

**Title: Setting Alarm Reminders for Events**

**Subtitle: Online Group Calendar**

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You can set an alarm to remind yourself of scheduled Online Group Calendar events. Reminders display in a popup window when you are logged on to Online Group Calendar, and reminders can be sent as an email message or text message to your phone. To Set an Alarm Reminder for an Event From the **Go to** list, select the calendar that contains the event you want to add an alarm to. Click the name of the event. Click the **Reminders** tab. In the **Event Reminders** box, specify how many minutes, hours, days, or weeks before the event that you want to send a reminder. For example, if you want to send a reminder an hour before the event, type **1**, and then select **Hour** from the list. In the **before event to** field, enter the email address you want to send the reminder to. Click **Add**. To specify which format you want to use to send the reminder, from the **Format** list, select the format. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**.