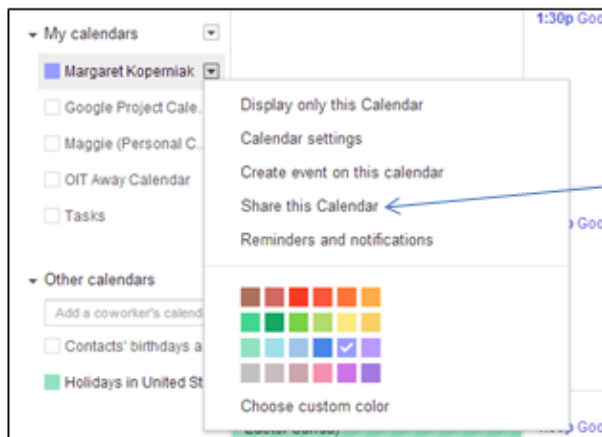


# Share your calendar with specific users

To share your calendar with specific users, follow the steps below.

1. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select **Share this calendar**.



Click the down arrow next to a calendar and then select **Share this Calendar**

2. Enter the email address of the person you want to share your calendar with.

**(Make sure it is the short version email address)**

3. From the drop-down menu on the right side, select a level of permission, then click **Add Person**.

## Permission Settings

See all event details ▼ Add Person

4. Click **Save**.

Once you click **Save**, the person you selected to share the calendar with will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her **Other calendars** list, the calendar will not be automatically added to the user's Calendar account.

You can also grant the following levels of access to particular people for a particular calendar:

### **Make changes AND manage sharing**

This person has owner rights to this calendar.

### **Make changes to events**

This person can see and change all events, including private ones.

**See all event details**

This person can view the details of all events except those marked as private.

**See free/busy information (no details)**

This person can see when your calendar is booked and when it has free time, but will not be able to see the names or details of any of your events.

You can currently share your calendar with up to 75 users per day. If you'd like to share your calendars with more users, please wait 24 hours before trying again.

If you're having trouble sharing your calendar, [remove the shared person from your calendar settings](#) and share your calendar again to resolve the problem.

You can also share calendars with a group of people via Google Groups. The calendar sharing settings will automatically adjust to any changes in the group's membership over time.

Contact [google-help@williams.edu](mailto:google-help@williams.edu) if you want a group set up for your department.