Share your calendar with someone

You can share your calendar with family and friends. If you use Google Calendar for work, school, or other group, you can delegate access to your calendar so another user in your organization can schedule and edit events.

How sharing works

Here are a couple examples of what you can do with calendar sharing:

Share your main calendar with someone so they can see your schedule.

Create a new calendar that multiple people can edit, like a "Family" calendar that everyone in your family can add events to.

Delegate access to your calendar so another user in your organization can create and respond to events for you.

When you add someone to your calendar, you can decide how they see your events and whether they can also make changes like adding or editing events. If you delegate access to your Calendar, the delegate can respond to invitations and create and modify events. They can also manage how your calendar is shared if you give them permission. A delegate can't change your account settings, use task lists in your Calendar account, or access your contacts unless you give them permission.

Share or unshare 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

You can share the main calendar for your account, or another calendar you created.

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**.
4. To share with individuals: Under "Share with specific people," add the person or the email address of the person you want to share with.
5. To change wider sharing settings: Under "Access permissions," choose an option in the drop-down menu. Learn more about these options below.
6. If someone isn't already added, click **Add people.**
7. Add people and click **Send**.

If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendars" list. If you shared your calendar with an email group , they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

Delegate your calendar

1. Follow the directions in the section above about how to share.
2. Under "Share with specific people," click **Add people**.
3. Enter the email address of the person you want to delegate your calendar to.
4. Under "Permissions," select **Make changes AND manage sharing**.

5. Click **Send**.

Your delegate will see your calendar on the left under "My calendars." If they create an event on your calendar, the invitation will come from you.

Create a new calendar to share

You can create a new calendar and invite other people to view or edit it. When you create an event, you'll see an option to choose which calendar to add the event to.

1. On your computer, open Google Calendar. You can't create or share calendars from the Google Calendar app.
2. On the left, above "My Calendars," click Add ＋ ＞ **New calendar**.
3. Add the calendar name.
4. Click **Create calendar**.
5. On the left, click the name of your new calendar.
6. Under "Access permissions," choose an option in the drop-down menu. Learn more about these options below.
7. If someone isn't already added, under "Share with specific people," click **Add people**.
8. Add people and click **Send**.

If you shared your calendar with an individual email address, they'll see your calendar in their "Other calendar" list. If you shared your calendar with an email group, they'll see the calendar in their "Other calendars" list once they click on the link in the email invitation from Google Calendar.

Important: To get your new calendar to show up on your Android phone or tablet, you'll need to turn on sync for that calendar.

Share with a group

When you share your calendar with a group, it isn't automatically added to their calendar list. Instead, they'll need to click the link in the email they got to add the calendar to their list.

Use Google Groups

If you want to share a calendar with a large group of people, you can add a Google Group. The calendar sharing settings will automatically adjust to any changes in the group's membership over time. Learn more about Google Groups.

1. Follow the directions in one of the sections above about how to share.
2. Instead of adding someone's email address, enter the email address of the Google Group.

Add people individually

You can also share your calendar by adding individual email addresses.

1. Follow the directions in one of the sections above about how to share.
2. Add each person's email address.

Share with people who don't have Google Calendar

The only way to let people who don't have Google Calendar view your calendar is to make it public. Learn more about sharing publicly.

Share a calendar with everyone in your organization

If you use Google Calendar through your work, school, or other organization, you'll see the option to make your calendar available for everyone in your organization.

How this setting works

People in your organization can find your calendar.

People outside your organization won't be able to see your calendar.

If you invite someone outside your organization to a meeting, they can see information about the meeting.

Options

See all event details: People in your organization can see the details of your calendar events unless you mark them as private.

See only free/busy (hide details): People in your organization can see when your time is booked or free, but they can't see names or details of your events.

Remove people from sharing settings, or stop sharing publicly

1. On your computer, open Google Calendar.
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 unshare, click More ⋮ › **Settings and sharing**.
4. Under "Access permissions," next to "Make available to public," uncheck the box.
5. To stop sharing with specific people, under "Share with specific people," next to the person you want to remove, click Remove ✕ .

If you share multiple calendars, repeat these steps for any other calendars that you want to stop sharing.

Control what others can see

Permission settings

Note: If you use Google Calendar through your work, school, or other organization, you might not see all these sharing options if your admin turned them off.

When you share your calendar with someone, you can decide how they see your events and whether they can also make changes like adding or editing events.

Here's what people can do with each sharing option:

Make changes AND manage sharing

Change sharing settings

Add and edit events

See details for all events, including private ones

See the time zone setting for the calendar

Permanently delete the calendar

Restore or permanently delete events from the calendar's Trash

Make changes to events

Add and edit events

See details for all events, including private ones

See the time zone setting for the calendar

Restore or permanently delete events from the calendar's Trash

See all event details

See details for all events except those marked as private

See the time zone setting for the calendar

See only free/busy (hide details)

See when your calendar is booked and when it has free time, but not the names or other details of your events.

Note: Events from Gmail that have the "Only me" visibility setting aren't visible to anyone you've shared your calendar with, even people with "Make changes" access, unless you change the sharing settings for the event or the default setting for events from Gmail.

Change visibility settings for an individual event

Your events automatically have the same sharing settings as your calendar. You can edit the visibility setting for each event, but how visibility settings work depends on how your calendar is shared.

Learn more about changing the visibility setting for an individual event.

Troubleshooting

If the other person is having trouble seeing your calendar, try these steps:

1. Make sure you added the correct email address.
2. Remove the person from the calendar's sharing settings and then add them back. See the directions above.
3. Make sure they click the link in the email they received. They should check their Spam folder if they can't find it.