How do I receive notifications for my manager’s calendar in Google Calendar?

Tell Me

To receive email and pop-up notifications for your manager’s calendar:

1. Log in to your Google Calendar
2. Your manager’s calendar appears in the My calendars list
3. Hover over your manager’s calendar, click the Options icon, and select Settings and sharing
4. In the Event notifications section, click Add a notification
5. Select either Notification or Email from the drop-down (If you’d like both options, click Add a notification again)
6. Scroll down to General notifications, select the Email for any notifications you would like to receive
7. When complete, click the back arrow at the top. All changes are saved automatically

Related FAQs

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Page: How do I make sure invitations emailed to me show on my Google calendar?
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?