

Instructions for Sharing a Google Calendar

Sharing a Google Calendar is a straightforward process that is done from a web browser. You can share your calendar with specific people, a public group, your entire organization (if you use Google Workspace), or even make it completely public.

Step-by-Step Guide to Sharing with Specific People

1. **Open Google Calendar in a web browser:** Go to calendar.google.com. You cannot share a calendar from the mobile app.
2. **Find the calendar to share:** On the left side of the page, locate the "My calendars" section.
3. **Go to settings:** Hover over the calendar you want to share, click the three vertical dots (⋮) that appear, and select Settings and sharing.
4. **Add people or groups:** In the left-hand menu, click on "Shared with" or scroll down to the "Share with specific people or groups" section.
5. **Enter email addresses:** Click Add people and groups. Enter the email address of the person or Google Group you want to share with.
6. **Set permissions:** From the dropdown menu next to the email address, choose the level of access you want to grant.
 - See only free/busy (hide details): The person can only see when you are available or busy. They cannot see event names or details.
 - See all event details: The person can view event names, times, locations, and descriptions, but they cannot make changes.
 - Make changes to events: The person can edit existing events and add new ones.
 - Make changes and manage sharing: The person has full control. They can do everything listed above, and also share the calendar with other people.
7. **Send the invitation:** Click Send. The recipient will receive an email with a link to add your calendar to their own list.

Other Ways to Share Your Calendar

- **Share with your organization:** If your account is part of a Google Workspace, you can share your calendar with everyone in your organization. In the "Access permissions for events" section of your calendar's settings, check the box next to "Make available for [company name]" and set the desired permission level.
- **Make it public:** To make your calendar visible to anyone, even outside of your organization, check the box labeled "Make available to public" under "Access permissions for events." You can then choose to show only free/busy information or all event details.
- **Share via a link:** Under "Access permissions for events," you can click "Get shareable link" to copy and send a link to others. Anyone with this link can view the calendar with the permissions you have set (e.g., public access).

Troubleshooting

- The recipient can't see the calendar: Ask the recipient to check their spam or trash folder for the invitation email. They may also need to check their calendar list settings to ensure the shared calendar is selected for viewing.
- The recipient needs more access: You can always go back to the calendar's "Settings and sharing" and adjust the permission level for any person you've shared it with.