

How to Share Your Google Calendar

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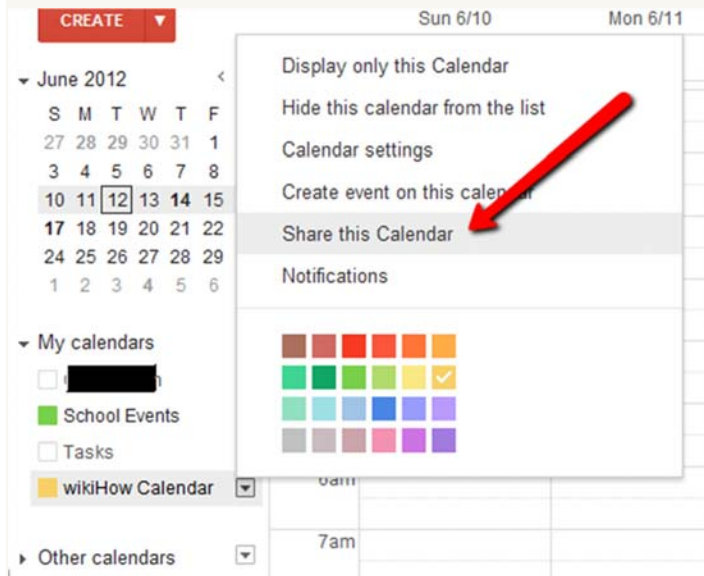
Google Calendar can do more than just organize your personal schedule. You can also use it to share any event imaginable with others, allowing you to easily coordinate with friends and coworkers. Follow this guide to share your calendars with virtually anybody.

Steps

Sharing With Specific People

1.1

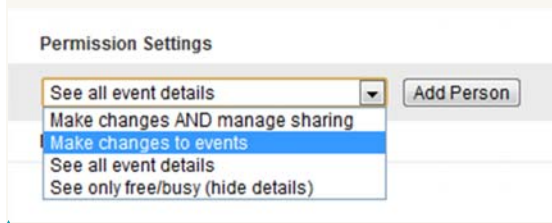
Select the calendar you are sharing. On your Google Calendar homepage, click on the arrow to the right of the calendar you want to share. Select "Share this Calendar."



- o Privately sharing your calendar means that you'll be able to share a specific URL that only you and your friends or coworkers will know. Otherwise, your calendar will not be viewable or indexed by anyone who doesn't have this URL.

2.2

Enter the recipients' emails. Under "Share with specific people," type in the email address of the individuals or email lists whom you'd like to share with. Decide how much control you'd like each person to have over your calendar, then click "Add Person."



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- o "See all event details" means that the recipient will be able to see the locations and notes for any entry on the calendar.
- o "Make changes AND manage sharing" means that the recipient can add and edit events as they see fit as well as add more people to the calendar. "Make changes to events" gives the user the power to edit the calendar but not who can access it.
- o "See only free/busy" hides all details about the events and shows the calendar owner as simply available or busy.
- o You can add multiple people with different levels of control with this method.

3.3

Click "Save" at the bottom of the page. The people you have invited will now appear under your email address. They will also receive an email notification about your Google calendar. The calendar will automatically be added to their Google Calendar account for viewing/managing, under "Other calendars".

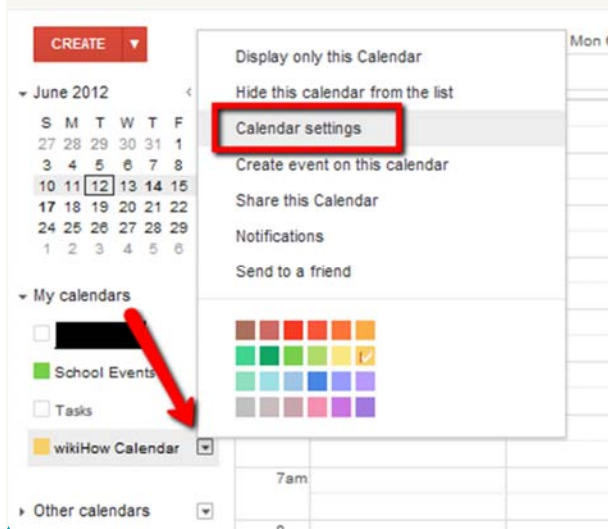


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- o [If you enter an email address for someone that does not have a Google account, they will be sent an email inviting them to join Google and create an account. Only Google users can access your calendar.](#)

4.4

[Share without sending an invite.](#) On your [Google Calendar homepage](#), click on the arrow to the right of the calendar you want to share. Select "Calendar settings."



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5.5

[Scroll down to the "Private Address" section.](#) Click on the button that corresponds with your desired format.

- o [XML allows the calendar to be accessed from other applications and can be copied into any feed reader. The ICAL URL can be used in any application that supports the iCal format.](#)

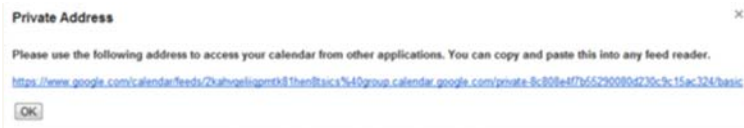
Private Address:
[Learn more](#)

[XML](#) [ICAL](#) [Reset Private URLs](#)

This is the private address for this calendar.

