

CALENDAR • BASICS & EVENTS

Get started with your calendar

Fastmail isn't just email — it has a full calendar built in. This guide shows you how to find your way around, switch between day, week, and month views, and add and edit events. Sharing a calendar with your team comes next, in its own guide.



Quick Steps

- 1 Open **Calendar** — click the calendar icon in the left sidebar, or pick **Calendar** from the app menu at the top-left.
- 2 Use the **Day** menu (top-right) to switch between **Day**, **Week**, and **Month**.
- 3 Click **New event**, then fill in **What** and **When**.
- 4 Choose which **calendar** it lands on and set **Show as** (Busy or Free); add guests or reminders if you like.
- 5 Click **Save**. To change an event later, click it and choose **Edit** or **Delete**.

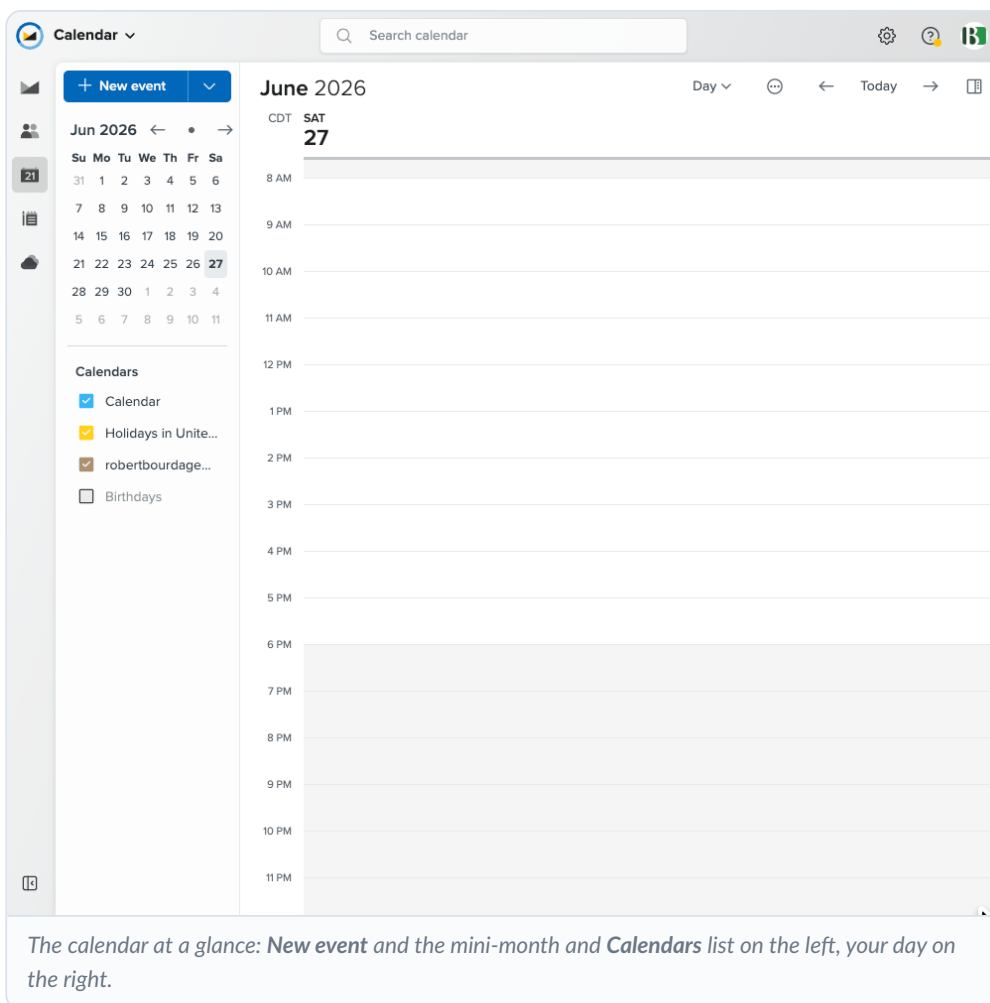
! You can have more than one calendar.

The **Calendars** list on the left (Calendar, Holidays, Birthdays, and so on) shows each as a colored checkbox. Tick a box to show that calendar, untick it to hide it — handy for keeping work and personal events separate but in one place.

