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View Another Person's Calendar in Google Calendar

Stephanie Obodda - 2026-02-14 - 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.

The image shows a screenshot of the Google Calendar interface for creating a new event. At the top, it says "Untitled event". Below that, the date and time are set to "7/1/2014" from "9:30am" to "10:30am". There are checkboxes for "All day" and "Repeat...". At the bottom, there are two buttons: "Event details" and "Find a time". A red arrow points to the "Find a time" button, which is highlighted with a red border.