
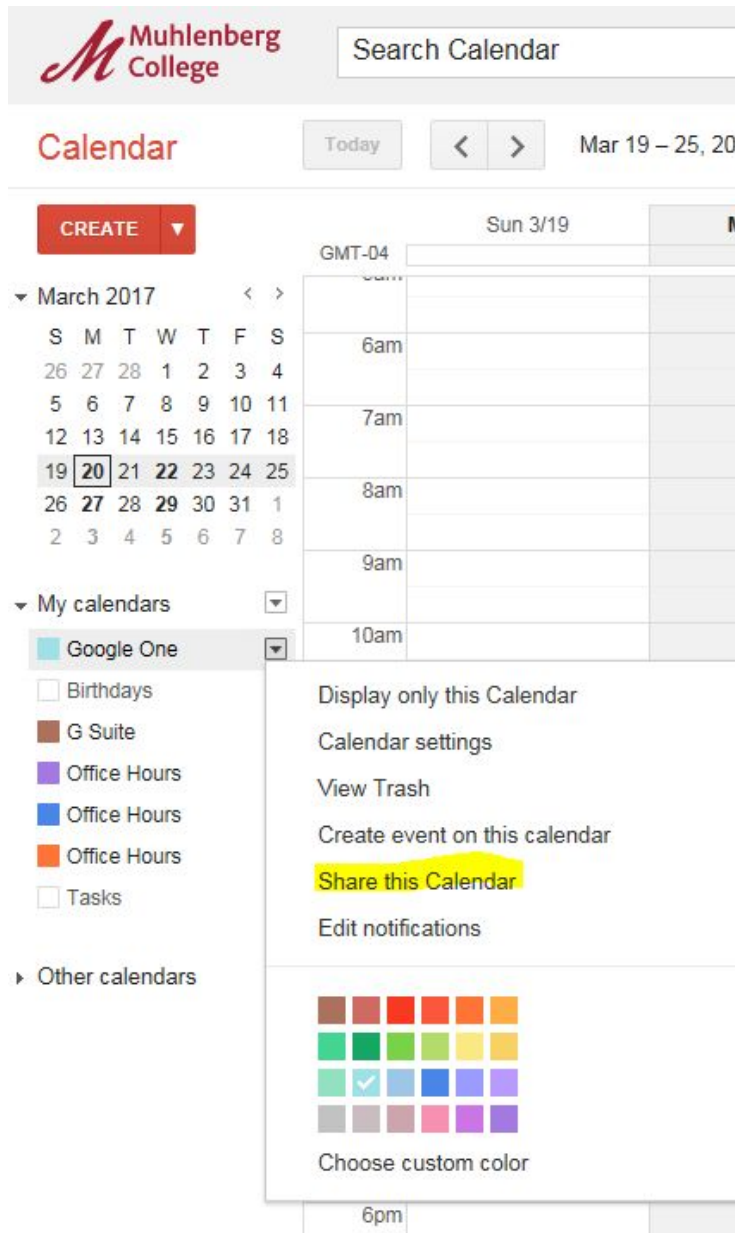




To Share your Google Calendar, follow the steps below.

1. Click the Down arrow  next to your calendar name.
2. Click **Share this Calendar** (highlighted below).



The screenshot shows the Google Calendar interface. At the top left is the Muhlenberg College logo and a search bar. Below that is the 'Calendar' header with navigation buttons for 'Today', previous/next days, and the current date 'Mar 19 - 25, 20'. A 'CREATE' button is visible. On the left, there is a calendar view for March 2017, with the 20th highlighted. Below the calendar is a list of 'My calendars' including 'Google One', 'Birthdays', 'G Suite', 'Office Hours', and 'Tasks'. A dropdown menu is open for the 'Google One' calendar, showing options: 'Display only this Calendar', 'Calendar settings', 'View Trash', 'Create event on this calendar', 'Share this Calendar' (highlighted in yellow), and 'Edit notifications'. At the bottom of the menu is a color selection grid with a 'Choose custom color' link. The main calendar view shows a grid for Sunday, 3/19, with time slots from 6am to 10am.

3. Enter email addresses and set permissions for people you want to share with.

The screenshot shows the 'Google One Details' page for a calendar. At the top left is the Muhlenberg College logo. A search bar labeled 'Search Calendar' is on the right. Below the header are navigation links: 'Calendar Details', 'Share this Calendar', 'Edit notifications', and 'Trash'. A '« Back to calendar' link and 'Save' and 'Cancel' buttons are present. The 'Share this calendar with others' section is checked, with options to 'Make this calendar public' (unchecked) and 'Share this calendar with everyone in the organization Muhlenberg College' (checked). Two dropdown menus show 'See all event details' and 'See only free/busy (hide details)'. The 'Share with specific people' section lists 'Person' and 'Permission Settings Learn more'. A table shows a shared person with email 'supportdesk@muhlenberg.edu' and permission 'See all event details', with an 'Add Person' button. A second person, 'googleone@muhlenberg.edu', has the permission 'Make changes AND manage sharing'. At the bottom are '« Back to calendar', 'Save', and 'Cancel' buttons.

Muhlenberg College

Search Calendar

Google One Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Trash](#)

« Back to calendar

Share this calendar with others

Make this calendar public [Learn more](#) ▼

Share this calendar with everyone in the organization **Muhlenberg College** ▼

Share with specific people

Person Permission Settings [Learn more](#)

| | | |
|---|--|---|
| <input type="text" value="supportdesk@muhlenberg.edu"/> | <input type="text" value="See all event details"/> ▼ | <input type="button" value="Add Person"/> |
| googleone@muhlenberg.edu | Make changes AND manage sharing | |

« Back to calendar

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4. Click **Save**.
5. The individual you have shared your calendar with will receive an email notification.