

Add someone else's Google calendar

You can view someone else's calendar if they've shared it with you. You can also request access if they haven't shared their calendar with you yet.

[Computer](#)[Android](#)[iPhone & iPad](#)

Ways to add someone else's calendar

Add using an email address

Ask to see a calendar

1. On your computer, open [Google Calendar](#).
2. On the left side, click **Other calendars**.
3. In the **Add a friend's calendar** or **Add a coworker's calendar** box, enter the other person's email address.
4. Press **Enter**.
5. Depending on how their calendar is shared, one of the following will happen:
 - If the calendar isn't shared with you, you'll see a form to request access.
 - If the calendar is already shared with you, their calendar will be added on the left side under "Other calendars."
 - If the other person doesn't have a Google Calendar, you'll see the option to invite them to use Google Calendar.

Approval by the other person

If their calendar isn't shared with you, the other person will get an email requesting access.

To accept your request, the other person should:

1. On your computer, open the email you sent requesting access.
2. Click the link in the email.
3. In the Settings page that opens, choose a [permission setting](#) and select **Add Person**.
4. Click **Save**.

After the other person has accepted your request, their calendar will appear on the left side under "Other calendars." If you don't see it, try refreshing the page.

Add using a link

You can only add a calendar using a link if the other person's calendar is public.

1. On your computer, open [Google Calendar](#).
2. On the left, above "My Calendars," click Add **+ > From URL**.
3. Enter the calendar's address in the field provided. The address needs to be an [ICAL link](#).
4. Click **Add Calendar**. The calendar will appear on the left side under "Other calendars."

Note: It might take up to 12 hours for changes to show in your Google Calendar.

Hide someone else's calendar

1. On your computer, open [Google Calendar](#).
2. On the left side, click **Other calendars**.
3. Click the name of the other person's calendar to hide it. Calendars with an empty box next to them are hidden.

Tip: If you don't need to see to this calendar anymore, you can also [unsubscribe](#).