

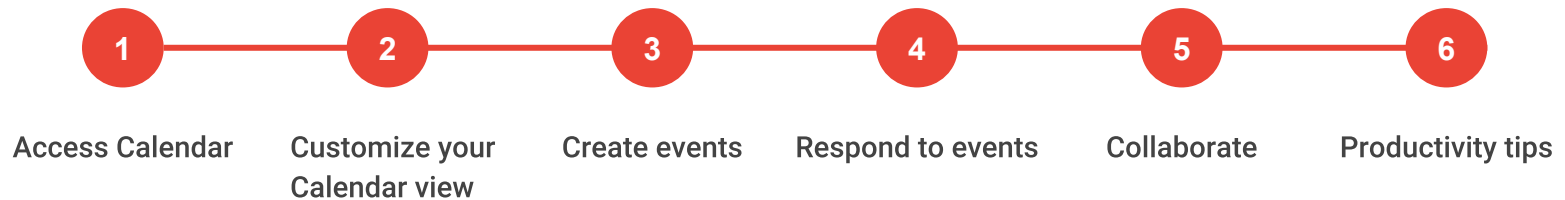


Switching to Google Calendar from Microsoft Outlook 2010

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 2010

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 guests 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 to Office Online

Make a calendar public

Select time zones for an event


Narrow time zone selection by country

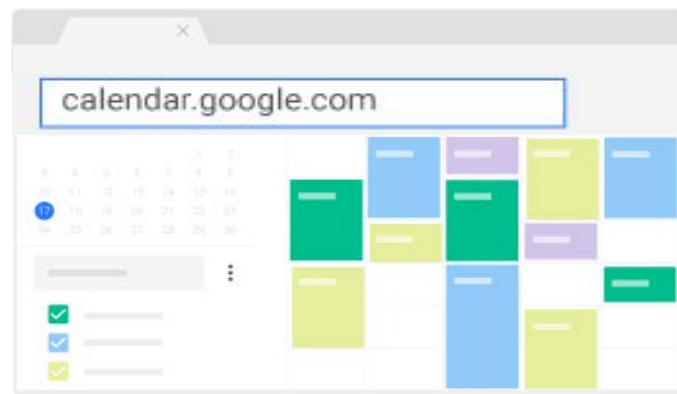
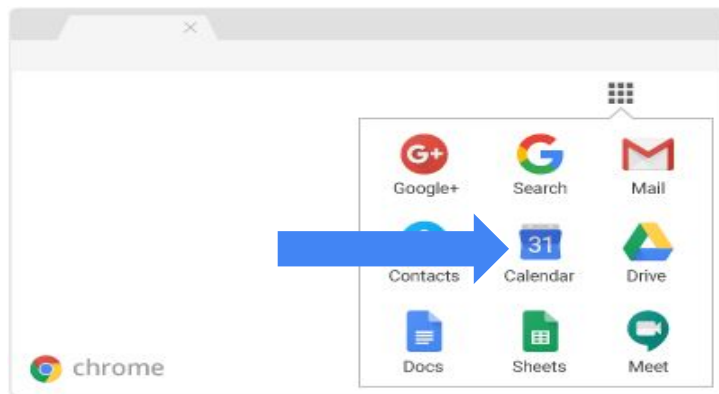
1 Access Calendar

- 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...

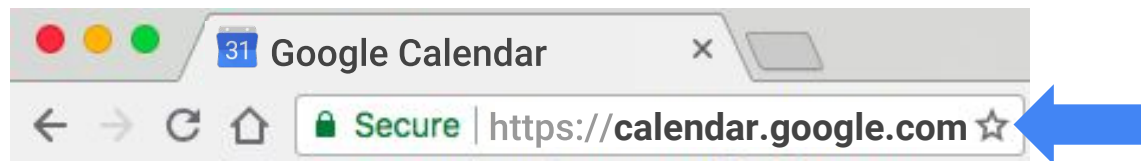
- Any web browser—Go to calendar.google.com.
- From Gmail and other G Suite pages—At the top right, click the App Launcher  > **Calendar**.
- Android devices—Install and open the [Android app](#).
- Apple® iOS® devices—Install and open the [iOS app](#).



1.2 Add Calendar to your browser bookmarks

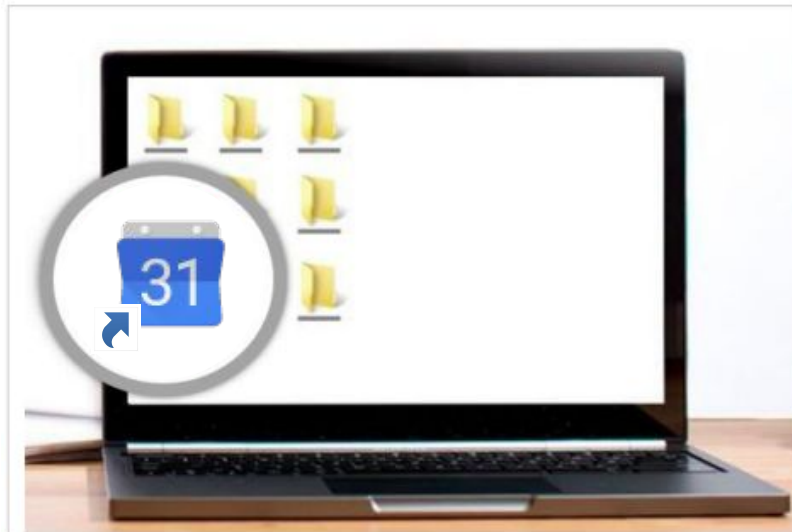
1. Open Chrome Browser and go to calendar.google.com.
2. In the address bar, click Bookmark ☆.
3. From the **Folder** list, leave the default **Bookmarks Bar** or choose another location for the bookmark.
4. Click **Done**.

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.



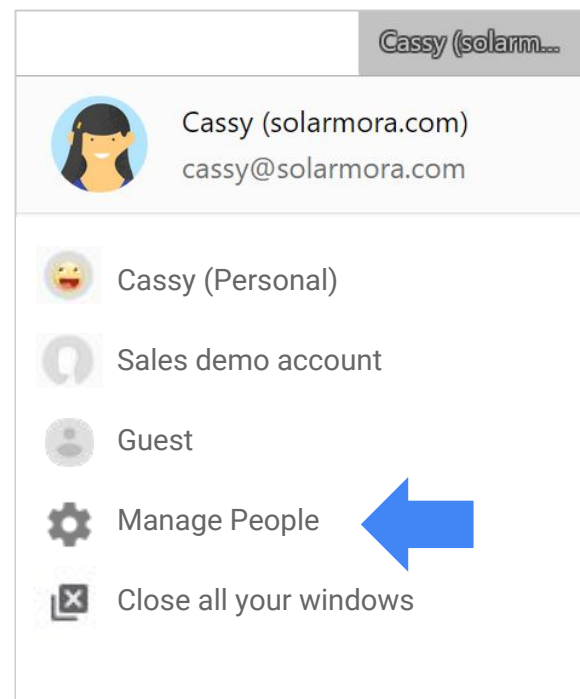
1.4 Switch between multiple Google Accounts

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.

