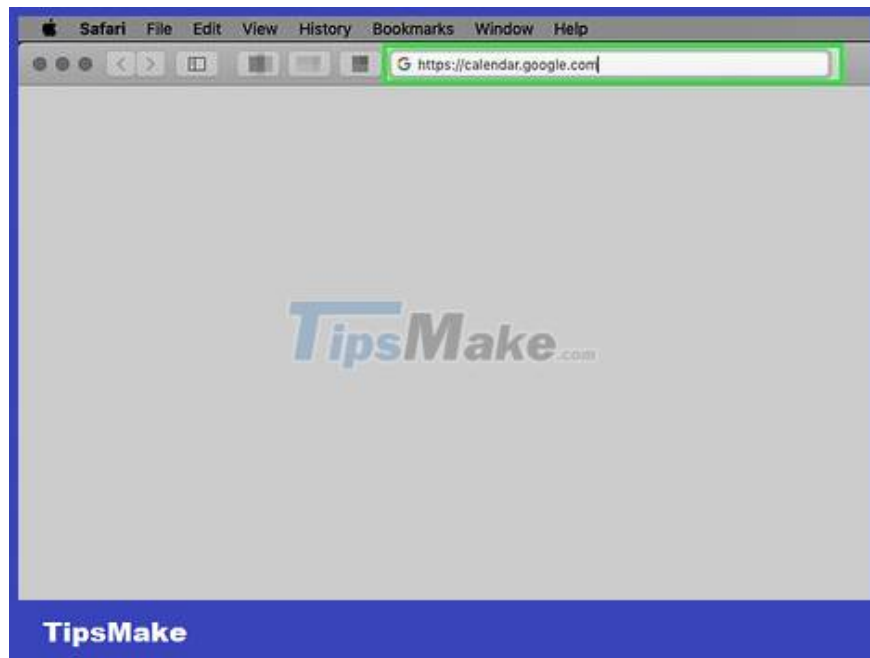


How to Share Google Calendar

Today's TipsMake will break Share Google Calendar and shows you how to share your Google calendar with others via email or set the calendar to public mode.

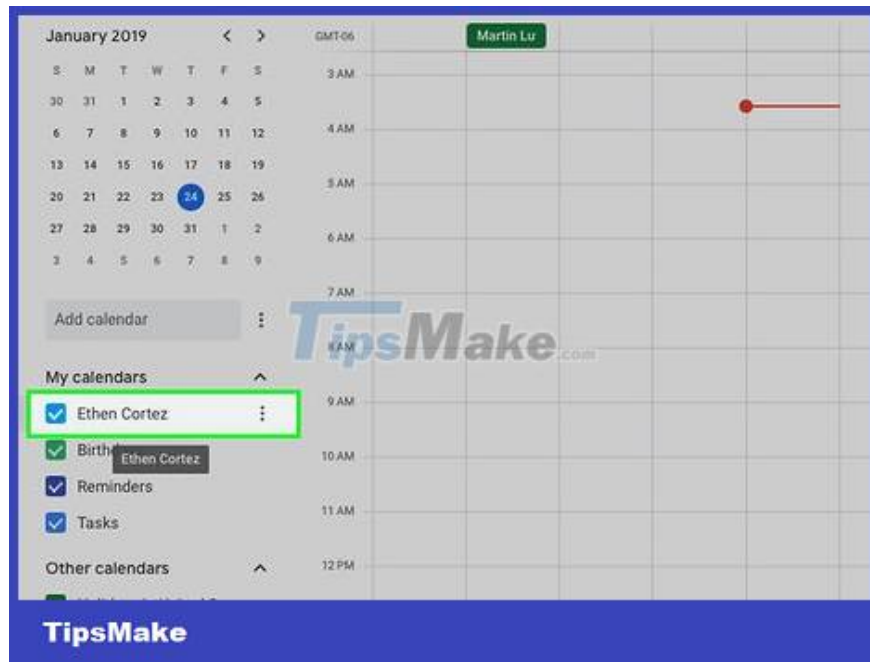
Share with others



Open the Google Calendar page in your web browser. Visit <https://calendar.google.com> using your computer's web browser.

