How do I receive notifications for my manager's calendar in Google Calendar?

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To receive email and pop-up notifications for your manager's calendar:

1. Log in to your Google Calendar.
2. Your manager's calendar appears in the My calendars list.
3. Hover over your manager's calendar, click the down arrow that appears, and select Edit notifications.

4. In the Event notifications section, click Add a notification.
5. Select either Email or Pop-up from the drop-down. (If you'd like both options, click Add a notification again.)
6. Once you’ve customized your event notifications, select the invitations for which you want to be notified. To start, you can select all notifications, and later remove the notifications you don't need.

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?