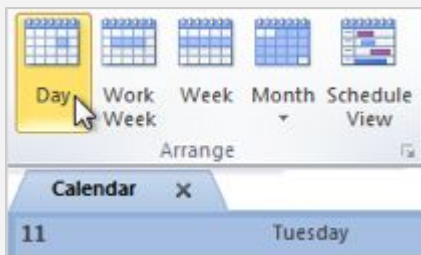


2 Customize your Calendar view


- 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

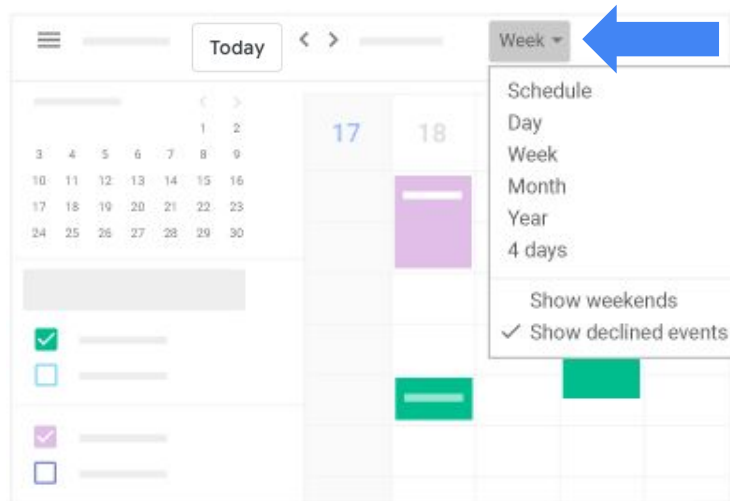
2.1 Change how you see your calendar

Outlook: Select your view



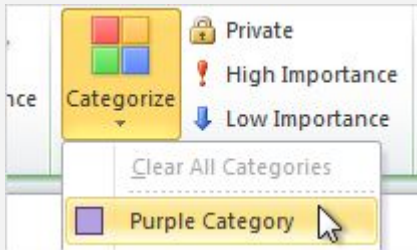
Google Calendar: Change your calendar view

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

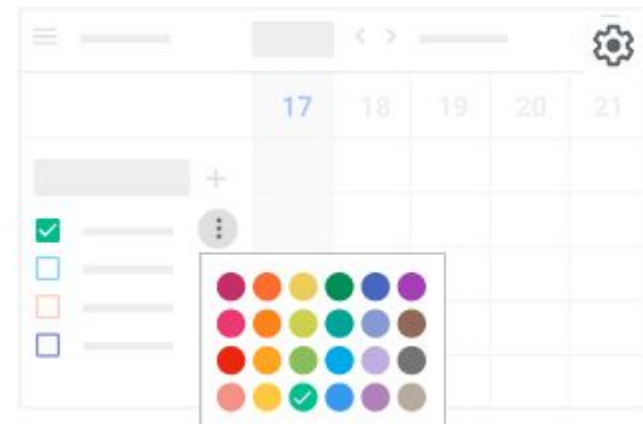
Give your calendars, reminders, and tasks different colors to tell them apart. For example, make all events related to a project the same color.

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.

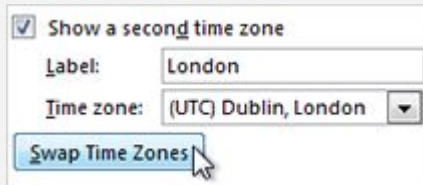
Change color for a single event

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

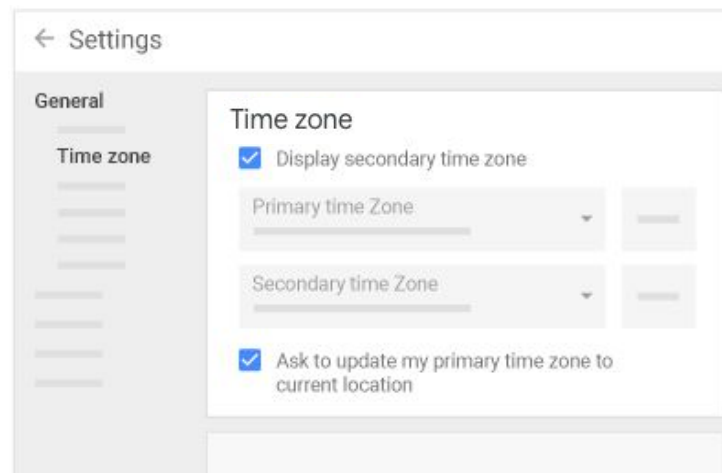


A screenshot of the Outlook 'Time zones' settings panel. It features a checkbox labeled 'Show a second time zone' which is checked. Below this, there is a 'Label:' text box containing 'London' and a 'Time zone:' dropdown menu showing '(UTC) Dublin, London'. At the bottom, there is a 'Swap Time Zones'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

Calendar: Time zone

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

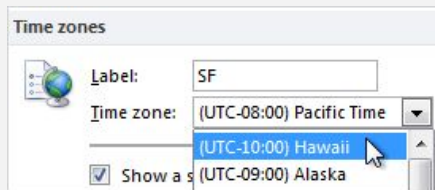
1. Go to Settings  > **Settings**.
2. At the left, click **Time zone**.
3. Click **Primary time zone** and choose your time zone.
4. (Optional) To automatically update your time zone when you travel, check the **Ask to update time zone to current location** box.



A screenshot of the Outlook 'Settings' app, specifically the 'Time zone' section. The 'General' tab is selected on the left. The 'Time zone' section has a checkbox 'Display secondary time zone' which is checked. Below this are two dropdown menus: 'Primary time Zone' and 'Secondary time Zone'. At the bottom, there is a checkbox 'Ask to update my primary time zone to current location' which is also checked.

2.4 Add another time zone

Outlook: Set and swap time zones

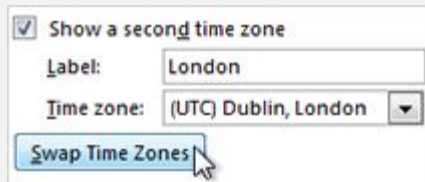


The screenshot shows the 'Time zones' settings in Outlook. It includes a 'Label' field with 'SF', a 'Time zone' dropdown menu currently showing '(UTC-08:00) Pacific Time' with '(UTC-10:00) Hawaii' selected, and a checked 'Show a second time zone' option with '(UTC-09:00) Alaska' listed below.



The screenshot shows a calendar view with two time zones: 'London' and 'SF'. The 'London' column shows '3 pm' and the 'SF' column shows '7 am'. A 'Calendar' tab is visible at the top.

	London	SF
	3 pm	7 am




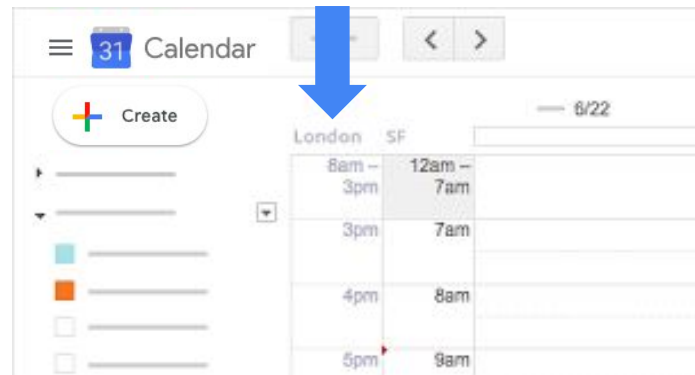
The screenshot shows the 'Time zones' settings in Outlook. It includes a checked 'Show a second time zone' option, a 'Label' field with 'London', a 'Time zone' dropdown menu showing '(UTC) Dublin, London', and a 'Swap Time Zones' button.

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*.



