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

Tell Me

Check the following settings if you are receiving invitations by email but the events are not appearing on your Google calendar:

1. Login to Google Calendar
2. Under My Calendars, hover your cursor over your name and click the 3 dots to access the Options for... settings menu

3. Click Settings and sharing

4. Click General towards the upper left
5. Click **Event Settings**

6. Check your setting for **Automatically add invitations**

7. Change the setting to **Yes, but don’t send event notifications unless I have responded “Yes” or “Maybe”**

8. Click the arrow to the left of settings in the top left to go back to your calendar

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- **What Google Apps are available at UNC Charlotte?**
- **How do I switch to the new version of Google Contacts?**
- **How do I switch to the classic view of Google Contacts?**
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