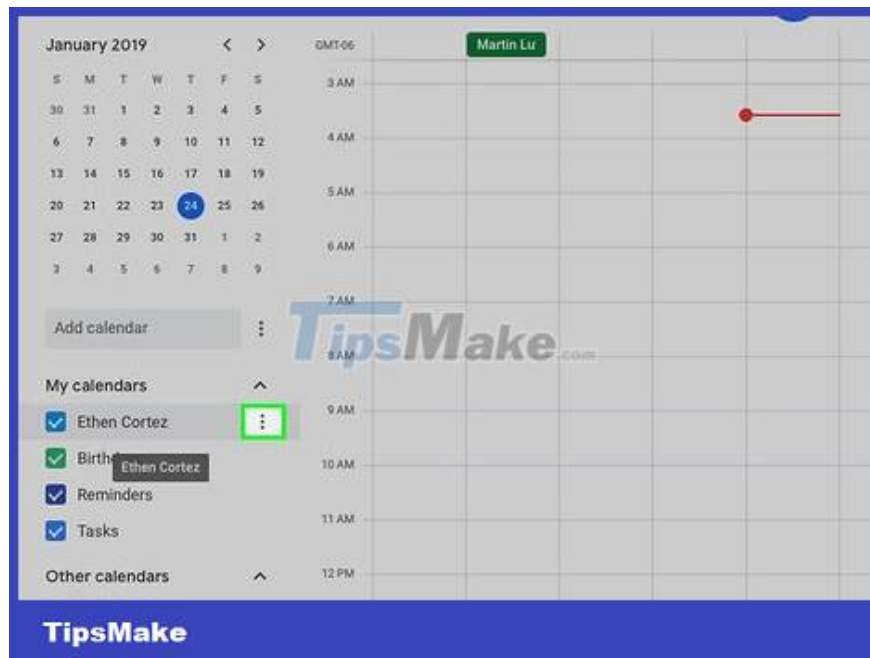
If the site doesn't automatically log you in, you'll need to enter the email address and password associated with your Google account.

Google Calendar cannot be shared from the mobile app.

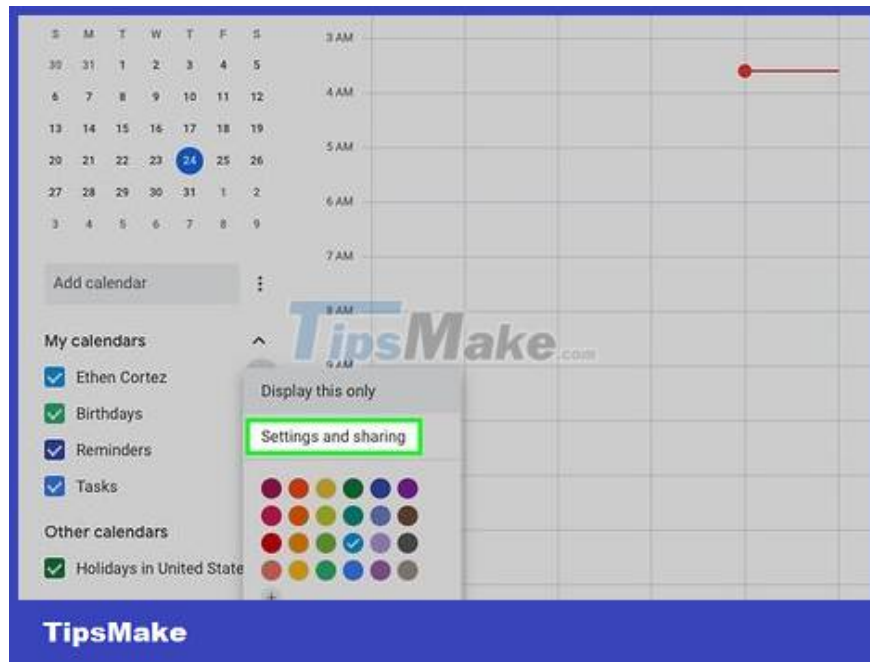


Hover your mouse pointer over the calendar you want to share. Your calendars will be listed on the left side of the window, under the "My calendars" heading.

