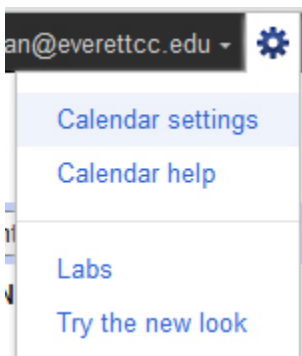


Google Calendar - Block others from putting events on your calendar



Your default EvCC calendar is public, which means that other users at Everett Community College can have access to see what is on the calendar. They can also invite you to events and the event will automatically show up on your calendar as pending - unless you set your calendar to only show event invitations that you have specifically accepted.



Getting Started

Sign in to your Google Apps Email account. In the top left corner above the logo is the word **Calendar**. Click on that to open Google Calendar. Your mail will still be open in a different window.

In the upper right corner you will see a gear symbol. Click on the gear and select **Calendar Settings**.

The window that comes up will be your Calendar Settings, and by default you will be looking at the **General** tab.

Go down the page, and near the bottom of the General page you will see a section for **Show events you have declined**. Set this to **No**.

Just below that is a section for **Automatically Add Invitations to My Calendar**. Set this to **No**.

Be sure to select **Save** at the bottom of the window.

Show events you have declined:

- Yes
- No

Automatically add invitations to my calendar:

- Yes
- Yes, but don't send event reminders unless I have responded "Yes" or "Maybe"
- No, only show invitations to which I have responded