If I have delegated access and schedule an event for my manager, what does the invitation look like in Google Calendar?

Tell Me

1. If you create an event on behalf of your manager and send out an invitation email to event guests, your manager appears as the sender of the email.
2. When guests view the actual email, your manager appears in the bottom Who field as the organizer, and you appear as the creator.

3. When guests click on the event in their calendar, you appear as the creator, and your manager’s calendar appears as the calendar. However, your name is not included in the guest list.

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?