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.

   - **Enter event details**
   - **Add a Hangouts video call**
   - **Add or delete event notifications**
   - **Invite guests**

2. Click any event on your calendar to join a video call or edit events and invites.
   - **Join a video call**
   - **Respond to invites**
   - **Edit event details**

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