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View Another Person's Calendar in Google Calendar

Stephanie Obodda - 2025-07-16 - Comments (0) - Google Calendar

If you would like to view someone else's Google Calendar, type their email address in the "add a coworker's calendar" box under "Other Calendars".

Google Support Article: Add a friend's calendar

When planning a meeting, an even easier way to see availability is to click the Find a Time tab on the event editing page. This will show you the schedules of all meeting guests.

Untitled event			
7/1/2014	9:30am	to	10:30am
📄 All day 📄 Repeat			
Event details	Find a time	•	