How do I schedule events on my manager's Google Calendar?

Tell Me

1. If you have both your manager’s and your own calendar open at the same time, the default calendar for creating new events is your own calendar.
2. Choose your manager’s calendar from the Calendar drop-down on the event creation pop-up.

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?