



TECH-TIP

Google Calendar: Modify Event Setting & Speedy Meetings

Allow participants to edit your calendar entries. Automatically shorten meetings.

Google Calendar has a feature that allows participants to modify an event without needing to contact the originator. This can be helpful when someone needs to:

- Add/remove a participant
- Add an attachment
- Add or edit the body text such as an agenda
- Reschedule an entry

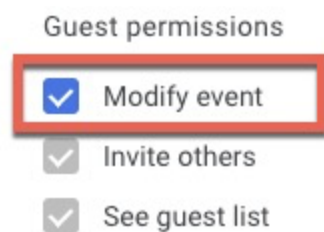
***TIP:** Consider using this feature for recurring events, especially. Participants won't need to interrupt you with an edit request nor depend on you in the event you are out of the office or have left the organization.*

There are two methods to utilize the "Modify Event" feature.

Per Meeting (default)

Whenever you create a new meeting in Google Calendar you may select the option to turn on "Modify Event." This only affects the current meeting you are scheduling.

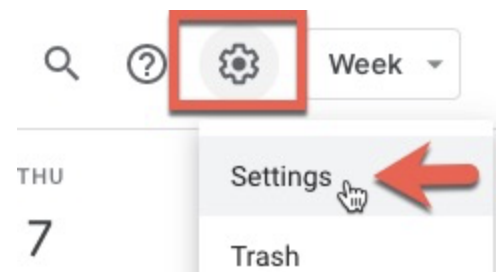
You may also edit existing events (which you own) to enable/disable this feature.



All Meetings

To enable this feature as a default for all meetings:

1. Open [Google Calendar](#) and login if required.
2. Click the *Settings* icon near the top of the browser tab and select Settings.
3. Scroll down to Event Settings.



(Continued)

4. Choose "Modify Event" from the *Default guest permissions* menu.

Event settings

Default duration
60 minutes

☐ Speedy meetings

End 30 minute meetings 5 minutes early and longer meetings 10 min

Default guest permissions
Invite others, see guest list

Guests can:

- Modify event
- ✓ Invite others
- ✓ See guest list

5. Click the arrow next to "Settings" near the top left of the browser tab to save your settings and return to Calendar..



Bonus Tip: Speedy Meetings

Do you want to automatically give meeting participants time to get to their next meeting? While you're in the Event Settings, enable "Speedy Meetings" so that 30 minute meetings end 5 minutes early and longer meetings end 10 minutes early. Notice the "Default Duration" changes from 60 minutes to 50 minutes. You may also adjust this to your most frequently used timeframe, such as 30 (or rather, 25) minutes.

Event settings

Default duration
50 minutes

☒ Speedy meetings

End 30 minute meetings 5 minutes early and longer meetings 10 minutes early