How do I "snooze" my Google Calendar reminders?

Tell Me

1. Google Calendar default notifications allow you to snooze reminders for 5 minutes. When the notification goes off and you click OK there's a banner that displays at the bottom of your calendar. Click the option **Notify me again in 5 minutes** to snooze the reminder.

2. You can also setup multiple reminders by:
   a. Log into Google Calendar
   b. Click on the gear icon
   c. Click on **Settings**
   d. Click on the link for your calendar under **Settings for my calendars**
   e. Click **Event notifications**

3. Set your **event notifications** and/or **all day notifications** to what every you want, the default is 10 minutes. If you want "the snooze effect" set multiple notifications at decreasing intervals e.g. 1 hour, 15 minutes, 10 minutes, 5 minutes, 1 minute.

4. You can either have pop-up notifications and/or email notifications by selecting **Notification** or **Email** in the drop down menu.

Related FAQs

- How do I view multiple Google Calendar accounts?
- How do I share my Google Calendar to grant an individual access?
- How do I schedule events on my manager's Google Calendar?
• How do I receive notifications for my manager's calendar in Google Calendar?
• How do I know if a calendar invitation is for me or my delegated account in Google Calendar?