The screenshot shows the Google Calendar interface. A blue arrow points to the 'Settings' gear icon. The calendar view shows two time zones: 'London' and 'SF'. The 'London' column shows '8am - 3pm' and the 'SF' column shows '12am - 7am'. A 'Create' button is visible at the top left.

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

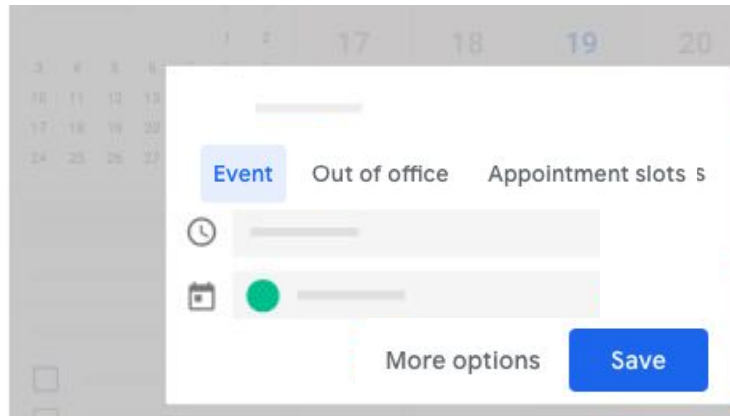
3.1 Create a new event

Outlook: Schedule a meeting



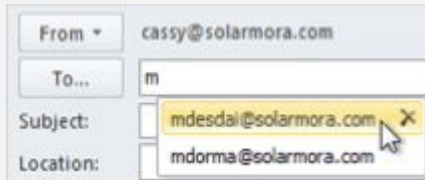
Calendar: Create an event

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: Add attendees to an invitation




A screenshot of the Outlook 'Add attendees' form. The 'From' field is 'cassy@solarмора.com'. The 'To...' field contains 'm'. The 'Subject' field is empty. The 'Location' field is empty. A dropdown menu is open below the 'To...' field, showing two email addresses: 'mdesdai@solarмора.com' and 'mdorma@solarмора.com'. A mouse cursor is hovering over the first address.

Outlook: Add optional attendees

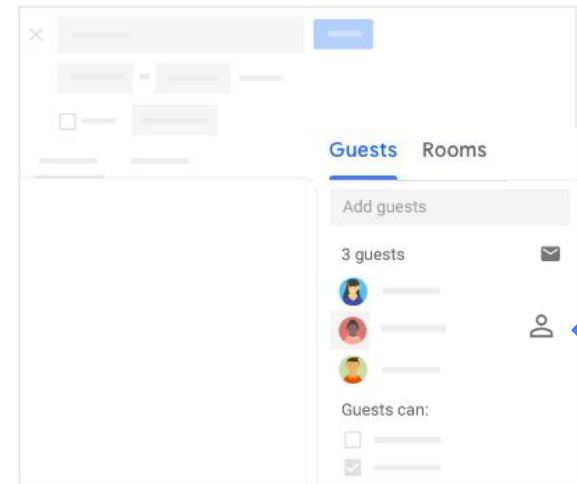


A screenshot of the Outlook 'Add optional attendees' form. It has three rows: 'Required ->' with 'alice@solarмора.com', 'Optional ->' with 'aaron@solarмора.com', and 'Resources ->' with 'Bldg 4'.

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**.

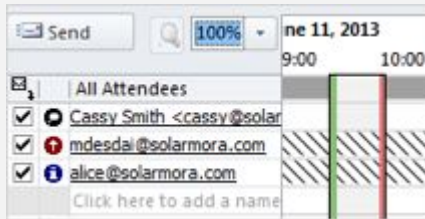
Tip: If you're not the organizer of the meeting but you have permission to edit the event, you can follow these steps to invite people to a meeting.




A screenshot of the 'Add guests' interface. It shows a list of 3 guests with their names and profile pictures. To the right of each name is a person icon. A blue arrow points to the person icon next to the third guest. Below the list, there is a section titled 'Guests can:' with three checkboxes: 'Can modify this meeting' (unchecked), 'Can invite others' (checked), and 'Can see the guest list' (checked).

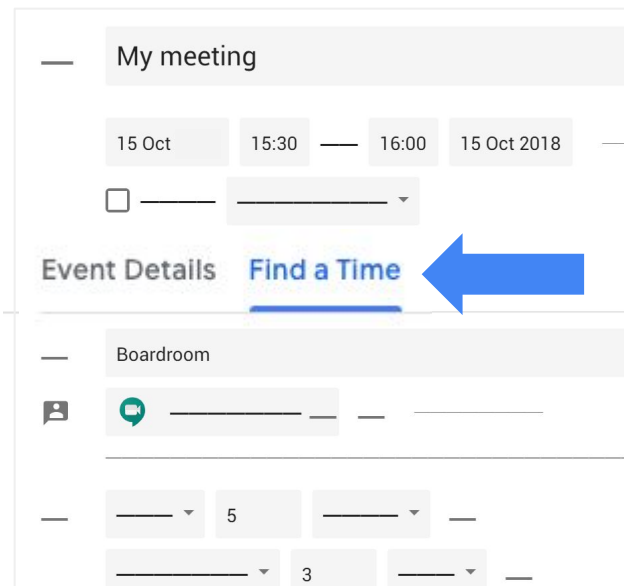
3.3 Find a time that suits all guests

Outlook: Scheduling



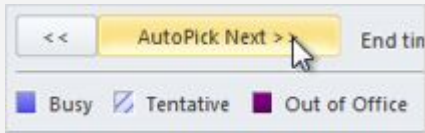
Calendar: Find a time

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.




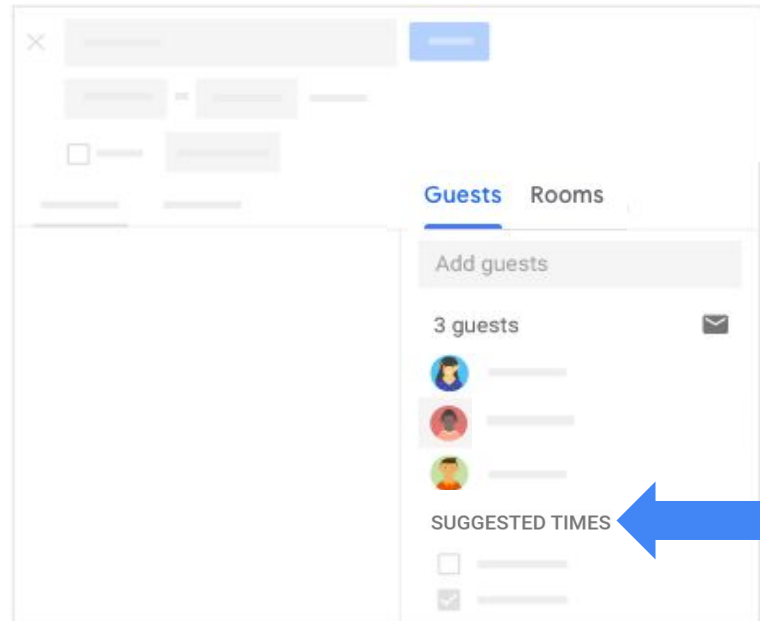
3.4 Get suggested meeting times

Outlook: Auto-pick next



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**.




