (Archive it)** box.
8. Click **Create filter**.

### Gmail filters

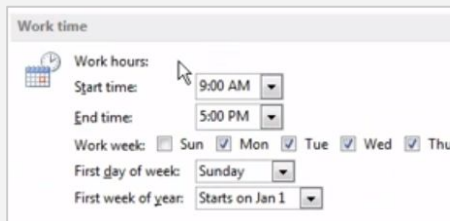


The screenshot shows the 'Create filter' dialog box in Gmail. The search criteria are: 'From' (empty), 'To' (empty), 'Subject' (invitation), 'Has the words' (empty), 'Doesn't have' (empty), 'Size' (greater than) MB. The 'Has attachment' checkbox is checked, and the 'Don't include chats' checkbox is unchecked. The 'Create filter' button is highlighted in blue.



## 6.4 Set working hours


### Outlook: Show work hours

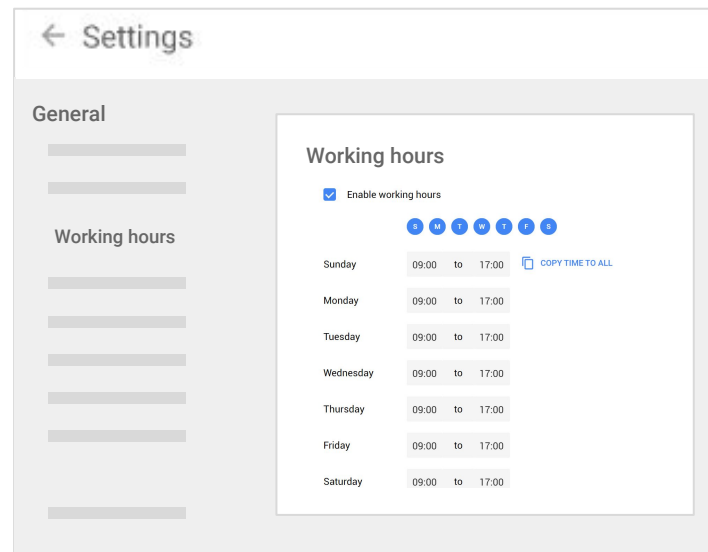


The 'Work time' dialog box in Outlook shows the following settings:

- Work hours:** Start time: 9:00 AM, End time: 5:00 PM.
- Work week:** Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked).
- First day of week:** Sunday.
- First week of year:** Starts on Jan 1.

### Calendar: Set working hours

1. In Calendar, go to Settings  > **Settings**.
2. On the left under **General**, click **Working Hours**.
3. Check the **Enable working hours** box.
4. For each day, click the time when you're available. Suggestions may already appear, but you can click the time to change them.
5. (Optional) To set the same times for every day, click **Copy time to all**.



The 'Settings' page for 'Working hours' shows the following configuration:

- Enable working hours:** ☒
- Days of the week:** Sun, Mon, Tue, Wed, Thu, Fri, Sat (all days are selected with blue circles).
- Working hours table:**

Day	Start time	End time	Action
Sunday	09:00	to 17:00	<a href="#">COPY TIME TO ALL</a>
Monday	09:00	to 17:00	
Tuesday	09:00	to 17:00	
Wednesday	09:00	to 17:00	
Thursday	09:00	to 17:00	
Friday	09:00	to 17:00	
Saturday	09:00	to 17:00	

## 6.5 Decline events during out-of-office dates

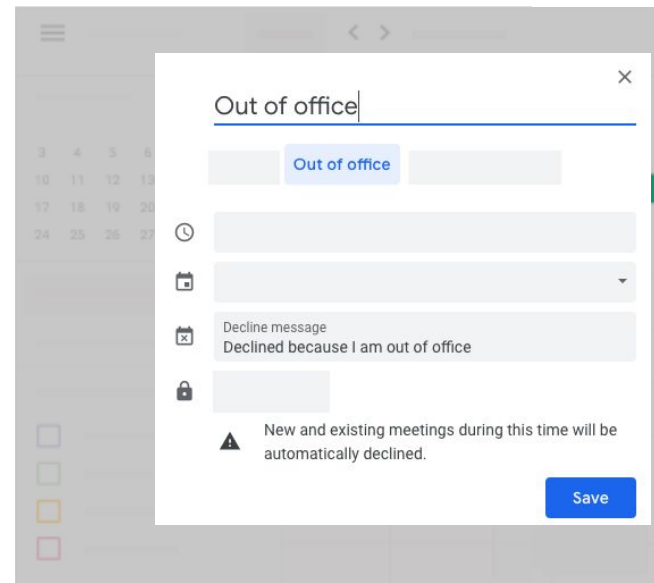
### Outlook: Automatic replies (Out of Office)