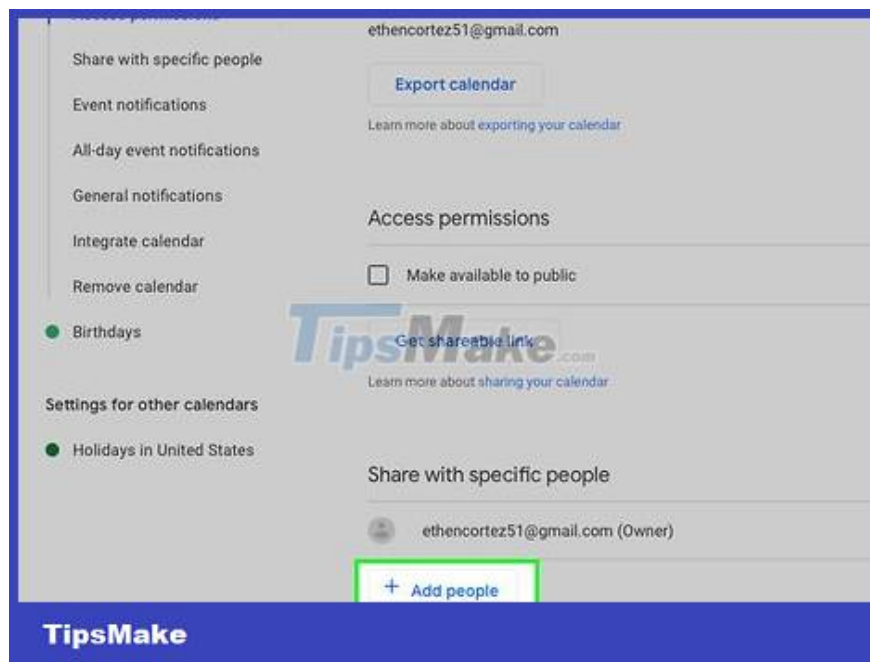
If necessary, click the icon next to the "My calendars" heading to expand the calendar list.



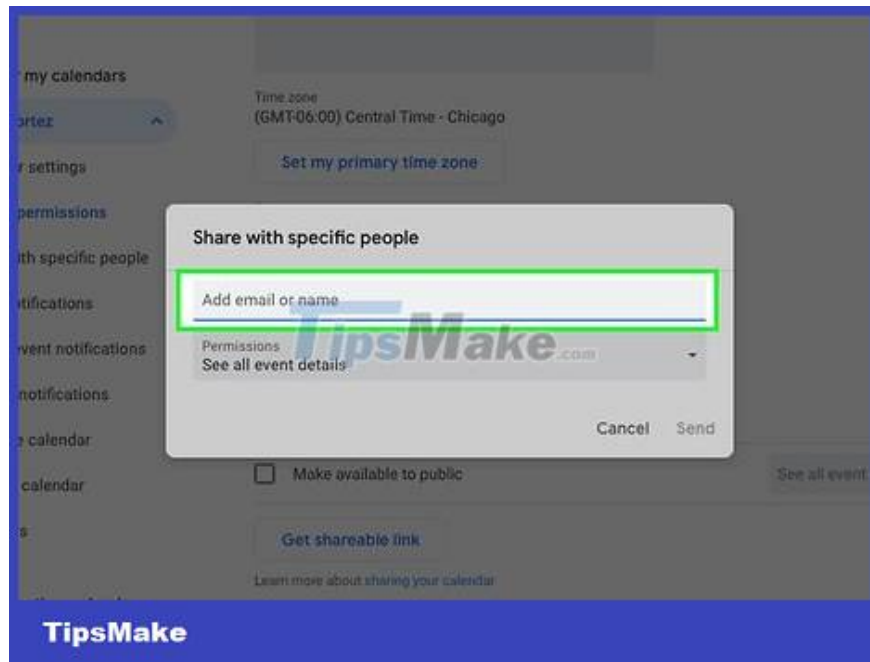
Click the ? icon next to the calendar name to display options.



Click Settings and sharing in the menu. The selected calendar's settings will open in a new page.

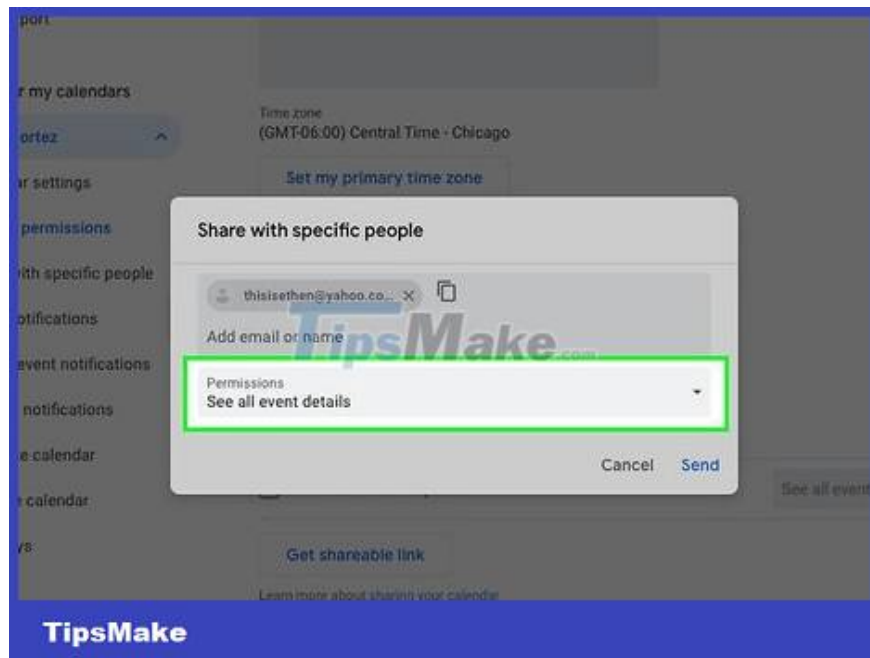


Click the + Add people button below the "Share with specific people" heading. A window will pop up.