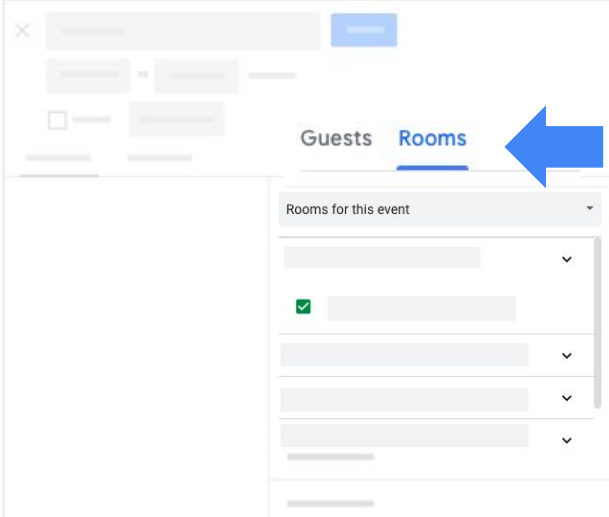
3.5 Add a room to an event

Outlook: Add resources

Required ->	alice@solarmora.com
Optional ->	aaron@solarmora.com
Resources ->	Bldg 4

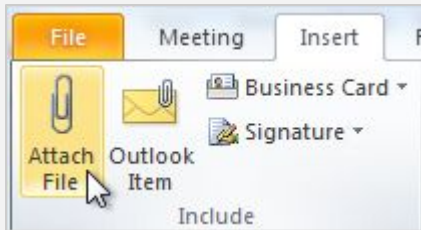
Calendar: Add rooms

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**.





3.6 Add files to an event

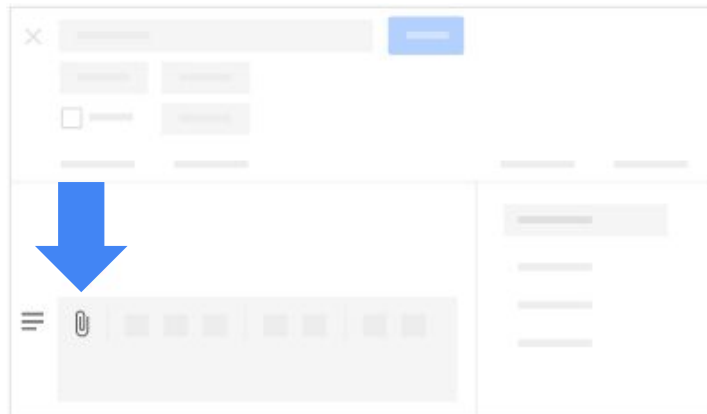
Outlook: Attach a file



Calendar: Add files

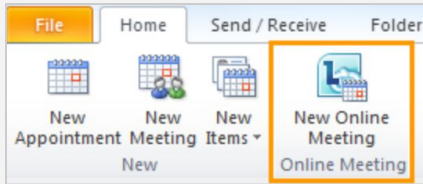
1. Single-click your event and click Edit .
2. Open your event and scroll down to the event description and click Attach .
3. Click **My Drive** or **Upload** and select your file.
4. Click **Select** or **Upload**. Your file will be attached to the event.
5. Click **Save**.

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

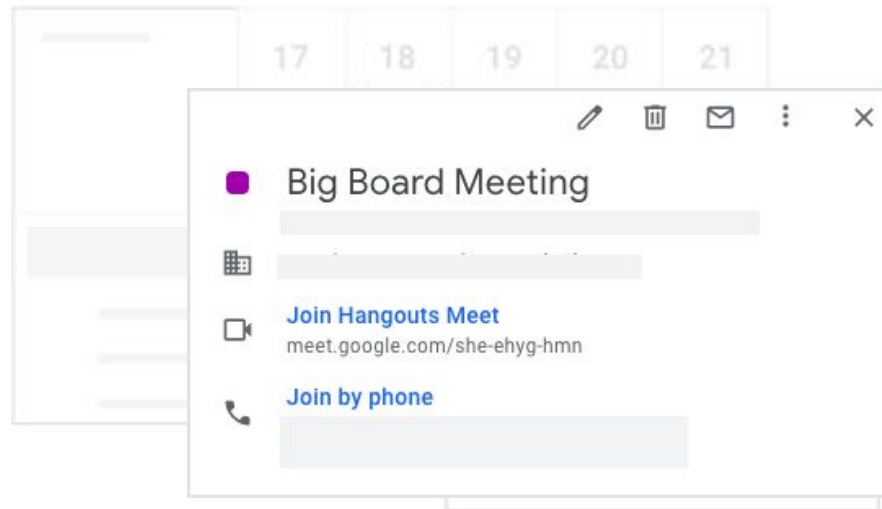


Calendar: Add Hangouts Meet link

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**.

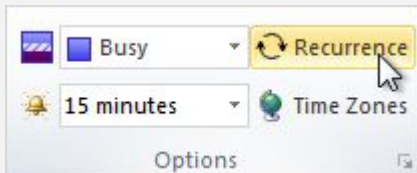
For G Suite Enterprise edition accounts, a dial-in phone number and PIN are also added. Guests can call in to the meeting by phone if your G Suite administrator has turned this option on.

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




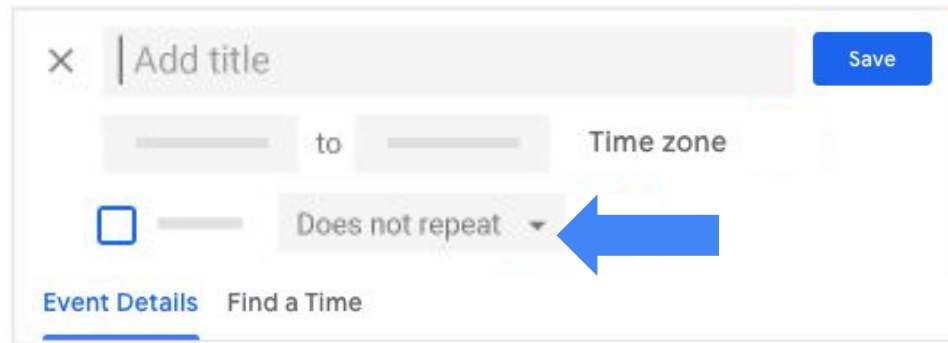
3.8 Create repeating events

Outlook: Create recurring events



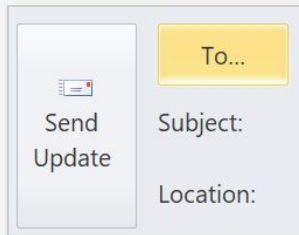
Calendar: Create repeat events

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**.

A screenshot of the 'Add title' dialog box. It has a title bar with a close button (X) and a 'Save' button. Below the title bar, there are two date pickers separated by 'to', followed by a 'Time zone' label. Below that, there is a checkbox and a dropdown menu labeled 'Does not repeat'. A large blue arrow points to the 'Does not repeat' dropdown. At the bottom, there are two tabs: 'Event Details' (which is selected) and 'Find a Time'.

