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**

![Meeting Invitation](image)

**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?