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Share your calendar with someone

3-4 minutes

Important: Use caution if you share your calendar. Anyone with full permission will be able to respond to invitations, create and edit events, and share your calendar with others.

You can share your calendar with family, friends, and co-workers.

- Share your main calendar with someone so they can find your schedule.
- Create a calendar that multiple people can edit, like a family calendar.
- Add someone, like an administrative assistant, as a delegate of your calendar to schedule and edit events for you.

Tip: When you create an event with a Google Meet link on someone else's calendar, the video conferencing policies applicable to that event are also impacted. Learn how transferred Google Calendar event settings apply.

Share your calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

Share an existing Calendar

Tips:

- If you'd like to share a calendar that you don't own, you'll need to ask the owner to turn on the **Make changes and manage sharing** permission.
- If your account is managed through work or school, you might not have access to all of the permissions options. To learn more, contact your admin.

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. You might need to click it to expand it.

3. Hover over the calendar you want to share, click More ⋮ › **Settings and sharing**.

   - **To broadly share it:** Under "Access permissions," check the boxes of the ways you want to share and choose your options in the drop-down menu. Learn more about these options below.

   - **To share with individuals:** Under "Share with specific people," click **Add people**.

4. Add the person or Google group email address. Use the dropdown menu to adjust their permission settings.

5. Click **Send**.

6. The recipient will need to click the emailed link to add the calendar to their list.

If you share your calendar with a group, it isn't automatically added to their "Other calendars" list. The calendar sharing settings will automatically adjust to any changes in the group's membership over time. Learn more about Google Groups.

Share with people who don't have Google Calendar

Share a calendar with someone in your organization

Unshare your calendar

Remove people from sharing settings, or stop sharing publicly

Stop sharing availability info with other apps

Control what others can find

Was this helpful?

How can we improve it?