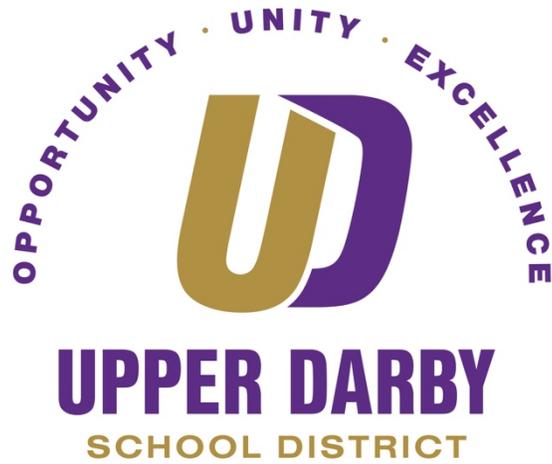
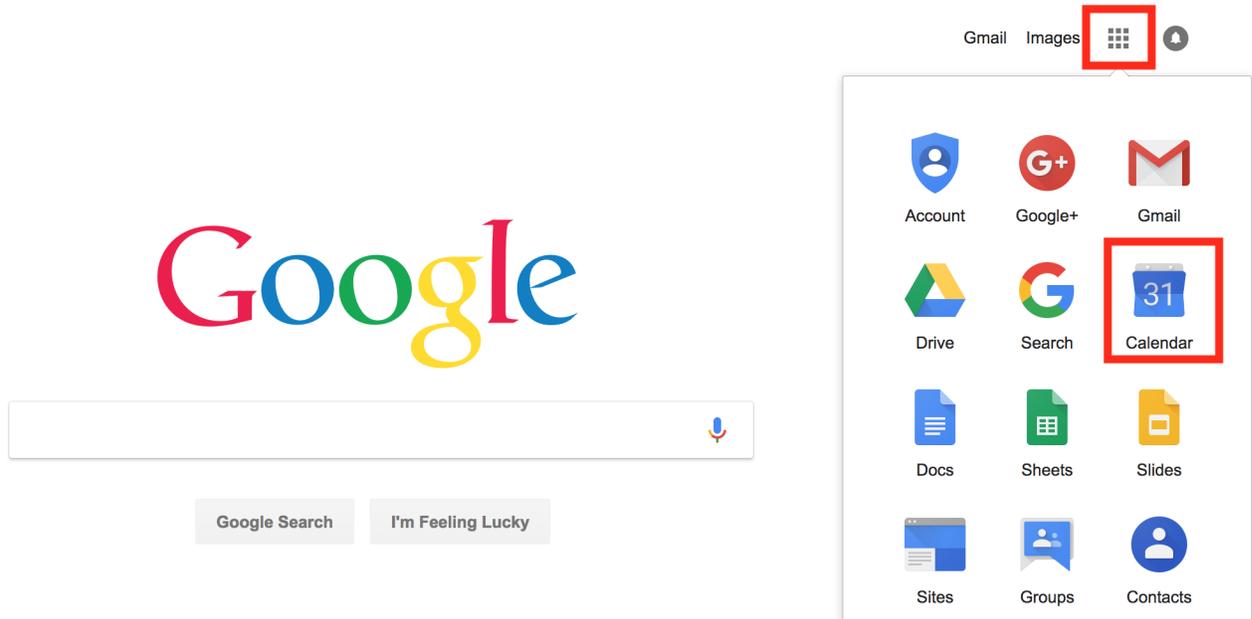


