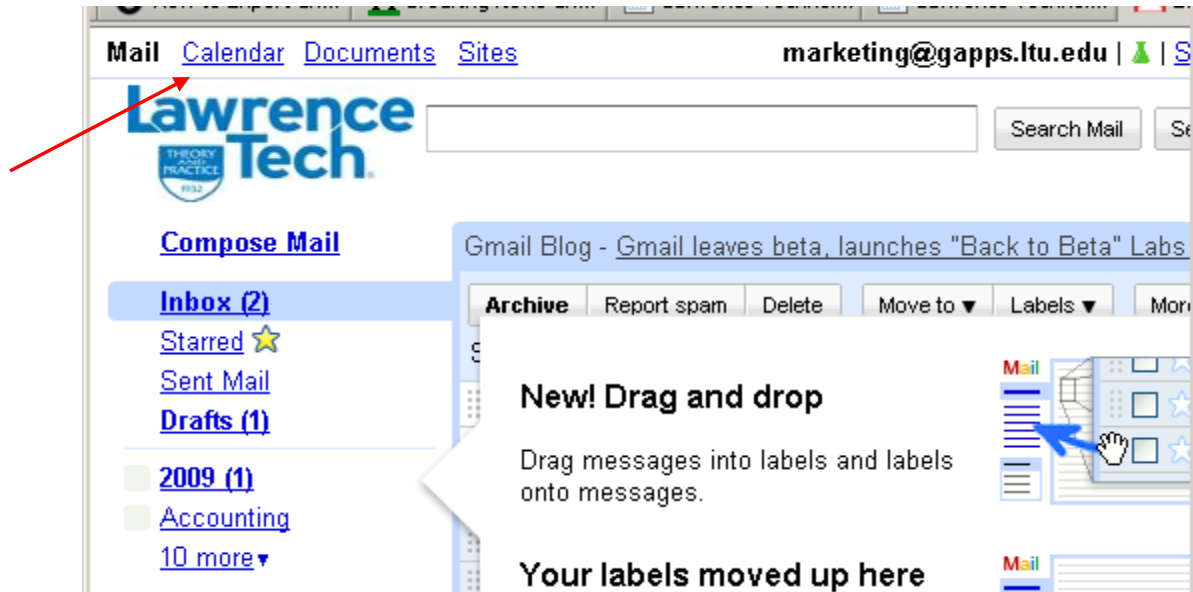
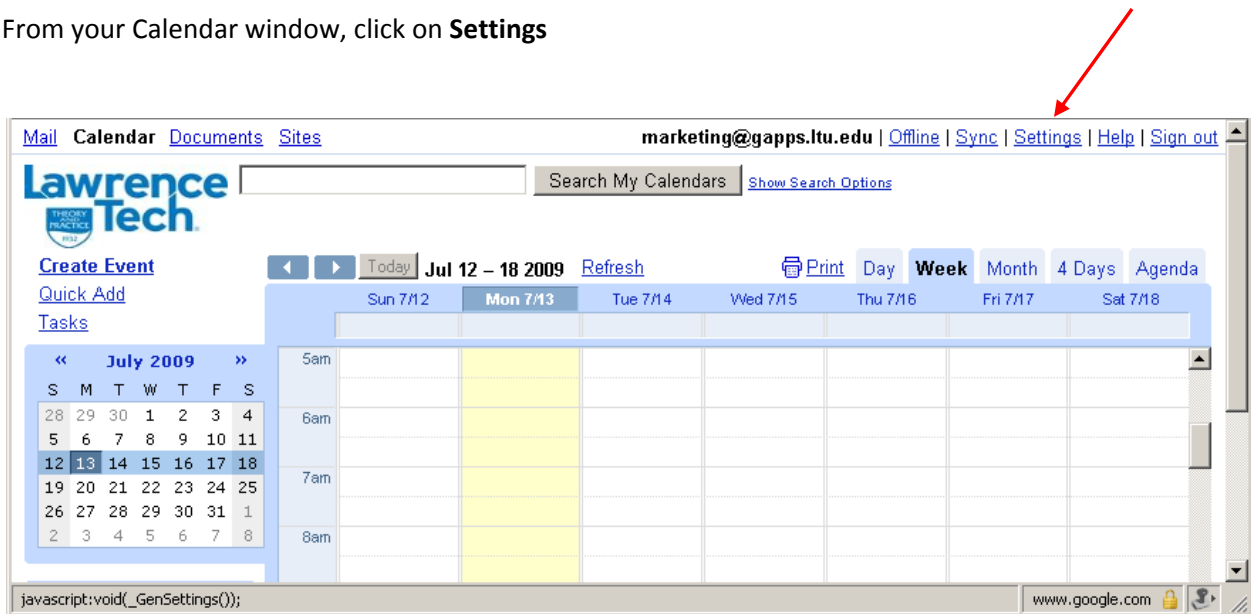