3.9 Email guests from a Calendar event


Outlook: Send update

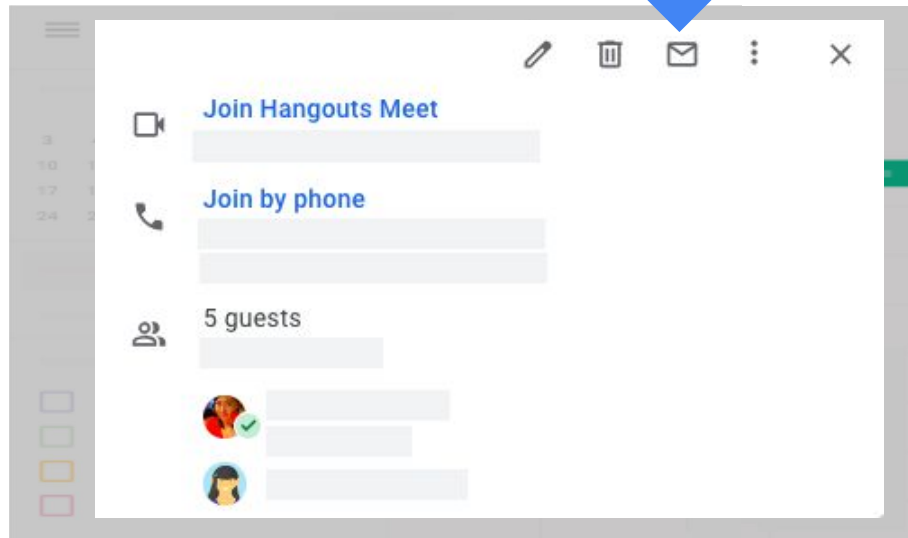


A screenshot of the 'Send update' dialog box in Outlook. It features a light blue background with a white border. On the left, there is a button labeled 'Send Update' with a small icon of a document and a red checkmark. To the right of this button, there are three text input fields: 'To...' (highlighted in yellow), 'Subject:', and 'Location:'.

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**.

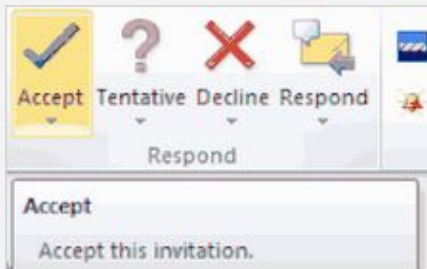


4 Respond to events

- 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

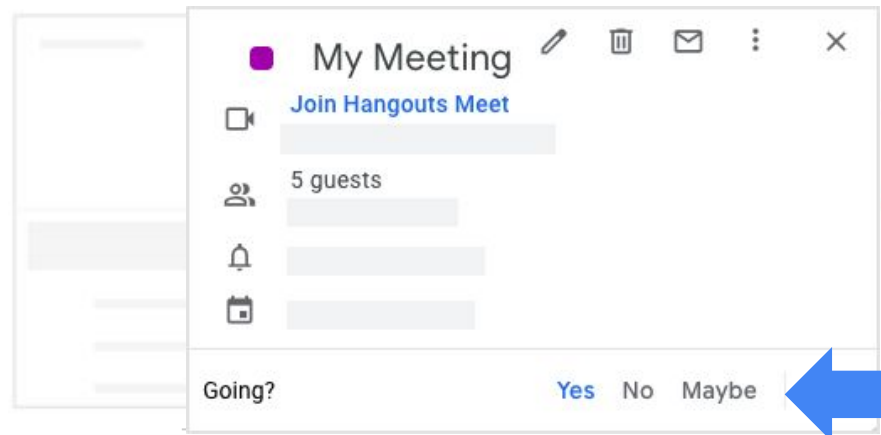
From Calendar

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**.

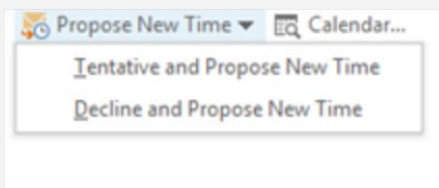
From Gmail

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: Accept a meeting invite

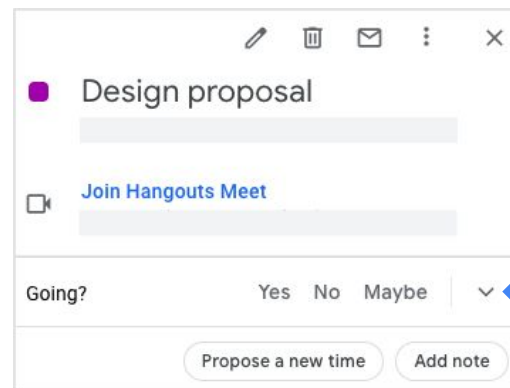


Calendar: Add note or propose a new time

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

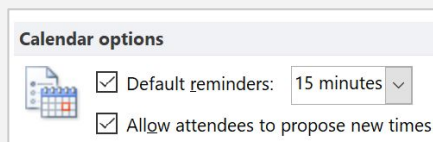
1. Single-click the event.
2. In the bottom-right corner, click the Down arrow ▼ and choose an option.
 - To add a note, click **Add note**. Enter your message, optionally change your event response, and click **Send**.
 - To suggest another time, click **Propose a new time**. On the left, choose the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

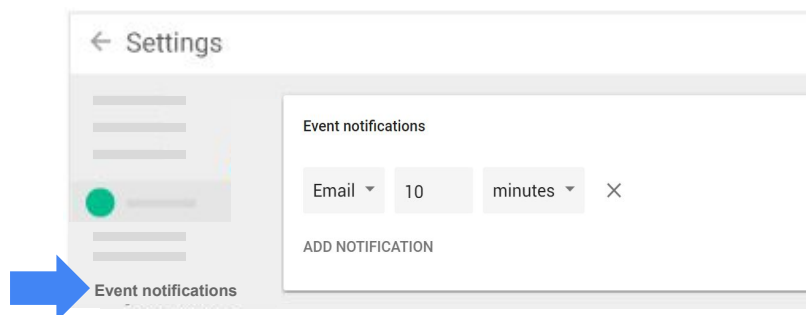
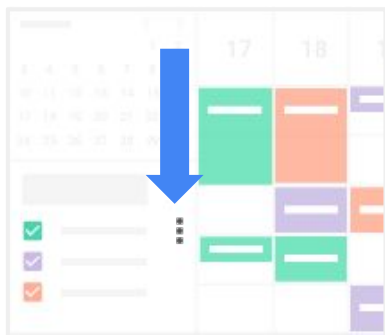
Outlook: Set default reminders in Settings



Calendar: Event notifications

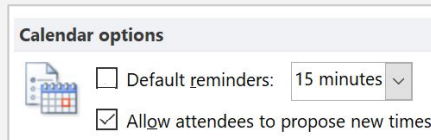
You can get event notifications by email or as a pop-up reminder.

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

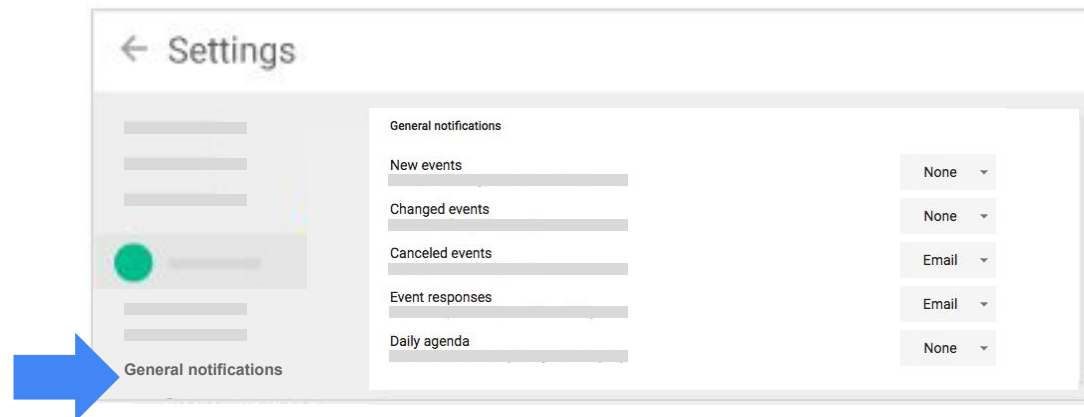
Outlook: Remove default reminders



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

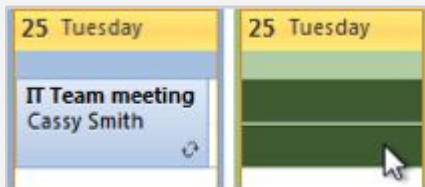
5.5 Share your calendar with your organization