How To: Share a Google Calendar

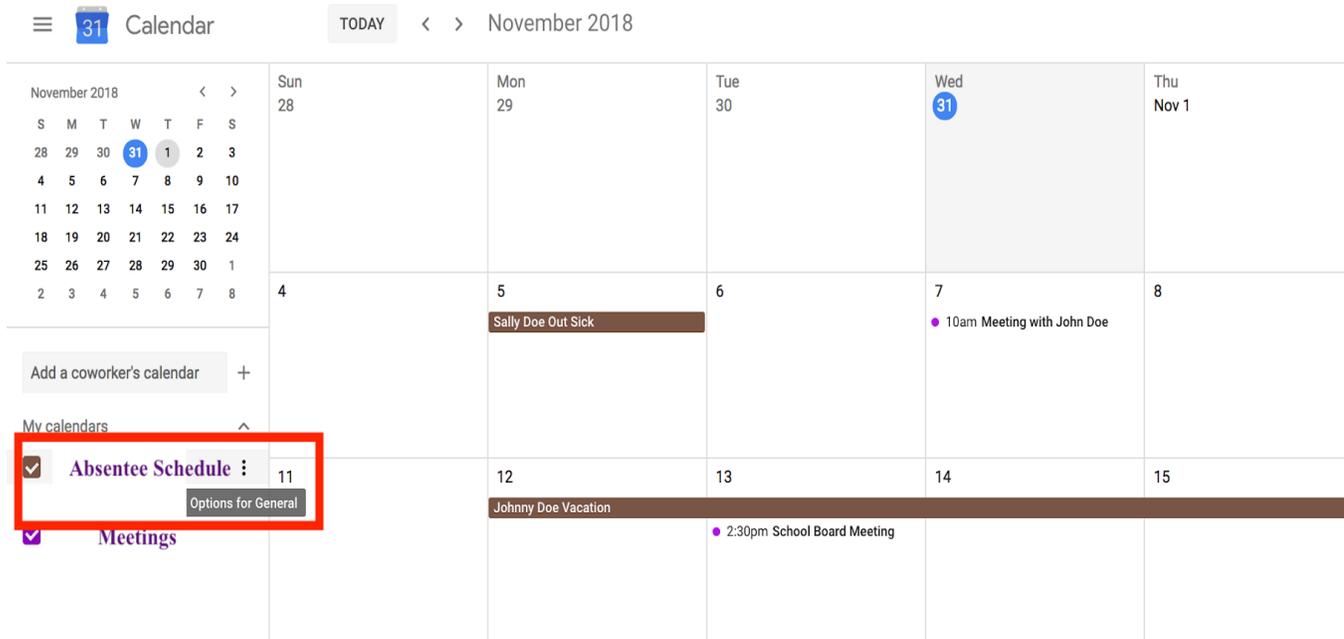


The following instructions pertain to how to share a calendar.

1. Login to Google
 - a. [Click Here](#) to see instructions
2. In the top right corner, click the square of dots and click the Calendar icon



3. Once on your calendar, on the left hand side, look for the calendar that you would like to share



4. Just to the right of the calendar's name, look for and click three little dots
 - a. This will open a dropdown menu

5. Click “Settings and Sharing”

6. In the Share With Specific People Field, click “Add People”

← Settings

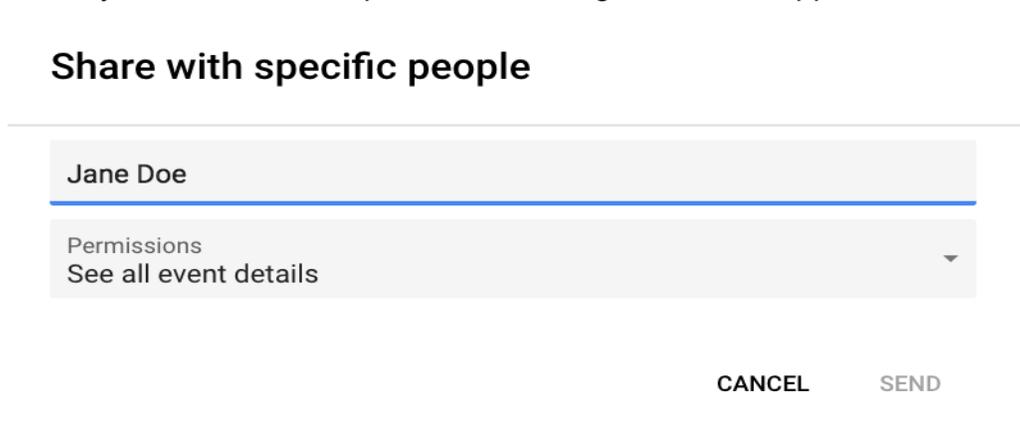
The screenshot shows the Google Calendar settings interface for a calendar named "Absentee Schedule". The left sidebar contains navigation options: "General" (with sub-options "Add calendar" and "Import & export"), "Settings for my calendars" (with "Absentee Schedule" selected and sub-options "Calendar settings", "Access permissions", "Share with specific people", "Event notifications", "All-day event notifications", "General notifications", "Integrate calendar", and "Remove calendar"), and "Meetings".

The main content area is divided into three sections:

- Calendar settings:** Includes fields for "Name" (Absentee Schedule), "Description", "Time zone" (GMT-04:00 Eastern Time - New York), "Owner" (SDoe@upperdarbysd.org), and "Organization" (Upper Darby School District). There are links for "SET MY PRIMARY TIME ZONE", "EXPORT CALENDAR", and "Learn more about exporting your calendar".
- Access permissions:** Includes checkboxes for "Make available to public" (unchecked) and "Make available for Upper Darby School District" (checked). Each has a dropdown menu for "See only free/busy (hide details)". There is a link for "Learn more about sharing your calendar" and a "GET SHAREABLE LINK" button.
- Share with specific people:** This section is highlighted with a red border. It shows "Sally Doe SDoe@upperdarbysd.org (Owner)" and an "ADD PEOPLE" button, which is also highlighted with a dark red border. A link for "Learn more about sharing your calendar with someone" is located below.

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7. When you click “Add People”, the following screen will appear



8. Enter the name or email of the person you want to share the calendar with

9. Select the permissions the person will have

10. Click “Send”

11. The shared calendar will now appear on the recipient’s calendar page under “Other Calendars on the left hand side

