

G Share Your Calendar

Share Your Calendar with Specific People

- 1 In your calendar's settings, click the **Add people** button.
- 2 Enter the names or email addresses of the people you want to share your calendar with.
- 3 Click **Send**.

← Settings

Access permissions

Make available to public

See all event details

Share with specific people

Some sharing options may have been turned off for your organization by your administrator.

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Permissions
See all event details

Cancel

Send

3

31

Google Calendar Interactive Tutorial

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