

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

General

Add calendar

Import & export

Settings for my calendars

● Kayla Claypool

Calendar settings

Access permissions

Share with specific people

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Access permissions

☐ Make available to public

See all event details

/busy (hide 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



Google Calendar Interactive Tutorial Share Your Calendar