

## Sharing Google Calendars

The sharing of Google Calendars was a good discussion item for the club on Nov 16, 2022. For those who have partners, spouses, family, or friends that you would like to share your schedule with – Google Calendars is an excellent and secure way to accomplish this.

Firstly, you must each have a Gmail account (even if you just use it for calendar management). The actual Google Link to view the instructions online is included below; and the step-by-step image instructions are more thoroughly explained within this document.

“IF” you choose to only share the odd calendar item with people, then you may be better off to add the event to your calendar and then send an invitation to the individual for that event. That way you are assured that they will receive a notification and can add it to their calendar without seeing everything you have scheduled.

Calendar Sharing Google Link:

<https://support.google.com/calendar/answer/37082?hl=en>

Read the Important Notes 1st:

Everything in a **RED** box is pulled in from the Google Link. A **BLUE** box is your computer/laptop. A **GREEN** box is your smartphone.

### Share your calendar with someone




**Important:** Use caution when sharing your calendar and choose what others can access. Anyone with **full access permissions** to your calendar will be able to:

- respond to invitations
- create and edit events
- share your calendar with others
- receive emails about changes to your calendar
- delete your calendar

Let's Continue then.

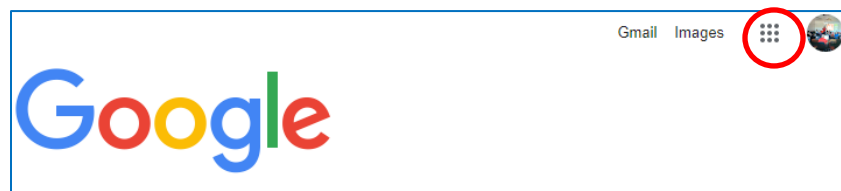
You can share any Google Calendar you have created; your default calendar or a special calendar – it's up to you. For this session we will reference your default calendar.

## Share a calendar with specific people

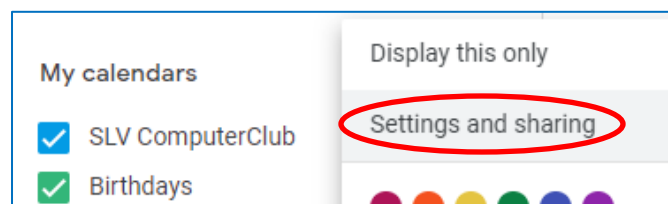
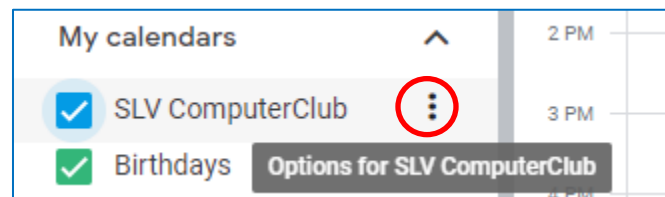
1. On your computer, open [Google Calendar](#) . You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. To expand it, click the Down arrow .
3. Hover over the calendar you want to share, and click More  > **Settings and sharing**.
4. Under "Share with specific people," click **Add people**.
5. Add a person's or [Google group's](#) email address. Use the drop-down menu to adjust their permission settings. [Learn more about access permissions](#).
6. Click **Send**.
7. The recipient will need to click the emailed link to add the calendar to their list. [Learn how to add someone else's calendar](#).

We will follow the instructions above in this detailed process below:

