

How to Share a Google Calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

Share an existing calendar

You can share the main calendar for your account, or another calendar you created. [Learn how to create a new calendar](#). This is a video how to.

Tips:

- If you'd like to share a calendar that you don't own, you'll need to ask the owner to turn on the Make changes and manage sharing permission.
 - If your account is managed through work or school, you might not have access to all of the permissions options. [To learn more, contact your admin](#).
1. On your computer, open [Google Calendar](#). You can't share calendars from the Google Calendar app.
 2. On the left, find the "My calendars" section. You might need to click it to expand it.
 3. Hover over the calendar you want to share, click More  > Settings and sharing.
 - To broadly share it: Under "Access permissions," check the boxes of the ways you want to share and choose your options in the drop-down menu. [Learn more about these options below](#).
 - To share with individuals: Under "Share with specific people," click Add people.
 4. Add the person or Google group email address. Use the dropdown menu to adjust their permission settings.
 5. Click Send.
 6. The recipient will need to click the emailed link to add the calendar to their list.

If you share your calendar with a group, it isn't automatically added to their "Other calendars" list. The calendar sharing settings will automatically adjust to any changes in the group's membership over time

More information can be found at: <https://support.google.com/calendar/answer/37082?hl=en>