5.5 Copy an event to a different calendar

5.6 Create a mailing group for events

5.1 Change an event owner

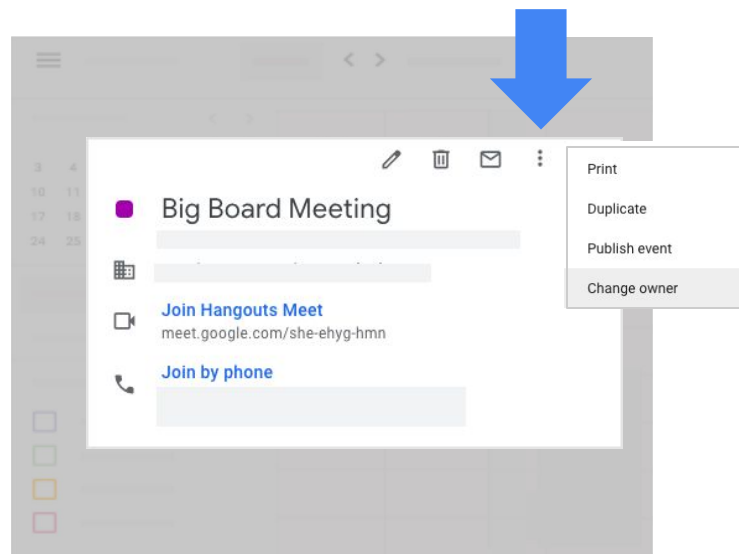
Outlook: Re-create a meeting with a new organizer



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

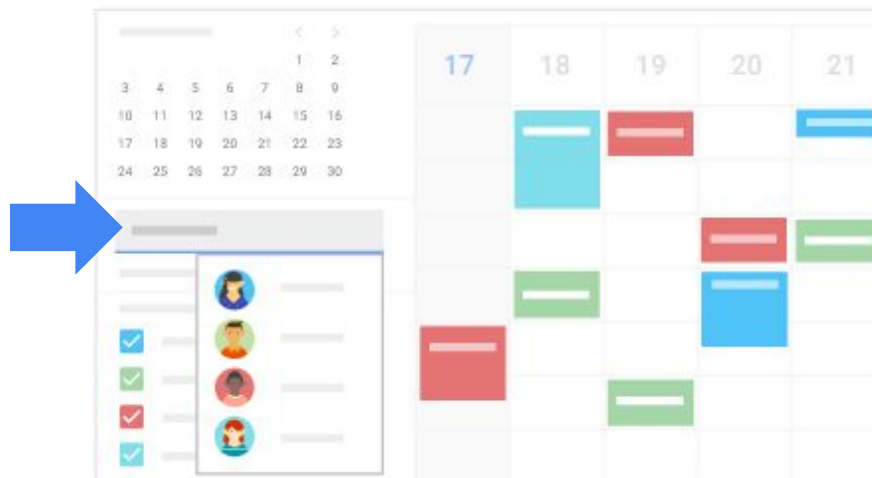


Calendar: Add other calendars

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

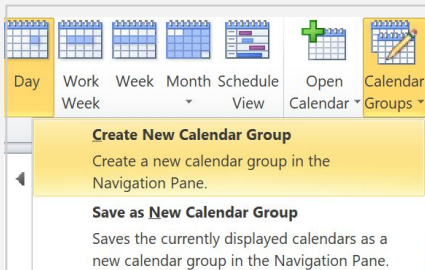
Note: Your co-worker must have an email address on your organization's G Suite account.

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



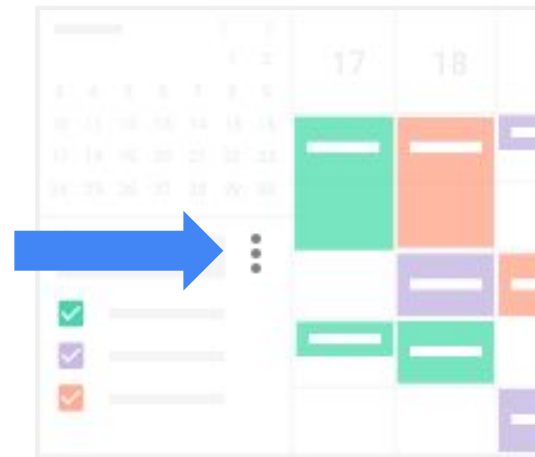
Calendar: Add calendars

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.




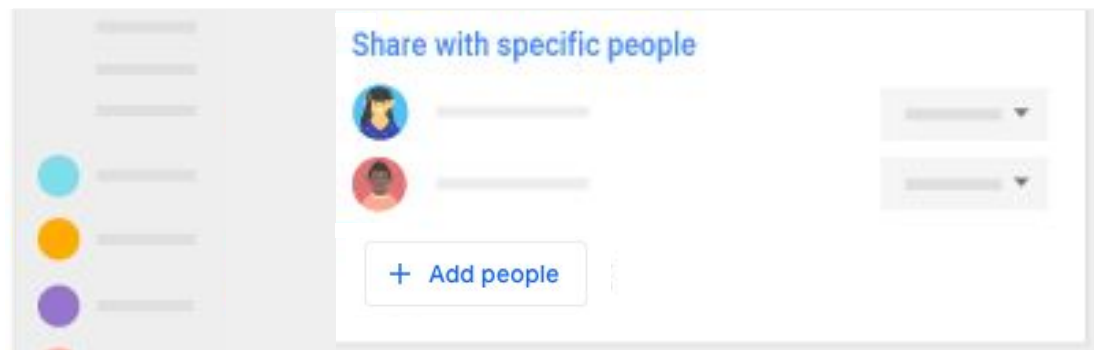
5.4 Share or delegate your calendar

Outlook: Delegate access



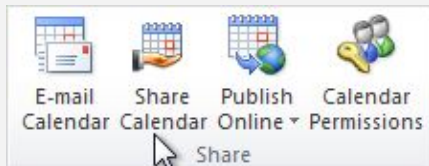
Calendar: Share or delegate

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

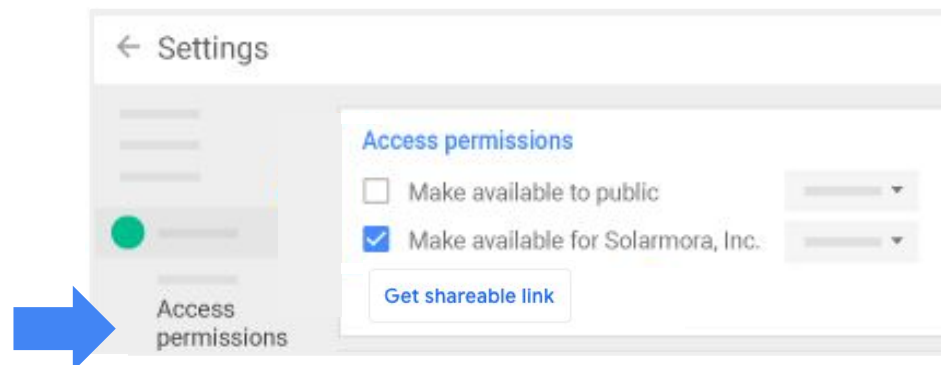


Calendar: Access permissions

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

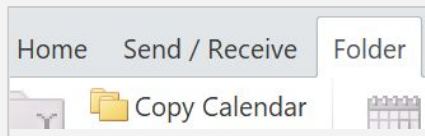
Make your calendar visible to your organization:

