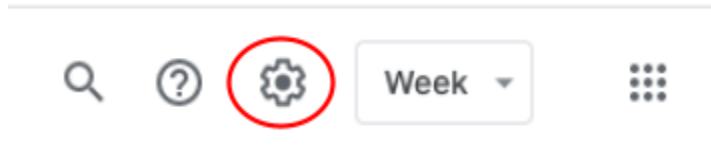
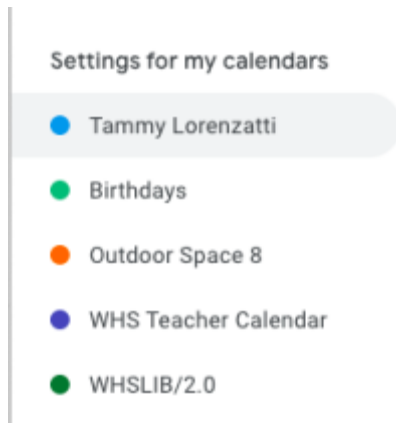


# Google Calendar Notifications

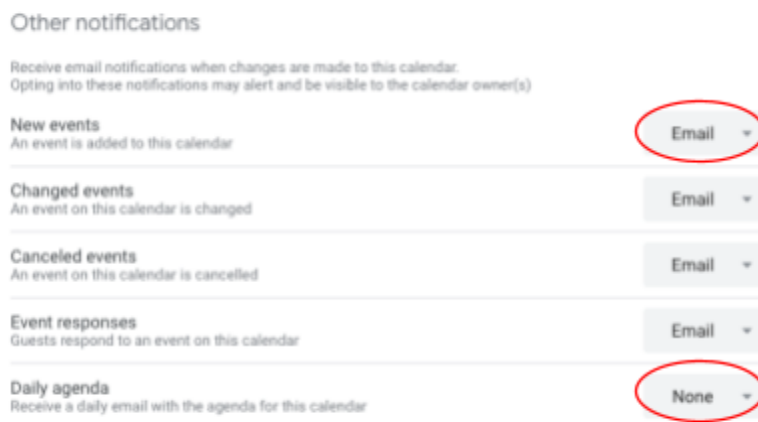
Open your Google Calendar, select the gear symbol in the upper right:



On the left side of the screen, scroll down to “Settings for my calendar” and select the calendar that you would like to work with:



To receive notifications when there is any type of activity on your calendar (added, canceled, rescheduled, etc.), scroll down to “Other Notifications”, select “Email” notification. If you prefer not to be notified of any calendar activity, select “None”.



If you would like to receive reminder notifications before scheduled events, scroll down to “Event Notifications” on the right side of the screen, and set a reminder. This will be the default reminder for all future events that are added to your calendar:

#### Event notifications

Receive notifications for events on this calendar.  
Opting into these notifications may alert and be visible to the calendar owner(s)

Notification ▾

10

minutes

×

+ Add notification

hours

days

weeks

In this case, 10 minutes before your scheduled event, a notification will appear on your desktop:

