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 setup 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*

f. Set your *event notifications* and/or *all day notifications* to what every 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.

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

Related FAQs

- How do I schedule a WebEx Meeting from Google Calendar?
- How do I respond to a Google Calendar meeting invitation when I am using the Outlook client?
- How do I setup default permissions in Google Calendar?
- How do I set my default Google Calendar meeting reminder?
- How do I create a new calendar in Google Calendar?