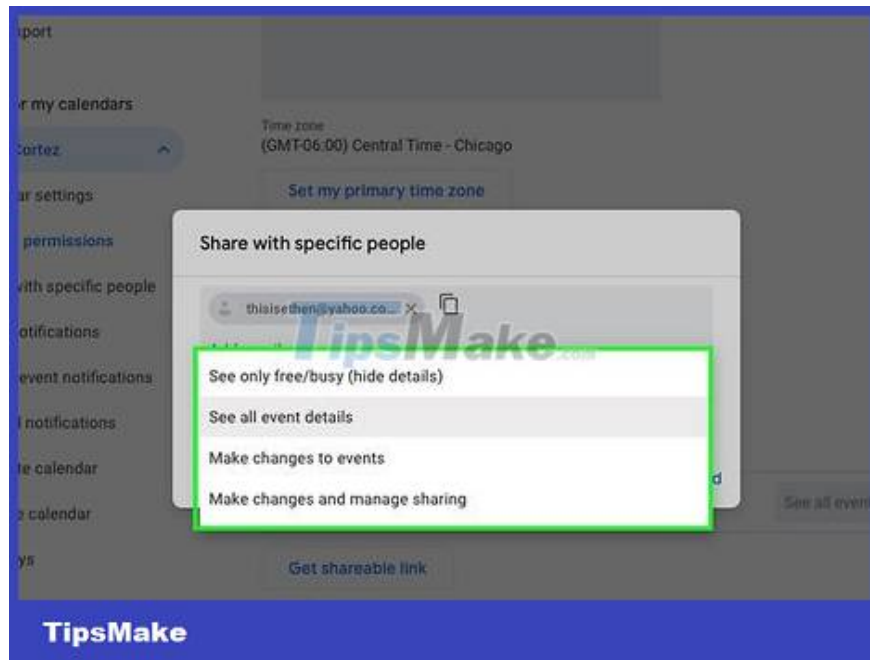


Enter the email of the person you want to share with. Enter the contact's address in the "Add email or name" field.

You can select that person from the contacts that appear as you type.



Click the Permissions drop-down box . This option is below the email field.



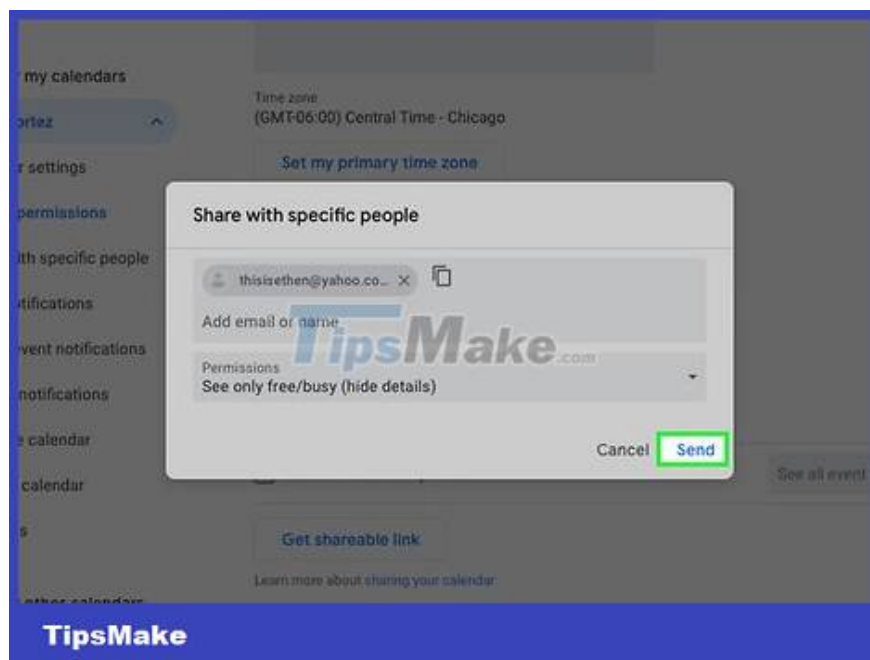
Select permission settings. Permission options include:

See only free/busy (hide details) - See only free/busy information (hide details)

