

Google Calendar

**Information below was pulled from meet.google.com*

Google suite is a great way for teams of all sizes to stay connected and collaborate.

Google Calendar is an application within the Google Workspace sphere. It is a great way to collaborate and compare meeting times and schedules.

Google Workplace Pricing plan

Google Calendar is included in the Google Workspace, if you already have a registered Google Workspace account sign in [here](#).

If not Google Workspace is broken into four different price plans; Business Starter, Business Standard, Business Plus, and Enterprise.

See the pricing details [here](#).

Features of Google Calendar

A smarter way to schedule

Layer multiple calendars in a single view, making it easy to organize various activities. Share calendars with others in order to share due dates, meeting times, and more.

Stay on top of your plans

When emailed about a booking such as a webinar, flight, or reservation google calendar will sync with Gmail in order to automatically add it to your calendar.

See how you spend your time

Integrated time insights are able to analyze your calendar and let you know how you spend your time and who you spend it with.

**Premium feature*

Make time for others

Appointment Schedules allow you to share your availability via a booking page, so external stakeholders, clients, and partners can book time with you.

**Premium feature*

Working location

Choose where you will be working from and share that with your team. Set your working hours and let individuals know whether you will be working in office or from home.

Learning Tools

[Here](#) is the Google help center, specifically for Google Calendar.

Instructional Video:

NIWRC has put together a short instructional video highlighting the various features that this application has in terms of communications efficiency. [Video Link](#).