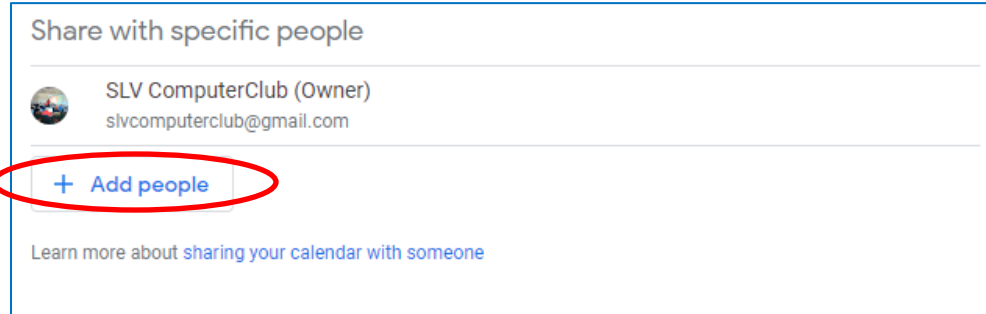
- From your computer/laptop open the Google Chrome Browser (this will just work better for you).
- Then go to <https://mail.google.com> -or- <https://www.google.com>
- If you do not have a Gmail account then you'll have to create it. If you do have a Gmail you may have to login here (or maybe not).
- You will see the following items in your browser:



- Click on the 9 dots shown above (Google apps) and select Calendar. Perform steps 2 & 3 above.

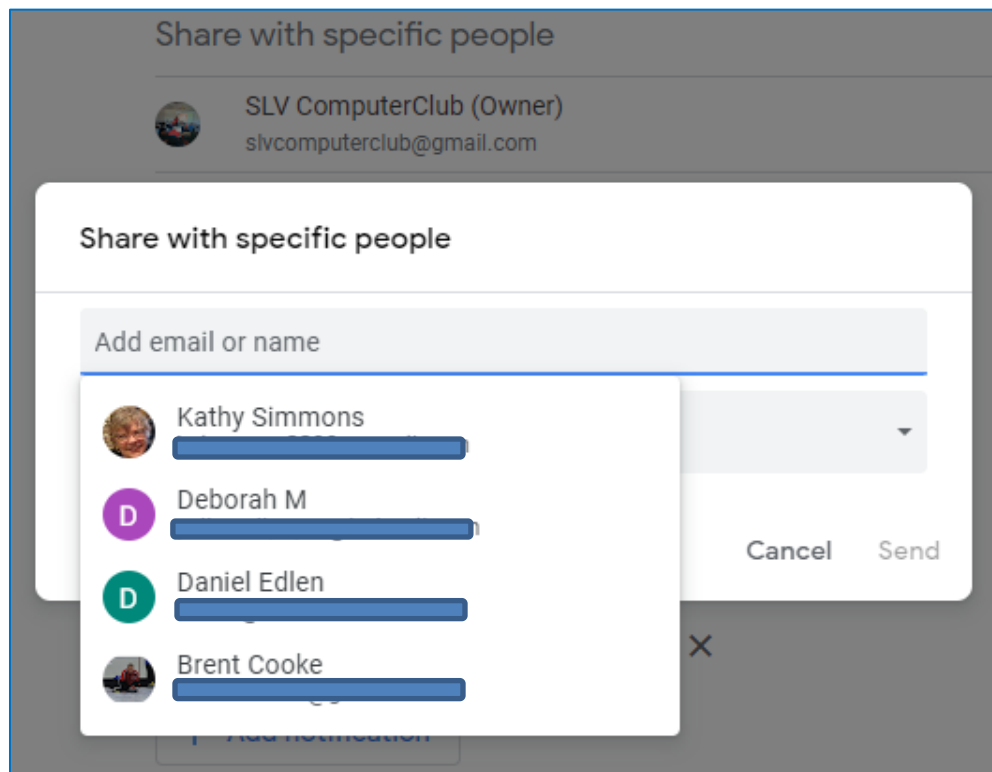


- Proceed to step 4 above.

