How do I "snooze" my Google Calendar reminders?

Tell Me

1. Google Calendar default notifications allow you to snooze reminders for 5 minutes. When the notification goes off and you click OK there's a banner that displays at the bottom of your calendar. Click the option **Notify me again in 5 minutes** to snooze the reminder.

2. You can also set up multiple reminders by:
   a. Log into Google Calendar
   b. Click on the gear icon
   c. Click on **Settings**
   d. Click on the link for your calendar under **Settings for my calendars**
   e. Click **Event notifications**

3. Set your **event notifications** and/or **all day notifications** to whatever you want; the default is 10 minutes. If you want "the snooze effect" set multiple notifications at decreasing intervals e.g., 1 hour, 15 minutes, 10 minutes, 5 minutes, 1 minute.

4. You can either have pop-up notifications and/or email notifications by selecting **Notification** or **Email** in the drop down menu.

Related FAQs

- What are nudges in Gmail and how do I turn them on/off?
- 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?