## How to Share Calendars in Webmail powered by Google

Click on the **Calendar** link from your Inbox window.



From your Calendar window, click on **Settings**



Click on the **Calendars Tab**.

Select the calendar you wish to share and click on the **Share this calendar** link.

The screenshot shows the Google Calendar Settings interface. At the top, there are navigation links for 'Documents' and 'Sites', and a user profile for 'marketing@gapps.ltu.edu' with links for 'Offline', 'Sync', 'Settings', 'Help', and 'Sign out'. Below this is a search bar for 'My Calendars' and a 'Show Search Options' link. The main content area is titled 'Calendar Settings' and has three tabs: 'General', 'Calendars', and 'Mobile Setup'. The 'Calendars' tab is active. On the left side, there is a calendar grid for the month of October 2009, with the 17th highlighted. Below the grid are controls for the calendar view, including a 'Create' button. The main content area shows a table of 'My Calendars' with columns for 'CALENDAR', 'SHOW IN LIST', 'NOTIFICATIONS', and 'SHARING'. The 'Lisa Harris' calendar is selected, and the 'Share this calendar' link is circled in red. Below the table, there are buttons for 'Create new calendar', 'Import calendar', and 'Export calendars'. At the bottom, there is a section for 'Other Calendars' and a 'Browse public calendars' link. The footer contains copyright information for Google and links to 'Terms of Service', 'Privacy Policy', and 'Legal Notices'.

Documents Sites marketing@gapps.ltu.edu | Offline | Sync | Settings | Help | Sign out

Search My Calendars Show Search Options

### Calendar Settings

General **Calendars** Mobile Setup

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CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
marketing@gapps.ltu.edu	<input checked="" type="checkbox"/>	<a href="#">Notifications</a>	<a href="#">Shared: Edit settings</a> <a href="#">Delete</a>
Lisa Harris	<input checked="" type="checkbox"/>	<a href="#">Notifications</a>	<a href="#">Share this calendar</a> <a href="#">Unsubscribe</a> <a href="#">Delete</a>
Tasks	<input checked="" type="checkbox"/>		

Create new calendar Import calendar Export calendars

Unsubscribe: You will no longer have access to the calendar. Other people can still use it normally.  
Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.

Other Calendars Calendars I can only view [Browse public calendars »](#)

You have no other calendars

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« Back to Calendar

Under the **Share with specific People**, enter the email address of the person you wish to share the calendar with in the **Person** window.

Then select which permissions you want them to have under **Permission Settings**.

Then click the **Add Person** Button. Their email address will appear in a list below.

*Do this step for each person you want to share your calendar with.*

When you are finished adding persons, click **Save**.

Documents Sites marketing@gapps.ltu.edu | Offline | Sync | Settings | Help | Sign o

ce Search My Calendars Show Search Options

### Lisa Harris Details

Calendar Details Share this calendar Notifications

« Back to Calendar Save Cancel

Share this calendar with others [Learn more](#)

Make this calendar public See all event details

Share this calendar with everyone in the domain **Lawrence Technological University** See all event details

#### Share with specific people

Person	Permission Settings	Remove
agrusin@ltu.edu	See all event details	Add Person
marketing@gapps.ltu.edu	Make changes AND manage sharing	

« Back to Calendar Save Cancel