See all event details - See all event details

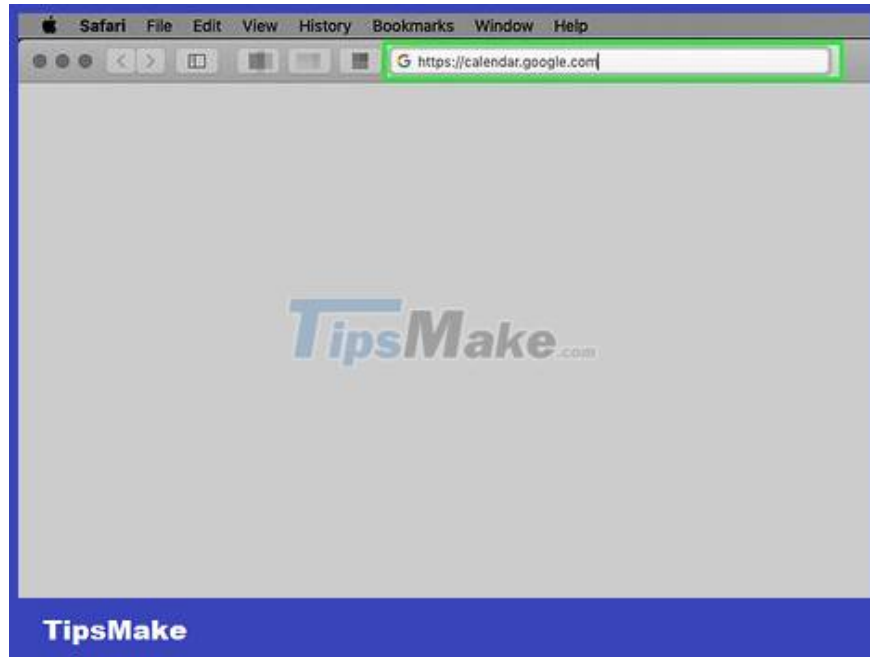
Make changes to events - Change events

Make changes and manage sharing - Make changes and manage sharing



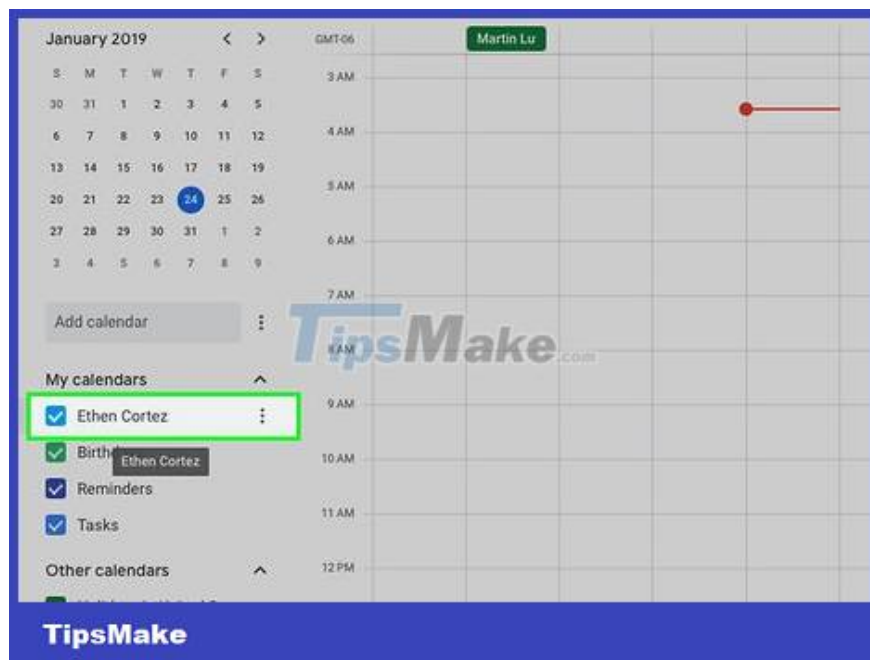
Click the Send button to send an email invitation to share this calendar to the contact you select. They will be able to access your events through this invitation.

