Gcal Frequently Asked Questions (FAQ)

The questions we hear most are marked with a ✅.

If there's something that you think we should add, click here.

In the Beginning

- Getting Started with Google Calendar
- Basic Calendar Tasks

Accessing Gcal

- How do I access Google Calendar?
- How do I create a desktop shortcut (Windows Systems)
- Which mobile devices are supported?
- Configuring iPhone 🔄
- Configuring Android
- Configuring Mac iCal
- Can I use a Desktop Client to use my Google Calendar?
- Configuring Sunbird/Lightning
- Calendar sync diagram
- Syncing Gcal to Microsoft Calendar
- How to access Google Calendar offline

Other Calendars

- How do I see a Co-worker's Calendar?
- How do I share my Google Calendar with another person?
- How do I see a Resource Calendar? ✅
- How do I see the LBL Holiday Calendar? ✅
- How do I see or add events to the LBL Events Calendar? ✅
- How do I see the UCB Academic Calendar?
- Exporting and Importing Calendars from Other Google Accounts
- How do I create another calendar? ✅
- Using a group calendar (Best Practices)

Creating Events (Meetings)

- New event scheduling design and features!
- How do I add an attachment?
- How can I see a group agenda?
- How do I schedule a resource?
- Can I invite non-LBL employees?
- How many people can I invite to an event?
- How do I check availability for a repeating event?
- Scheduling group meetings
- Using Google Mail to create an event
- Setting up appointment slots
- Using appointment slots
- I'll be out of town for several days -- How do I put that on my calendar?
- How do I recover deleted calendar events?

About Events (Meetings)
• How do I Transfer Ownership?
• How do I make a meeting private?
• Can I send out Invitations after the event has been created?
• How do I know who created an event?

Receiving Event Invitations

• How do I forward an invitation to a different email address?
• Why does my Calendar Invitation offer only the ‘Add to Calendar’ option?
• If I decline an event and remove it from my calendar...

Calendar Extensions

• Installing and using the Berkeley Lab Calendar Chrome Extension

General

• How do I print my calendar?
• How do I create a desktop shortcut?

Labs

• Which Labs are the most useful?
• Background Image Lab

Viewing My Calendar(s)

• How can I show only my calendar?
• Showing multiple calendars (or not)
• How can I see a group agenda?
• Dealing with weekends
• Adding another Time Zone
• What do the icons mean?

Notifications (Reminders)

• How do I set reminders for events on my calendar?
• How can I be notified of new email and upcoming calendar events?
• Why am I getting notifications?
• Why don't I receive reminders or event notifications?

Sharing (Access Rights)

• Designates for Resources
• How do I become a Designate for someone else?
• How do I provide more visibility than just “free or busy” status?
• How do I remove rights I no longer need?
• When I have a designate, is there a way to limit his/her access to an event?

Calendar Spam
What is this strange meeting added to my calendar?

Tasks

- How can I create and manage tasks?