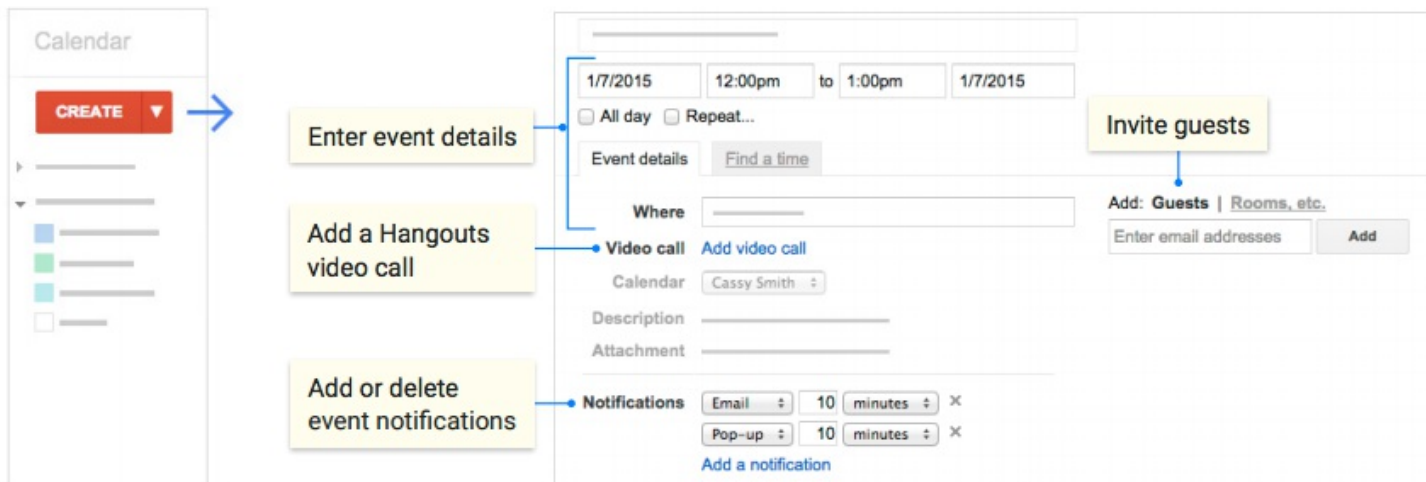




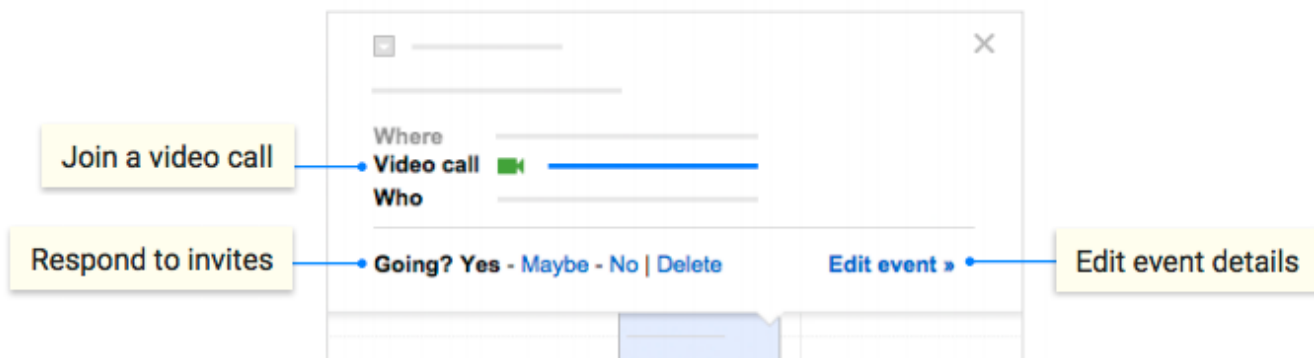
Calendar Cheat Sheet

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 join a video call or edit events and invites.



3 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