Schedule settings are public



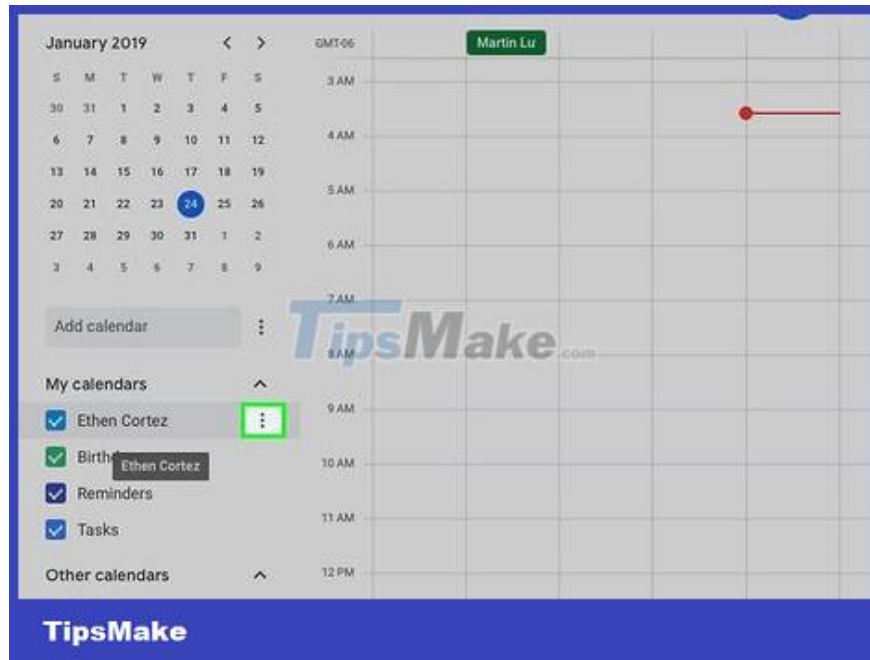
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If the site doesn't automatically log you in, you'll need to enter the email address and password associated with your Google account.

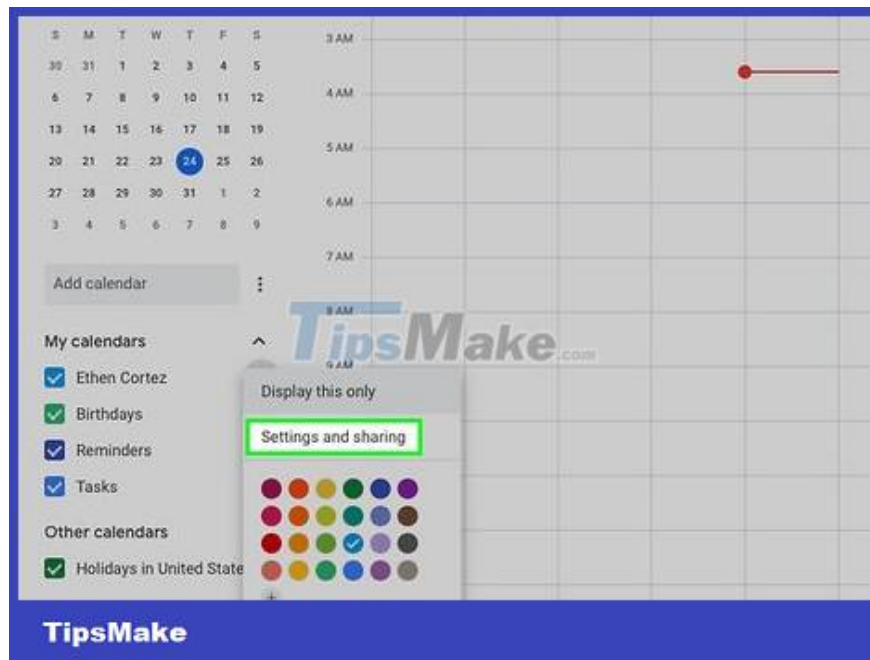


Hover your mouse pointer over the calendar you want to share. Your calendars will be listed on the left side of the window, under the "My calendars" heading.

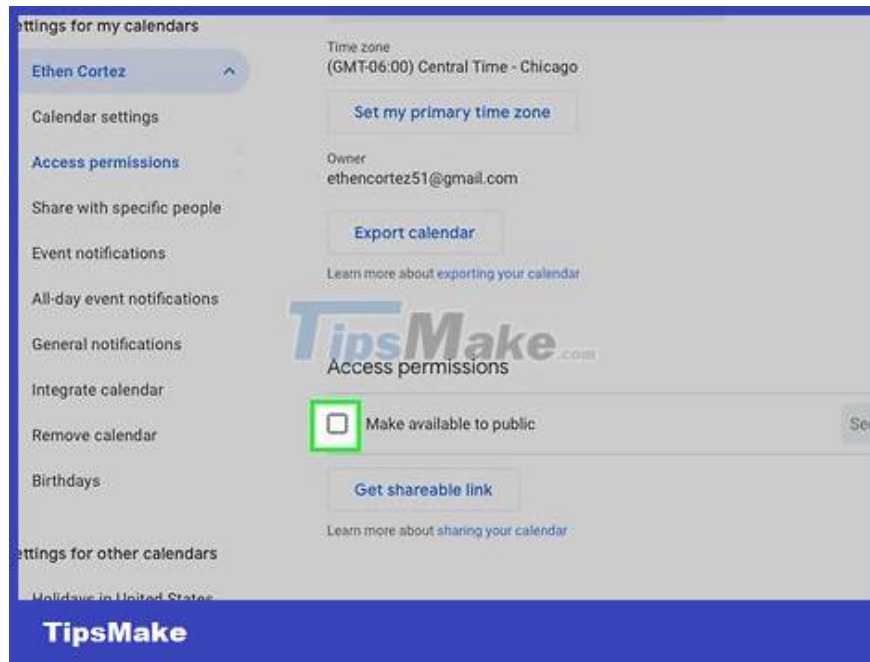
If necessary, click the icon next to the "My calendars" heading to expand the calendar list.