### Calendar: Out of office

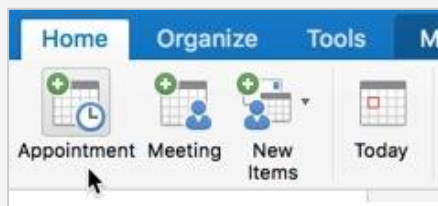
Set an out-of-office message that will automatically decline all meetings during that time:

1. In the Calendar grid, click the first day that you'll be away and then **Out of office**.
2. Select your dates.
3. (Optional) To customize your decline message, edit the message.
4. Click **Save**.



## 6.6 Add appointment slots to Calendar

**Outlook:** Create separate appointments for each guest

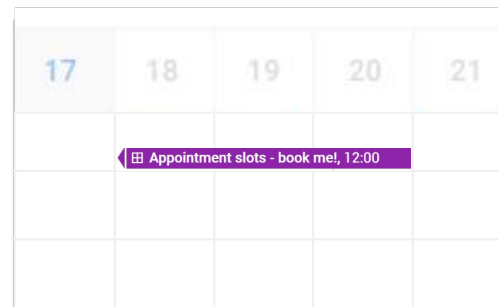


### Calendar: Appointment slots

You can set up a single appointment with bookable slots in your calendar, for example, to allow people to book a time to review a proposal.

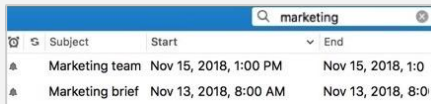
1. In Calendar, at the top, select **Week** or **Day**.
2. Single-click the first day you want to start your appointments.
3. Click **Appointment slots**.
4. Add a title and choose the timeframe for appointments.
5. Next to **Slots with duration**, enter a length of time for each appointment.
6. (Optional) To add more details, such as a description or room or to add repeat blocks, click **More Options**.
7. (Optional) To invite people to book slots, click **More Options**. Under **Event details**, copy the **This calendar's appointment page** link and email it to people.

