

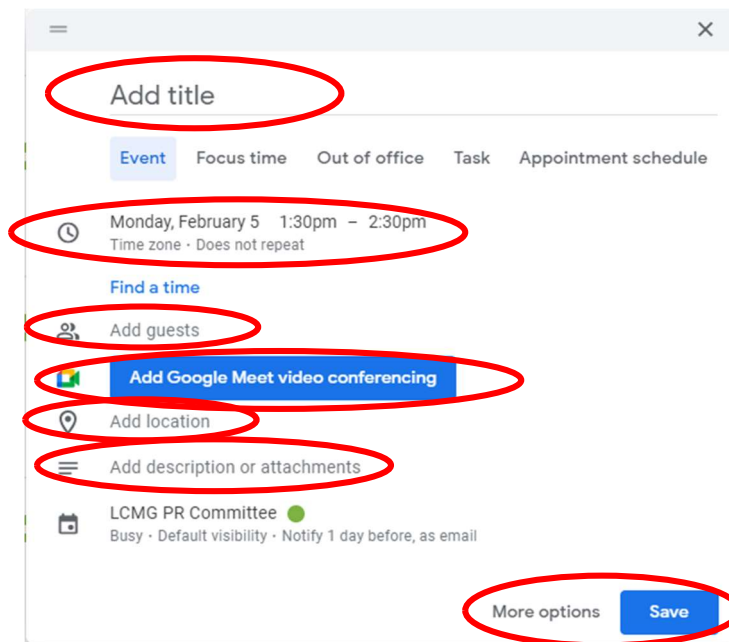
GOOGLE CALENDAR – CREATING & MODIFYING A CALENDAR EVENT

You can use the Google Calendar App to create a calendar event or task, invite attendees, add attachments and important notes, and set up a virtual meeting through Google Meets.


1. Create a Calendar Event

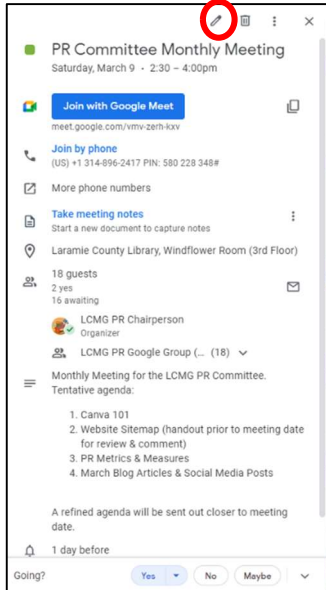
- A. Login to your @lcmg.org account and open the Google Calendar app.
- B. From the left-side menu, click the **+ Create** button and select **Event**.
- C. For a quick create option, simply add relevant event information to the pop-up screen and select **Save**. Or click More options to view the complete invitation in a larger screen and enter your relevant meeting data where prompted.

Quick Create Pop-up Screen



- D. **(Optional)** If you click the **Join with Google Meet** button, Google will create a URL web address link that attendees may use to join your meeting virtually. NOTE: You, as the meeting host, will need to also click this link prior to other attendees joining when the meeting date/time comes closer.

2. Modify a Calendar Event: If you ever need to update a calendar event (e.g., change location, date/time, add/delete attendees, add Agenda, Meeting Notes, etc.), click on the calendar event, then click the Edit icon  in upper right corner to open the event for edit.



- This is also a good opportunity to see if your invited guests indicated their attendance (yes, no, or maybe).
- You may also choose to upload the meeting minutes/attachments to the Description section so users may easily reference them in the future instead of having to search through emails.
- Recommendation: when modifying the calendar event, your invited guests will receive an email once you hit Save so to help them easily identify what change(s) were made, recommend adding a note in the event's description field with a summary of the change, the date change made, and any additional information that may help them determine if they should still attend, ask questions, etc.