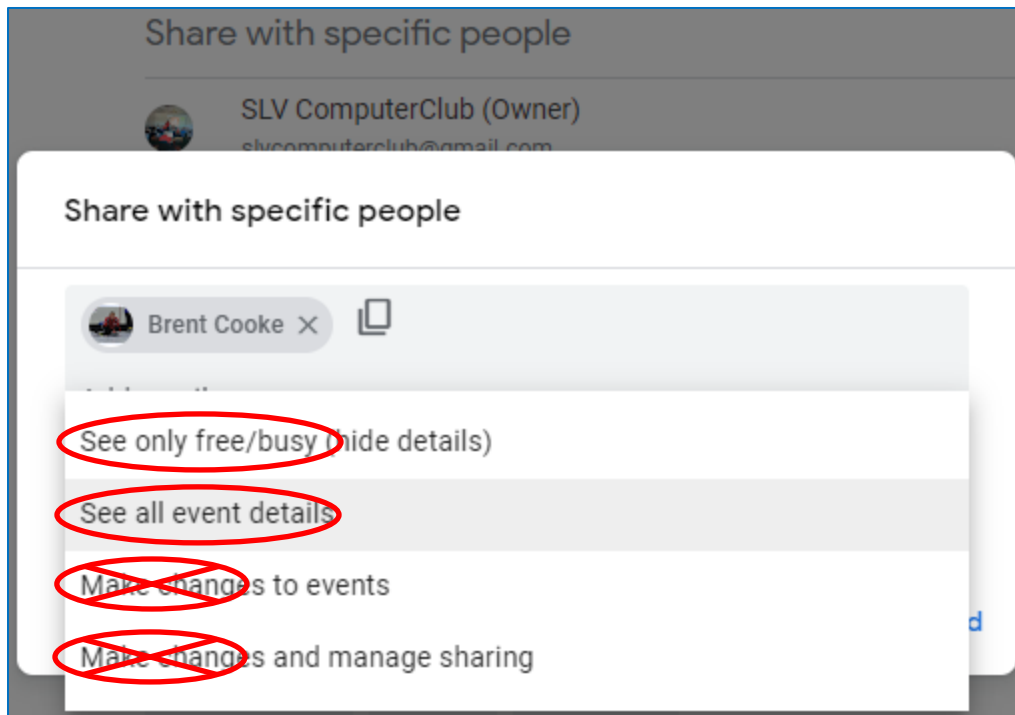


At this point you can select someone from your email contacts -or- key an email address directly into the address line.

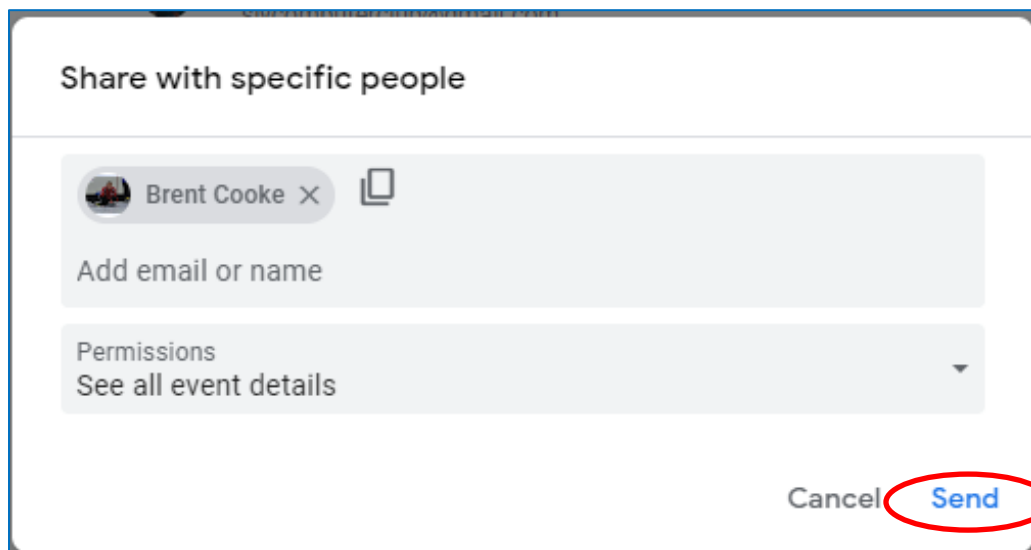
- Proceed to step 5 above.



You have multiple options for permissions – consider **ONLY** allowing a “*SEE*” option. This will mean YOU alone have full ownership of your calendar to manage yourself.



