

Create

STEP 1 - Click the 'Create' button

December 2021

S	M	T	W	T
28	29	30	1	2
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30	31	1
2	3	4	5	6
7	8			

Meet with...

Search for people

My calendars

- Kunchita Lavania
- Birthdays
- Reminders
- Tasks

Other calendars

- Holidays in India

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Work Sample Folder Creation, 6pm

THU

STEP 2 - Add the Meeting Title

Add title

STEP 3 - Select 'Event' tab

Event Out of office Task Reminder Appointment slots

STEP 5 - Add Meeting guests

Thursday, 30 December 11:00pm - 12:00am Friday, 31 December
Time zone · Doesn't repeat

STEP 4 - Select the date, time and time zone

Find a time

Add guests



Add Google Meet video conferencing

Work Sample Folder Creation,



Add location



Add description or attachments



Kunchita Lavania
Busy · Default visibility · Notify 10 minutes before

Availability might be shown in other Google apps

STEP 6 - Add location & select location. We can also select it as Google Meet or Zoom Meeting (plugin required).

STEP 7 - Click on 'Save' to create the Meeting and Send invite

Save

Make it a Zoom Meeting

(No title)
11pm - 12am