How do I set my default Google Calendar meeting reminder?

Tell Me

1. **Open** your Google Calendar
2. Click the **Gear icon** in the top right
3. Click **Settings**

![Image of Google Calendar settings]

4. Select the calendar under **Settings for my calendars**.
   a. Select **Event notifications**
   b. Select **ADD NOTIFICATION**

![Image of adding a notification]

5. **Adjust the notification settings to your preference**

![Image of adjusting notification settings]

**Info**

If you create a meeting, and set up a notification for that meeting, this will not override an attendees notification settings. Meeting attendees are able to set their notification preference, independent of the meeting creator's settings.

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?