

How to Share Google Calendar

1. Go to calendar.google.com
2. In the My calendars list on the left side of the page, click the down-arrow button next to the calendar you want to share, then select **Share this calendar**.
3. Enter the email address of the person you want to share your calendar with.
4. From the drop-down menu on the right side, select a level of permission, then click **Add Person**.
 1. For a busy search only for Public, set the permissions for Make Available for Iredell-Statesville Schools to See Only Free/Busy (Hide details) from the drop down box
5. If you want to send a link to someone, click the Get Sharable Link
6. Click **Save**.

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