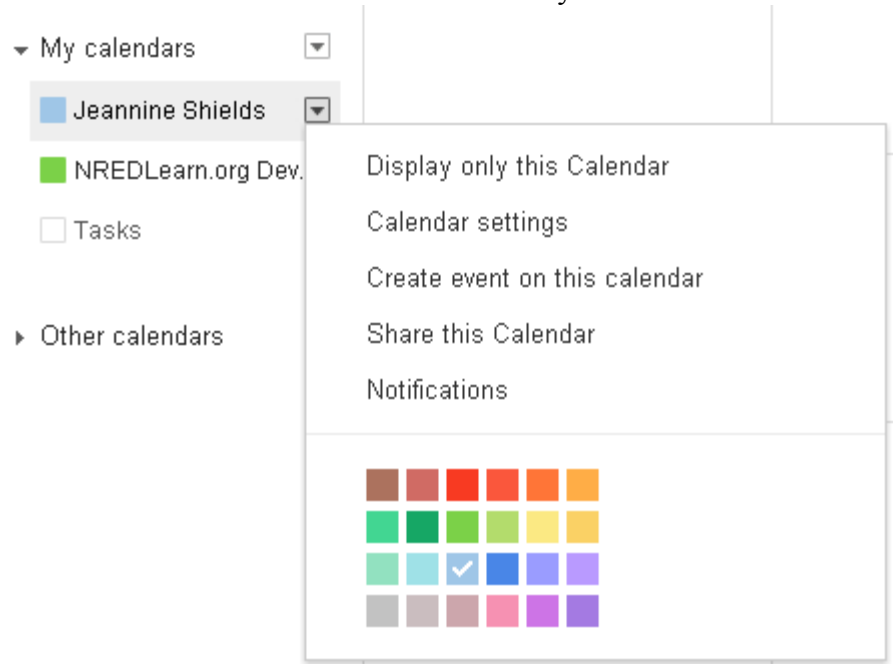


## Sharing a Google Calendar

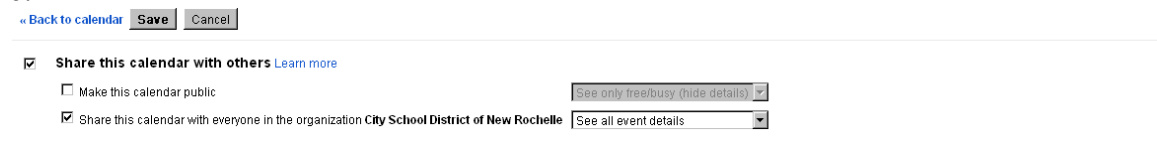
1. Login to your district Google Calendar or visit <http://calendar.google.com>
2. If you are not set for month view, please click “month”.



3. Click on the correct calendar under “My calendars”.



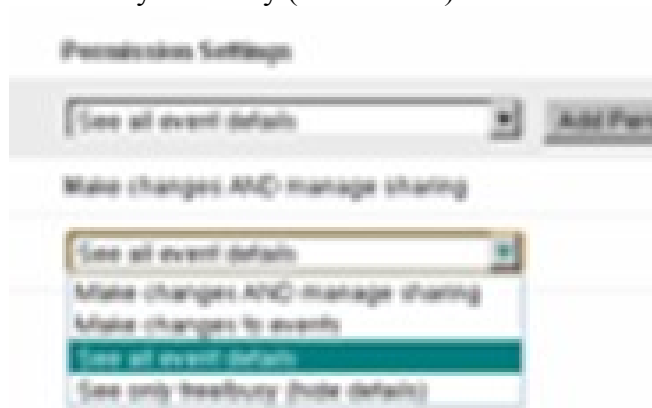
4. Click “Share this Calendar”
5. Uncheck “Share this calendar with everyone in the organization...” if you do not want everyone to see your schedule.
- 6.



7. Under “Share with specific people” click in the box that reads “Enter email address”.
- 8.



9. Type the email address of the person with whom you would like to share your calendar.
10. Decide on the rights you would like to offer:
  - a. Make changes AND manage sharing
  - b. Make changes to events
  - c. See all event details
  - d. See only free/busy (hide details)



11. Click "Save"

[Back to calendar](#) **Save** **Cancel**

12. You will be brought back to your calendar