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Step by step guide

Google Calendar

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Google Calendar

- Google Calendar makes it easy to manage all your significant events in one place. Because Google Calendar is connected to your Google account, all of your events and settings will be available anywhere you sign in - whether you're using a computer, phone, or tablet.

Step by step
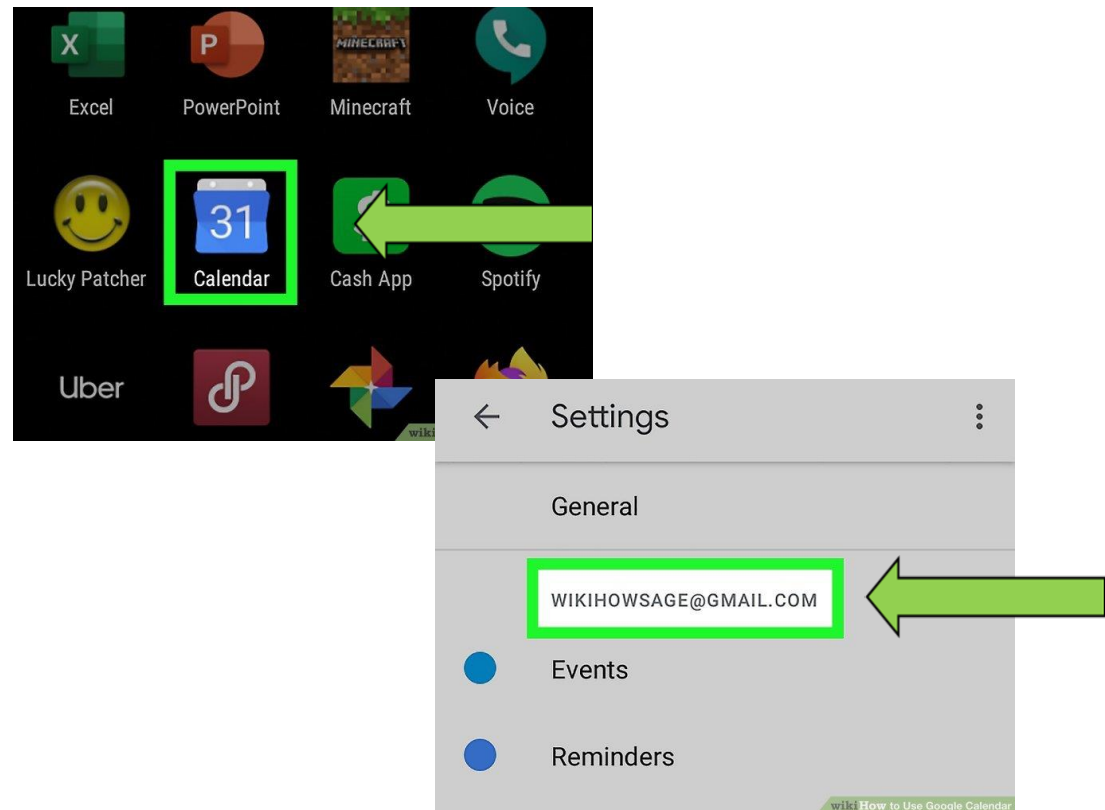
Step 1: Log into your Google account

Step 2: Customise your calendar

Step 3: Set up an event

Step 4: Set up an event

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Step 1

- Open Google Calendar and log in to your Google account.

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Step 2

- Customise your calendar. Set up your time zone and preferred layout.
- If you want to subscribe a different calendar, scroll down the left column and click + next to "Other calendars."
- Click Subscribe to calendar if you want to add the person by email address or by selecting them from your contact list.
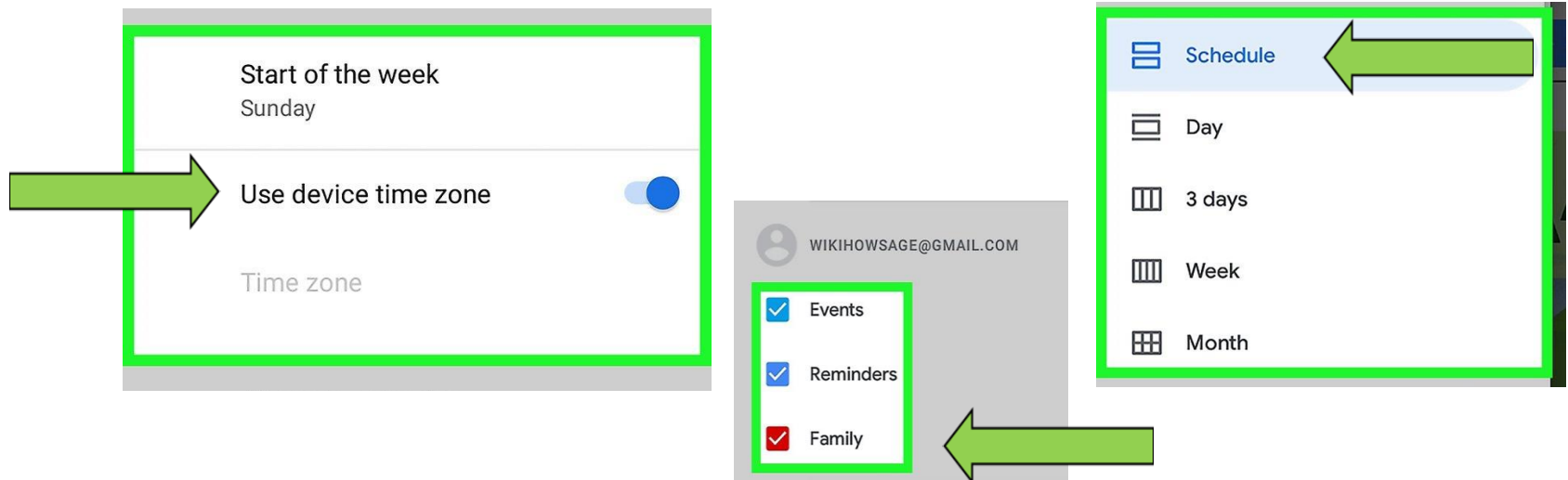
Step 3

- Tap the +. The plus symbol is at the bottom-right corner of the mobile app, or the top-left corner on the web.
- Select "event"
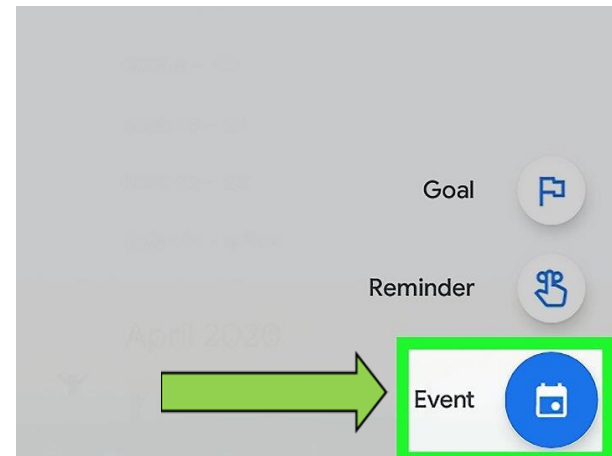
Step 4

- Customise your event, add a name, date and time, or a location.
- Click on "invite people" and choose guests from your contact list. Then click "save" and "send invitations".