Illustrated Walkthrough

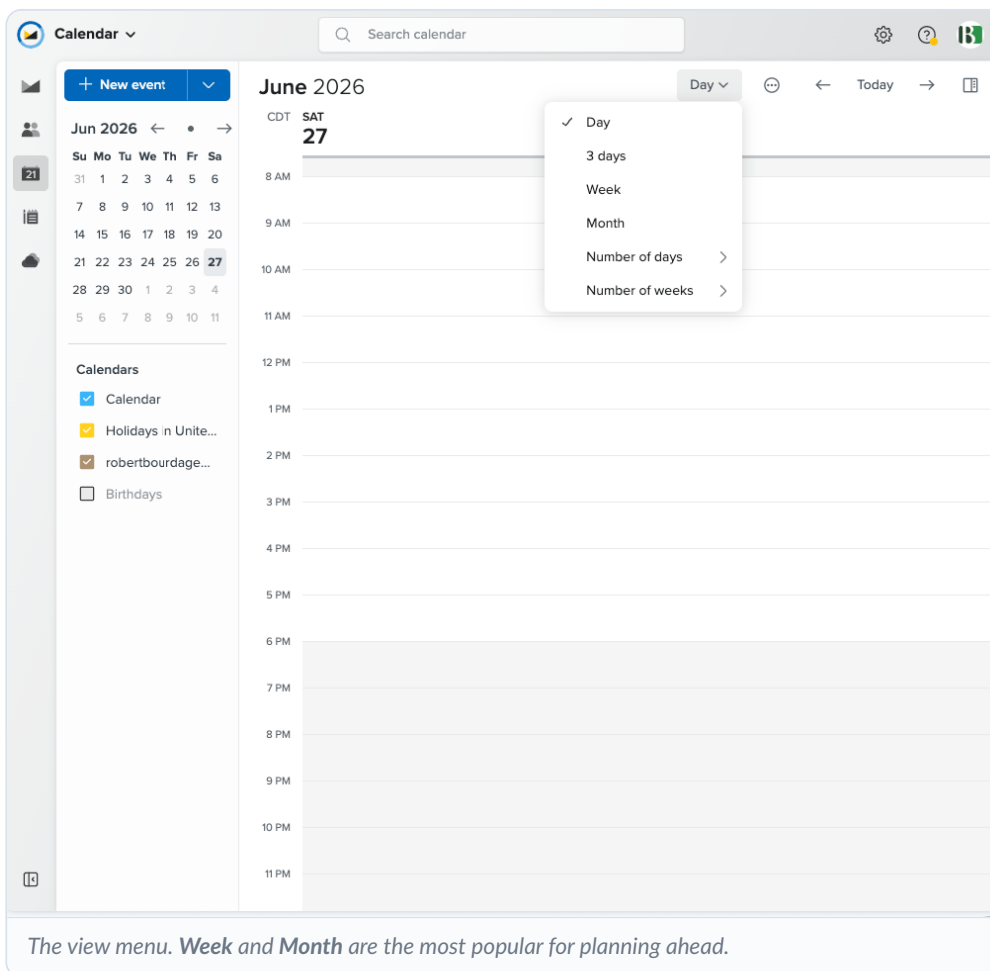
1 Find your way around

Open **Calendar** and you'll see today's schedule in the middle, a small month and your **Calendars** list on the left, and the blue **New event** button up top. The colored checkboxes next to each calendar turn that calendar's events on or off.



2 Switch between day, week, and month

Click the **Day** menu near the top-right and choose **Day**, **3 days**, **Week**, or **Month** — whichever suits what you're doing. Use the ← / → arrows to move through time, and **Today** to jump back to the current date.



3

Create an event

Click **New event** (or double-click a time slot). Give it a name under **What**, set the date and time under **When** (or flip on **All day**), and pick which **calendar** it belongs to. Use **Add guest** to invite people — they'll be emailed an invitation — and **Add reminder** so you get a nudge beforehand. Click **Save**.

What

Shared Seminar

Where

Calendar **Color** **Show as**

Calendar ▼ ● ▼ Busy ▼

When ☐ All day

Sat, Jun 27, 2026 📅 9:00 AM 🕒

45 minutes (ends at 9:45 AM) ▼

Central Daylight Time (GMT-5) ▼

or [choose an end date](#)

Repeat (e.g. every week) ☒ ✕

Who

Guests will be emailed an invitation to the event.

👤 Add guest

Reminders

🔔 Add reminder

Notes

📎 Attach

Save **Cancel**

*The event form. Fill in **What** and **When** at minimum; everything else is optional.*

SHOW AS: BUSY

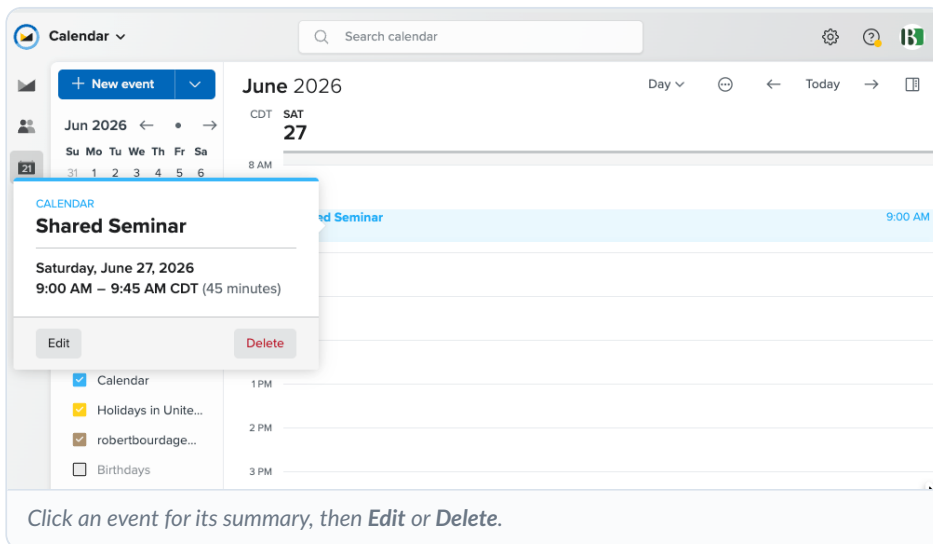
Marks the time as taken. This is what others see if you share your **free/busy** — covered in the sharing guide.