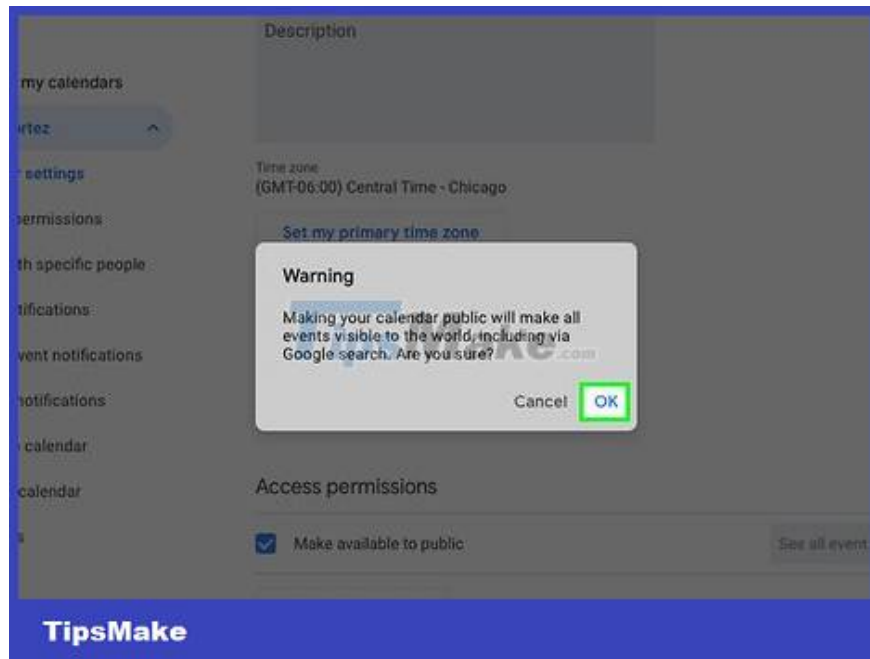
Click the ? icon next to the calendar name to display options.



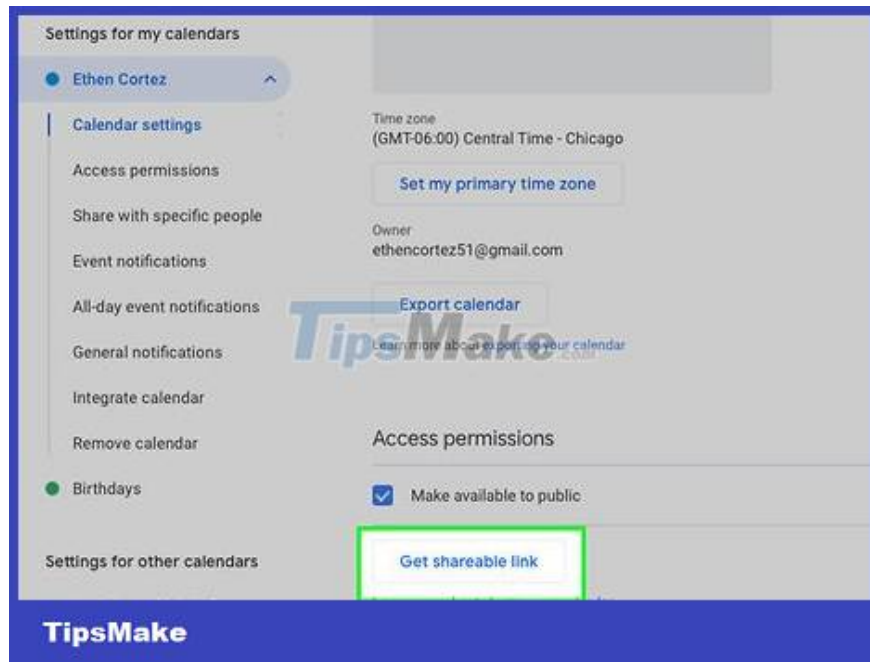
Click **Settings and sharing** in the menu. The selected calendar's settings will open in a new page.



