How do I accept or decline a meeting for my manager in Google Calendar?

Tell Me

You can respond from the invitation that appears on your manager's calendar (which is shared with you).

1. Click anywhere on the event
2. Click Yes, Maybe, No, or Remove

Related FAQs

- How do I request a new room resource for Google Calendar?
- Where will my manager's calendar show up if I have delegated access in Google Calendar?
- What is the difference between a Google Calendar global notification and an event notification?
- If I create a special meeting notification, will guests have the same notification in Google Calendar?
- What do the Google Calendar sharing permissions let people see?