SHOW AS: FREE

Keeps the time open to others, even though the event is on your calendar — good for reminders and FYIs.

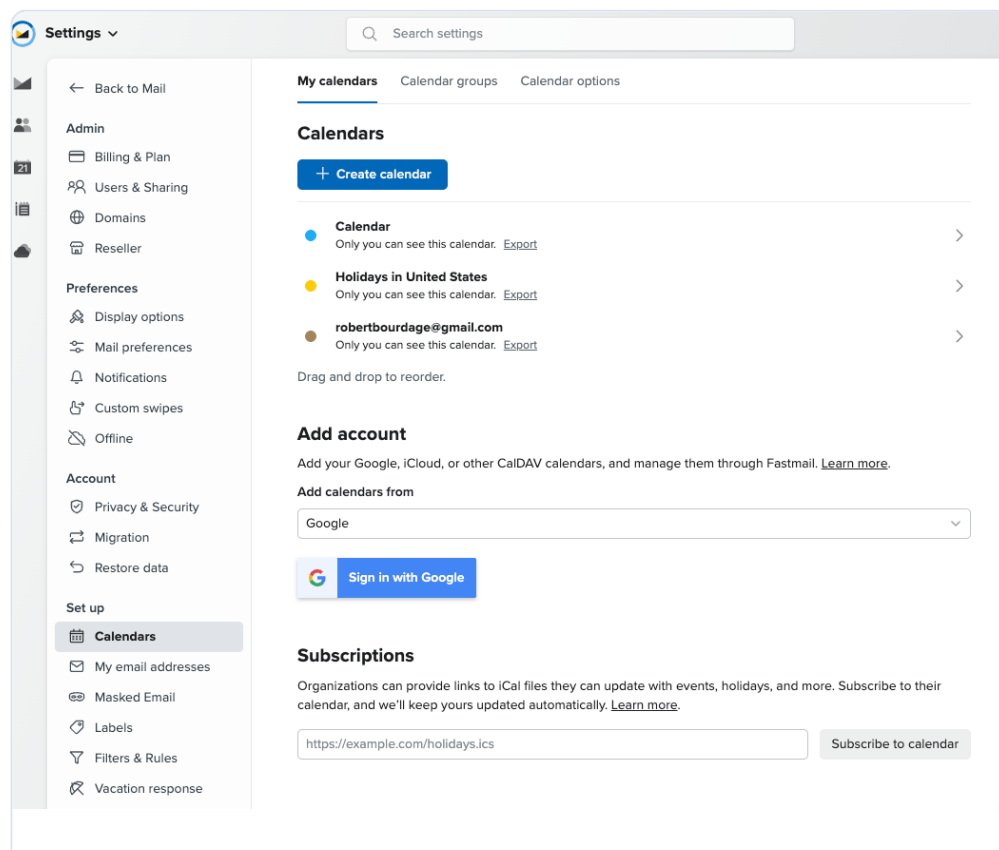
4 Edit or delete an event

Click any event to open a quick summary. From there, choose **Edit** to change the details or **Delete** to remove it. If the event has guests, Fastmail will offer to let them know about the change.



Manage your calendars

Want a separate calendar for work versus personal, or your family's schedule alongside your own? Open **Settings** → **Calendars** (under **Set up** in the left margin). From this one screen you can add and organize all of them.



Settings → Calendars: create your own, connect an outside account, or subscribe to a public calendar.

+ Create a calendar.

Click **Create calendar**, give it a name and color, and it appears as a new checkbox in your Calendars list — so a glance tells you which events are work and which are personal.

≡ Bring in other calendars.

Under **Add account** you can connect a **Google** or **iCloud** calendar so those events show up here too.

Subscriptions let you follow public calendars — holidays, a sports schedule, your team's shared events — by pasting in their web address.

✓ Next: sharing your calendar.

Once you're comfortable here, the companion guide — **Sharing Your Calendar** — covers letting teammates see your schedule and publishing your free/busy times. It also pairs nicely with a **vacation response**, so people know you're away both ways.



Provided to you free of charge, courtesy of **Bourdage Consulting**

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