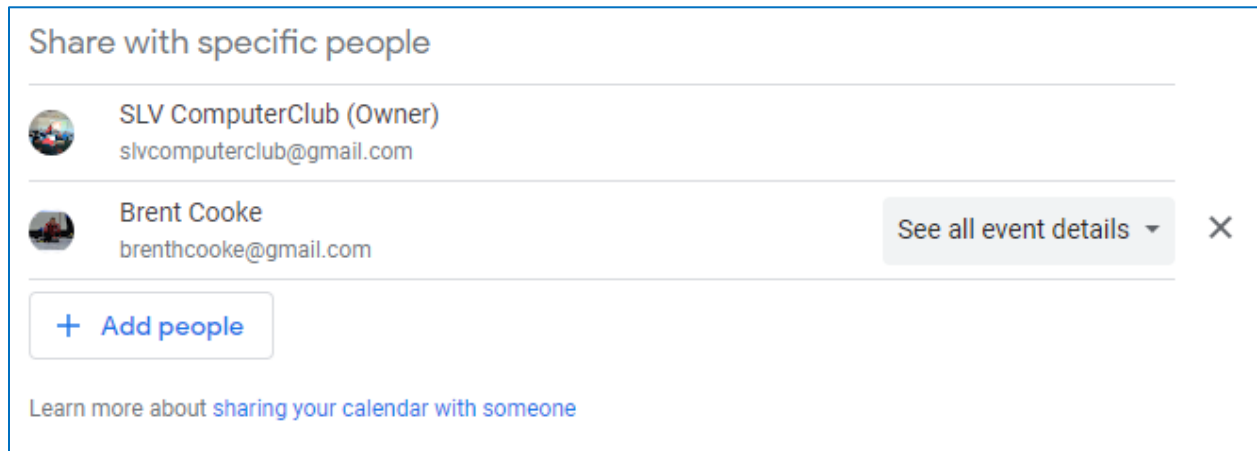
- Proceed to step 6 above and click “Send”.



Once you click send, the recipient will get an email (at the address you sent it to). They can click on the “*Add this calendar*” link included in the email (Step 7 above). The calendar app will open (either on their computer or smartphone). A question will display “*Do you want to add [xxxxxxxxxxxxxxxx@gmail.com](#) calendar?*”

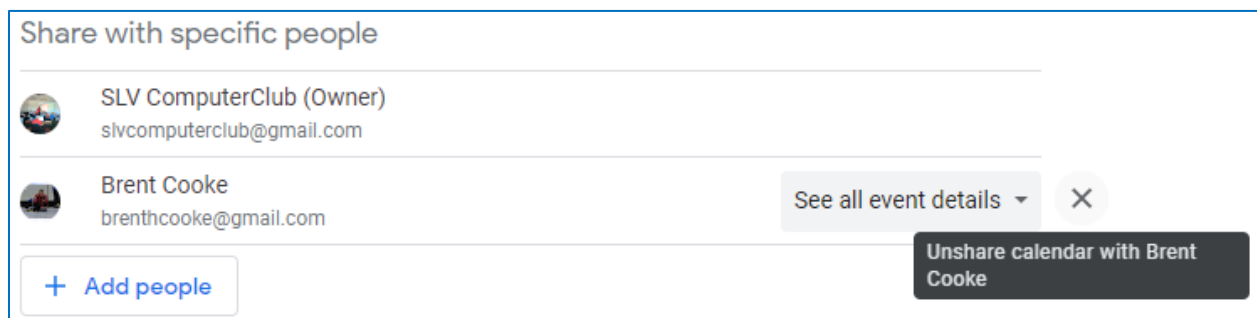
They should select “Add”. Your calendar entries will now be available on their calendar. They can select the colors that your entries will show up as (ie: yellow, green, tangerine, etc).

You can now see they have been given access. It is also here that you can remove/disable the access should you want to.



In order for YOU to see some else's calendar, they will need to perform these same steps on their calendar using your email.

Once you have completed this 2-way calendar add – you will always have access to the other's calendar until you delete it or they remove you from access.



Click the "X" and sharing will be removed.