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

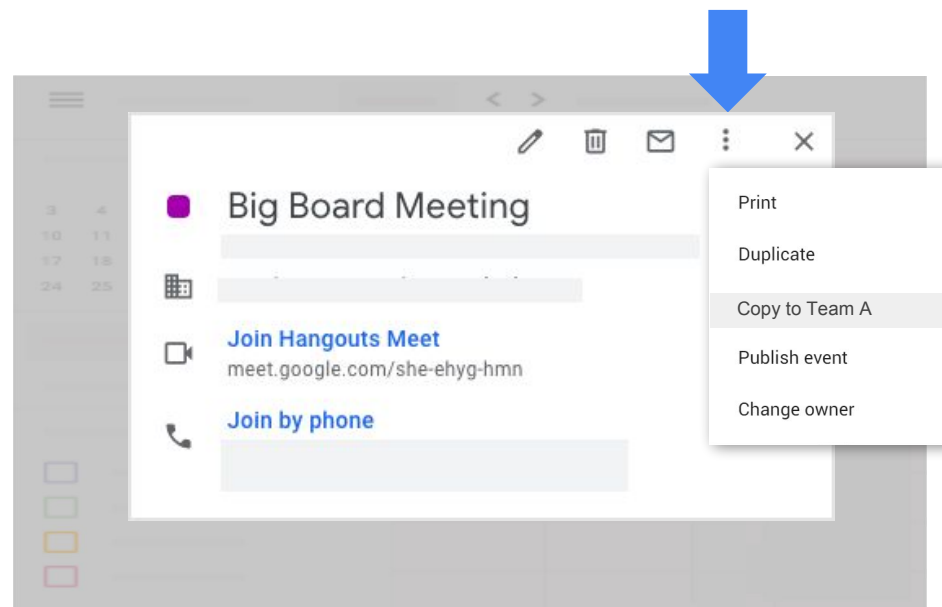
Outlook: Copy Calendar



Calendar: Copy events

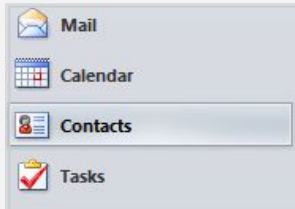
You can copy an event from one of your calendars to another.

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

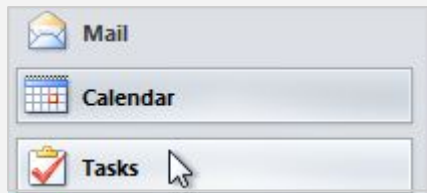
1. In Calendar, create an event.
2. Add the group email address as the guest. Everyone in the group receives an individual invitation.

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

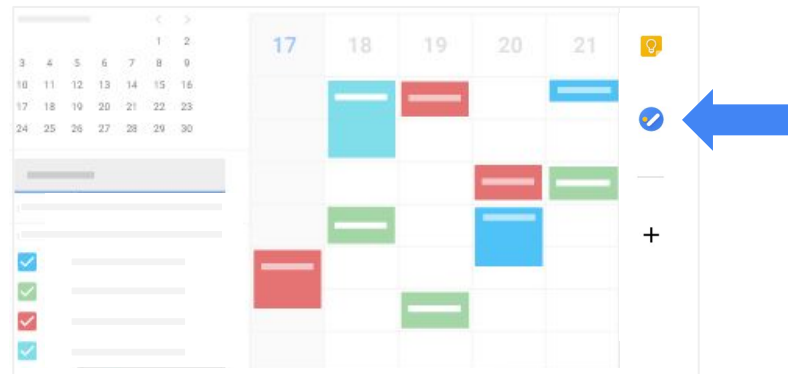
You can use Calendar to keep track of tasks.

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.

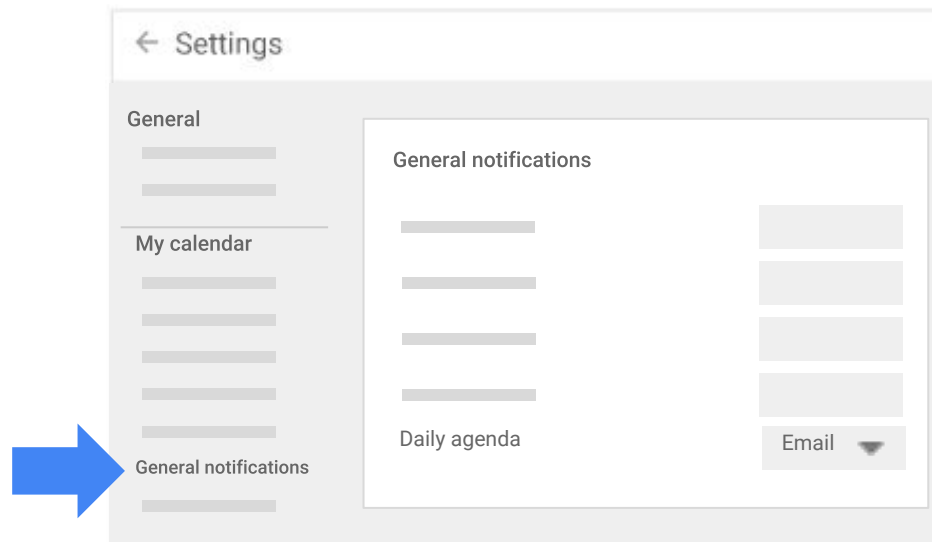


6.2 Get your daily agenda in your inbox

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



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


A screenshot of the Gmail 'Create filter' dialog box. It has a search bar at the top. Below it are fields for 'From', 'To', and 'Subject' (containing 'invitation'). There are also fields for 'Has the words', 'Doesn't have', and 'Size' (set to 'greater than' and 'MB'). At the bottom, there are checkboxes for 'Has attachment' and 'Don't include chats'. A 'Create filter' button and a 'Search' button are at the bottom right.

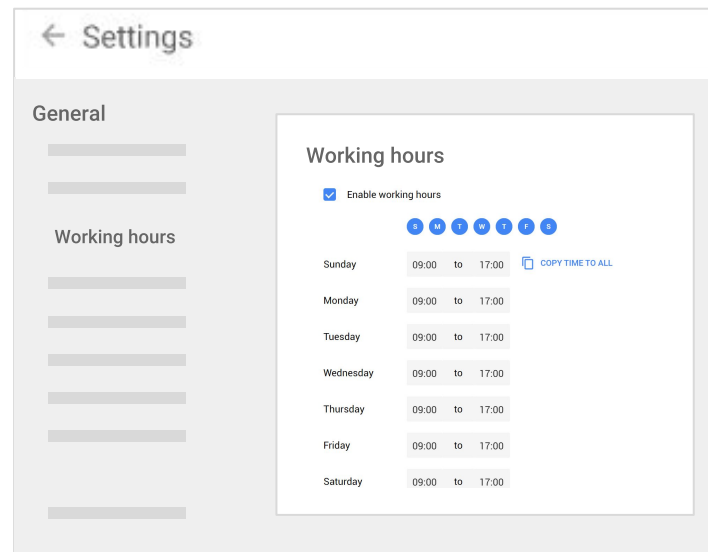
6.4 Set working hours

Outlook: Show work hours



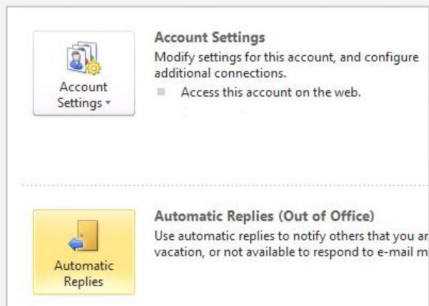
Calendar: Set working hours

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**.