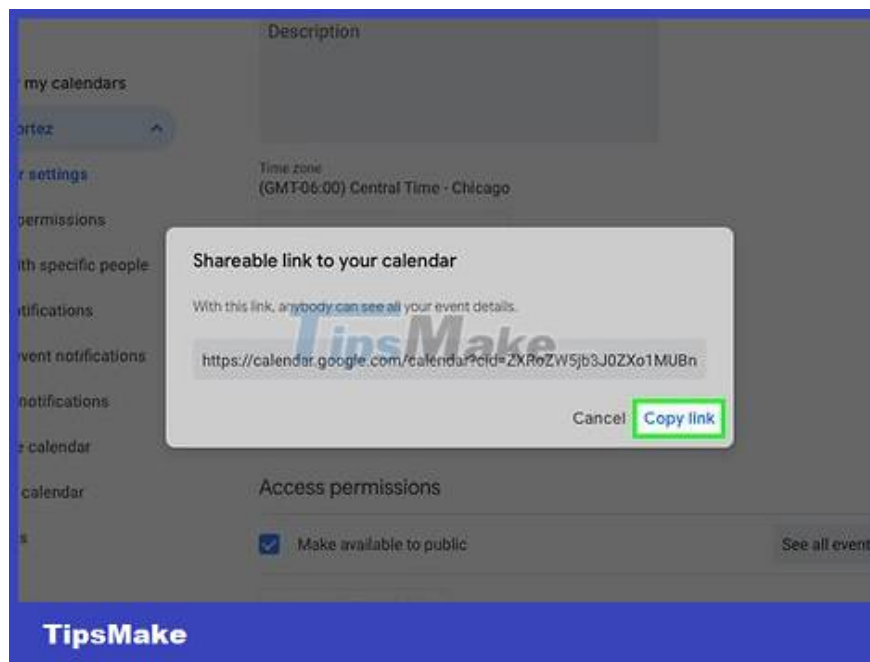
Check the box next to Make this calendar public (Visible to everyone). This option is under the "Access permissions" heading.



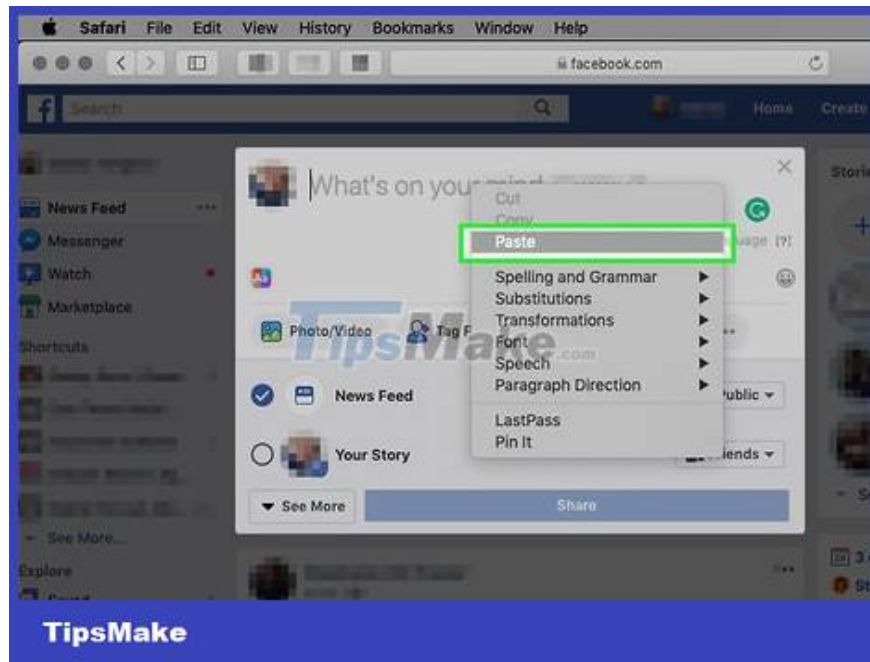
Click OK to reconfirm the action. So your calendar has become public.



Click the Get shareable link button. This option is in the "Access permissions" section.



Click Copy link from the pop-up menu. The URL that links directly to your calendar will be copied.



Paste and share the link you just copied anywhere. You can share the link via email, social media, or send it to a contact.

You finished reading the article "**How to Share Google Calendar**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.