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- o [Copy and paste the URL that pops up in the next screen and give it to anyone whom you'd like to share the calendar with. Press OK once you have copied the URL to your clipboard.](#)



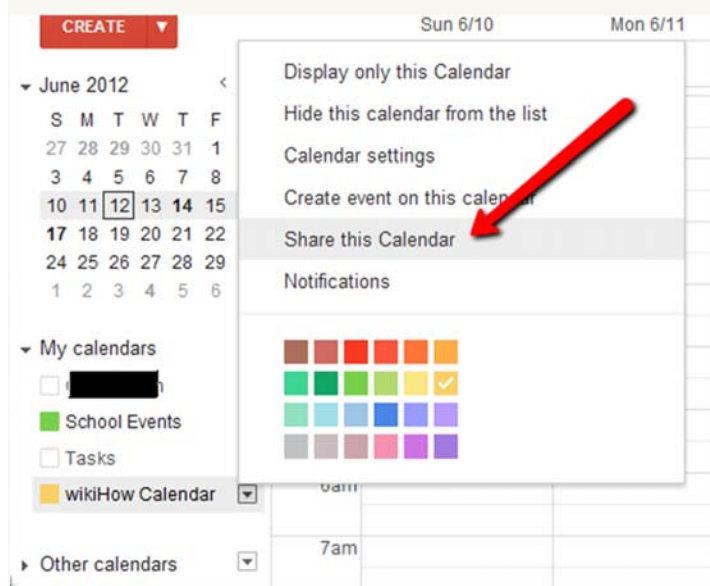
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- o [This address gives the recipient full control over the calendar. They will be able to make edits and add other users.](#)

Making Your Calendar Public

1.1

[Select the calendar you are sharing. On your Google Calendar homepage, click on the arrow to the right of the calendar you want to share. Select "Share this Calendar."](#) ^[1]



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- o [Sharing your Google calendar publicly means that any Internet user can see your calendar and that your calendar entries could start appearing in Google search results.](#)

2.2

Check the box next to “Make this calendar public”. If you only want to share your availability, check the box next to “Share only my free/busy information.” Click Save.

Calendar Name: wikiHow Calendar

Description: Keep track of important wikiHow community days and events!

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Country: United States

Now select a time zone: (GMT-08:00) Pacific Time

Make this calendar public [Learn more](#)
This calendar will appear in public Google search results.

Share only my free/busy information (Hide details)

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- o Open your Calendar details. Click on the arrow to the right of the calendar and select “Calendar settings”. This will open the Details tab.

3.3

Scroll down to the “Calendar Address” section. Choose the type of URL that you want to use to share it -- if you're unsure, select the blue HTML button. That can be shared with anyone on the Internet and viewed through a web browser.

Calendar Address: [Learn more](#) [Change sharing settings](#)

[XML](#) [iCAL](#) [HTML](#) [mailto:tsics@group.calendar.google.com](#)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

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- o Copy and paste the URL that pops up in the next screen and give it to anyone whom you'd like to share the calendar with. Press OK once you have copied the URL to your clipboard.

Calendar Address

Please use the following address to access your calendar in any web browser.

https://www.google.com/calendar/embed?src=2xahvoelqgmk81hen@tsics%40group.calendar.google.com&ctz=America/Los_Angeles

You can embed Google Calendar in your website or blog. Use our [configuration tool](#) to generate the HTML you need.

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Sharing Your Events

1.1

Click on an event in your calendar. In the bubble that pops up, click “Edit event”. This will open the Event Details tab. Here you can add guests or change ownership of an event.

2.2

Add a guest. To share your event with other people, click the “Add guests” link on the right side of the window. A field will appear, and you can enter the email addresses of people that you would like to add.^[2]

- Underneath the “Add guests” section, you can adjust what power the event guests have over the event. You cannot set different powers for different people. You can allow guests to see the guest list, invite other people, and modify the event.

3.3

Change the ownership of the event. If you want to transfer the event to someone else’s calendar, click the pulldown menu next to Calendar in the Event Details tab. Select “Change Owner...” to transfer the event. A field will open and you can enter the recipient’s email address.

- You will lose ownership control over the event when you do this.

Sharing with iCal

1.1

Share your Google Calendar. Choose either public or private sharing. Once your calendar is shared, click on the Calendar Details. Click on the ICAL button for your calendar address.^[3]

- If you have your calendar shared publicly, click on the ICAL button next to Calendar Address.
- If you are sharing privately, click on the ICAL button next to Private Address.

2.2

Copy the address displayed. Give this address to the person that you are sharing your calendar with, or copy it yourself if you are syncing your own iCalendar.

3.3

Open iCal. Create a new calendar and name it something related to the Google calendar you are subscribing to. Right-click (command-click) on the calendar and select Subscribe from the menu. Enter the address received from clicking the ICAL button in Google Calendar.

4.4

Select your options and click OK. You will be able to turn off alarms and to-do list items from the calendar you are subscribing to.