**Tip:** Appointment blocks show as a single event in Calendar, with a grid icon in the upper left corner.



## 6.7 Find an event



### Outlook: Find an event

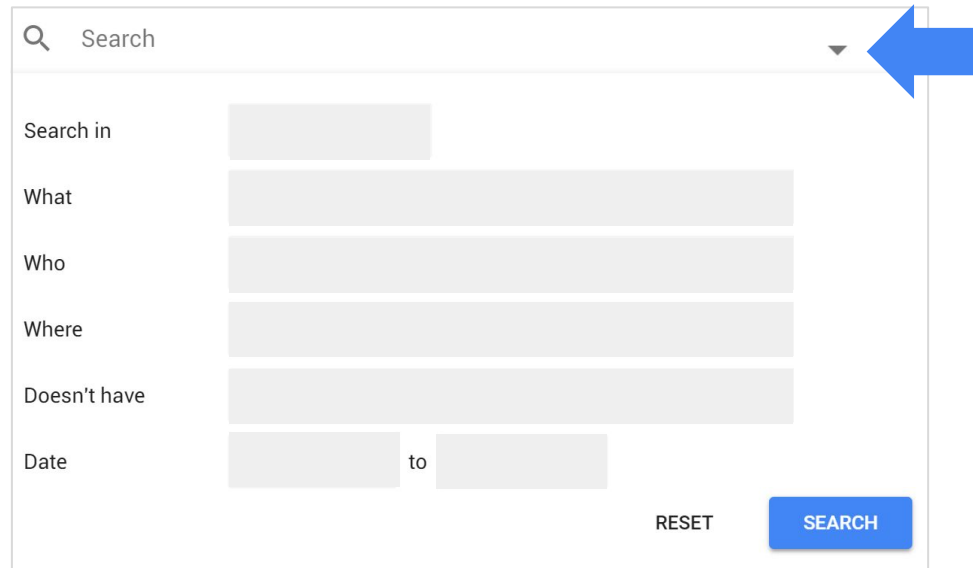


A screenshot of the Outlook search results interface. At the top, there is a search bar with the text 'marketing' and a magnifying glass icon. Below the search bar is a table with columns: 'Subject', 'Start', and 'End'. The table contains two rows of results. The first row is 'Marketing team' with a start time of 'Nov 15, 2018, 1:00 PM' and an end time of 'Nov 15, 2018, 1:0'. The second row is 'Marketing brief' with a start time of 'Nov 13, 2018, 8:00 AM' and an end time of 'Nov 13, 2018, 8:0'.

Subject	Start	End
Marketing team	Nov 15, 2018, 1:00 PM	Nov 15, 2018, 1:0
Marketing brief	Nov 13, 2018, 8:00 AM	Nov 13, 2018, 8:0

### Calendar: Find an event

1. In Calendar, at the top, click Search .
2. Enter a search keyword. Results appear as you enter text and you might see results from other G Suite services, such as Gmail and Drive.
3. (Optional) To see advanced search options, in the search bar, click the Down arrow . Enter your search query and click **Search**.
4. Click a search result to see the details for that event.



A screenshot of the advanced search interface in Google Calendar. At the top is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a blue arrow pointing left, indicating the search button. Below the search bar are several search criteria with input fields: 'Search in', 'What', 'Who', 'Where', 'Doesn't have', and 'Date'. The 'Date' field has two input boxes separated by the word 'to'. At the bottom right of the form are two buttons: 'RESET' and 'SEARCH'.

Search in

What

Who

Where

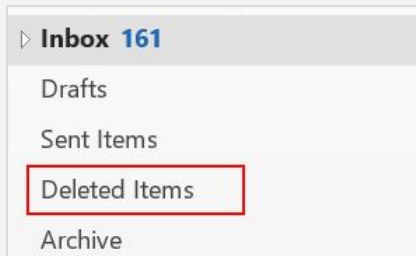
Doesn't have

Date  to

RESET SEARCH




## 6.8 Restore a deleted event

**Outlook:** Recover deleted item

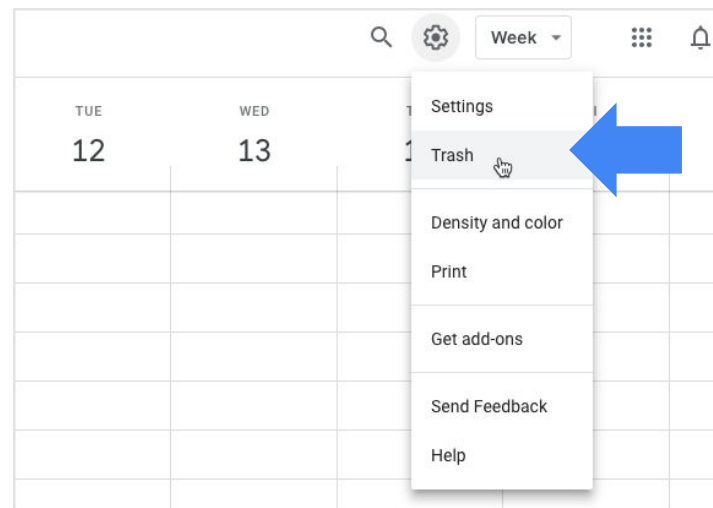


### Calendar: Restore deleted events

To find a deleted event:

1. In Calendar, at the top, click Settings  > **Trash**.
2. To the right of the event, click Restore .
3. (Optional) To delete the event permanently, click Delete .

Deleted events are kept in the Trash for 30 days before being permanently deleted.



# Next steps

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