BROWN

# Share a Google Calendar

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By changing permissions on a calendar, you can allow others to view more event information and/or edit the calendar.  You can do this on your own personal calendar as well as any calendars which you have created or which you have the permission to share.

Related Google Support Article: Share Your Calendar

Share your calendar

You can share a calendar across your entire organization or with a specific person or group.

1. Open Google Calendar.
2. On the left, click the name of your new calendar.
3. Point to the shared calendar and click More ⋮ > **Settings and sharing**.
4. Choose an option:
    ○ **Everyone in your organization**—Under Access permissions, check the Make available for *your organization* box. To share the calendar, ask users to subscribe to the calendar, or share the calendar with an individual or group.
    ○ **A specific person or group**—Under Share with specific people, click **Add People** > add the email address of the individual or group you want to share the calendar with.
5. In the permissions box, click the Down arrow ▾ > choose an option. For details, see Permission settings.
6. Click **Send**.

**Group calendar invitations include links to calendars**
Members receive email notifications with links to the shared calendar.

- **Individual users and existing group members**—Users get email notifications when calendars are shared.
- **New group members**—New group members get email notifications about the calendars they can access, typically within an hour after joining the group. New group members do not get this notification email if the group has more than 100 calendars shared to it.

These email notifications include an Add to calendar link. If a user clicks this link and then **Add calendar**, the calendar shows up in the Other calendars list for that user.

Help people find shared calendars
To help people find shared calendars, you can send them the calendar ID.

1. Open [Google Calendar](#).
2. Under My calendars, find the shared calendar.
3. Point to the shared calendar and click More ⋮ › **Settings and sharing**.
4. Scroll down to the Integrate calendar section and copy the Calendar ID. It's long.
5. Paste this ID into a document or website that you give to new users.
6. Tell them to take the following actions:
   1. Next to Other calendars, click + › **Subscribe to calendar**.
   2. Paste the Calendar ID into the Add a calendar box and press **Enter**.

The calendar then shows up in the user's Other calendars list.

Permissions in Google Calendar

Please note that these settings have [different implications if you are managing a resource calendar](#) (such as a conference room).

| Permission | People with this permission... |
| --- | --- |
| See Only Free/Busy (hide event details) | Can see whether you are free or busy by adding and viewing your calendar or by trying to schedule an appointment with you. (This is the default setting for anyone you have not specifically shared your calendar with.) |
| See All Event Details | Can see all of the event's details, including time, name, location etc.  Can't change any event settings.  Cannot see private events. |
| Make Changes to Events | Can make changes only the calendar (edit, add, remove) but not change who can or cannot view and edit the calendar. Can see private events. |
| Make Changes and Manage Sharing | Can edit, add and remove events as well as invite, remove and edit the calendar sharing permissions – exactly what you are allowed to do as the calendar owner. Can see private events. |