



Knowledgebase > Email and Collaboration > Google Calendar > View Another Person's Calendar in Google Calendar

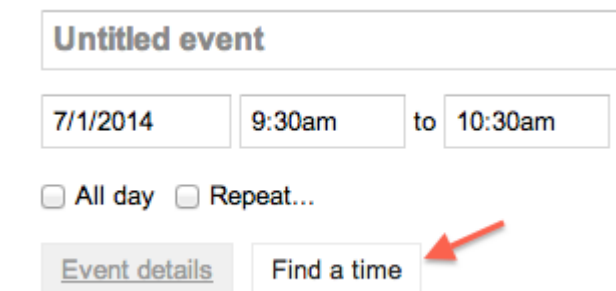
View Another Person's Calendar in Google Calendar

Stephanie Obodda - 2024-07-03 - 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.

A screenshot of the Google Calendar event creation interface. At the top is a text input field containing "Untitled event". Below this are three input fields: "7/1/2014", "9:30am", and "10:30am", with the word "to" between the time fields. Underneath are two checkboxes: "All day" and "Repeat...". At the bottom are two tabs: "Event details" and "Find a time". A red arrow points to the "Find a time" tab.

Untitled event

7/1/2014 9:30am to 10:30am

All day Repeat...

Event details Find a time