6.5 Decline events during out-of-office dates

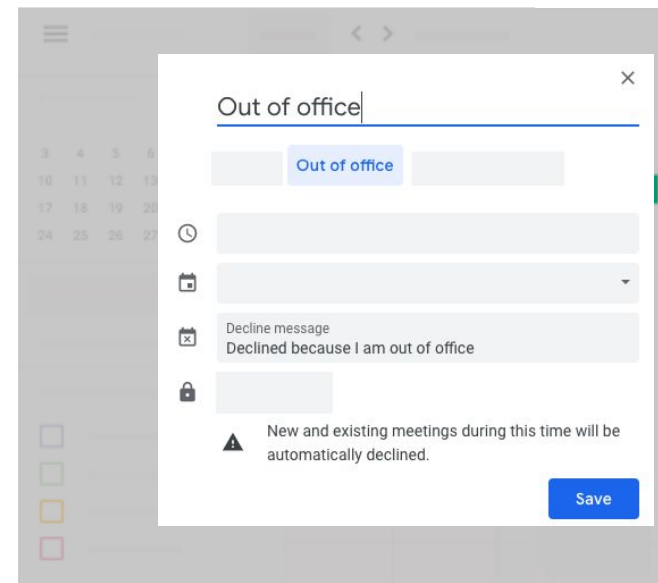
Outlook: Automatic replies (Out of Office)



Calendar: Out of office

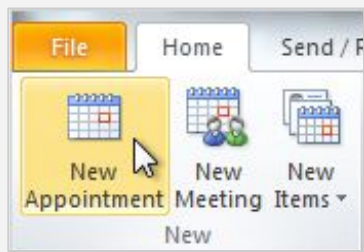
Set an out-of-office message that will automatically decline all meetings during that time:

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

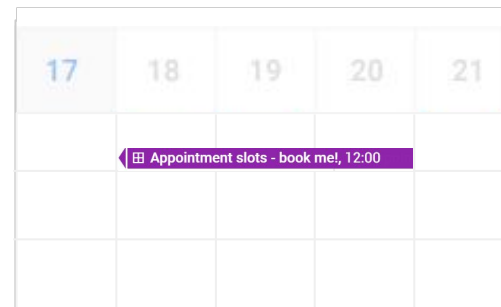


Calendar: Appointment slots

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

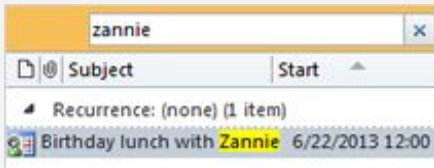
1. In Calendar, at the top, select **Week** or **Day**.
2. Single-click the first day you want to start your appointments.
3. Click **Appointment slots**.
4. Add a title and choose the timeframe for appointments.
5. Next to **Slots with duration**, enter a length of time for each appointment.
6. (Optional) 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.





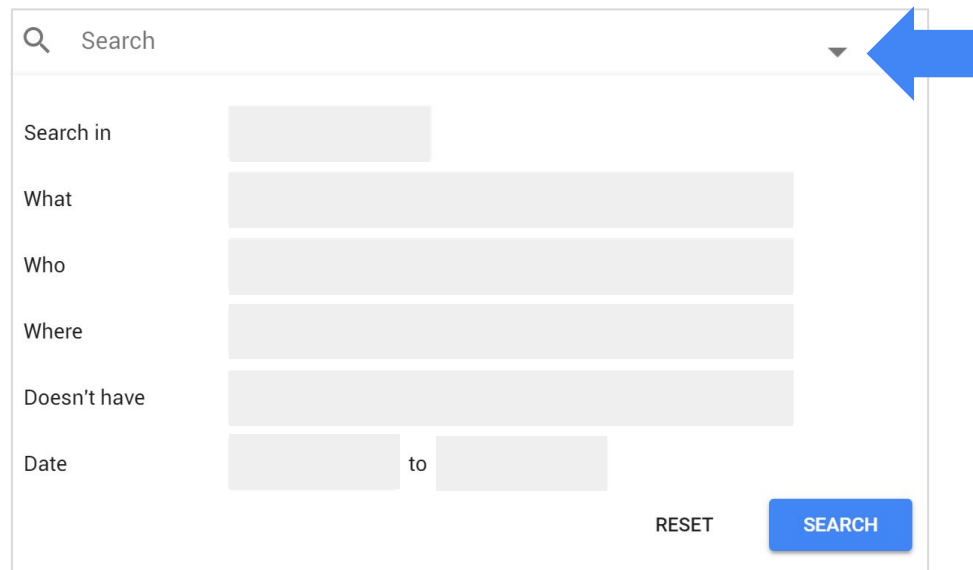
6.7 Find an event

Outlook: Find an event



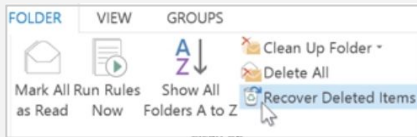
Calendar: Find an event

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 Google Calendar search interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a downward arrow icon, which is highlighted by a large blue arrow pointing to it from the right. Below the search bar, there are several search filters: 'Search in', 'What', 'Who', 'Where', 'Doesn't have', and 'Date'. Each filter has a corresponding text input field. At the bottom right of the form, there are two buttons: 'RESET' and 'SEARCH'.




6.8 Restore a deleted event

Outlook: Restore deleted item

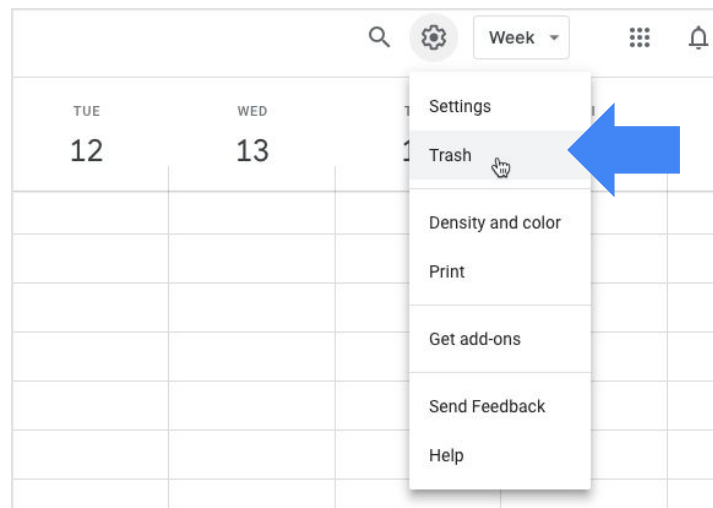


Calendar: Restore deleted events

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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- Productivity tips
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