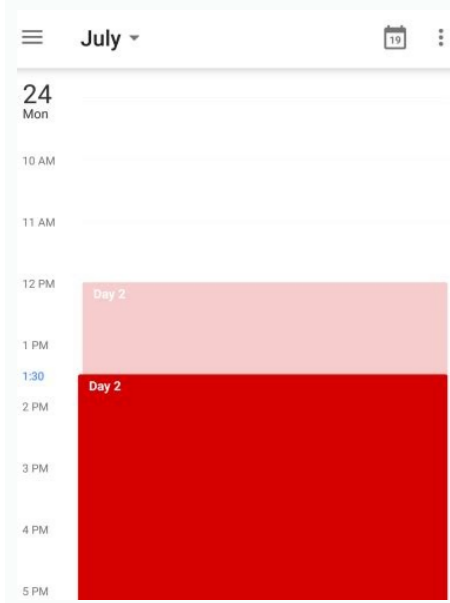


I'm not robot!





How to add a shared google calendar to android. Sharing google calendar on android phone. How to create a shared google calendar on android.

Important: Use caution when sharing your calendar and choose what others can access. Anyone with full access permissions to your calendar will be able to: respond to invitations create and edit events share your calendar with others receive emails about changes to your calendar delete your calendar Tip: If your account is managed through work or school, your account's admin may have limited or turned off sharing outside of the organization. To learn more, contact your admin. Share your calendar You can share any calendar you created, and you can set different access permissions for each calendar. Learn how to create a new calendar. Share a calendar with specific people On your computer, open Google Calendar. You can't share calendars from the Google Calendar app. On the left, find the "My calendars" section. To expand it, click the Down arrow . Hover over the calendar you want to share, and click More Settings and sharing. Under "Share with specific people," click Add people. Add a person's or Google group's email address. Use the drop-down menu to adjust their permission settings. Learn more about access permissions. Click Send. The recipient will need to click the emailed link to add the calendar to their list. Learn how to add someone else's calendar. Tip: To share a calendar that you don't own, you need to ask the owner to give you "Make changes and manage sharing" permission. Share a calendar with the public On your computer, open Google Calendar. You can't share calendars from the Google Calendar app. On the left, find the "My calendars" section. To expand it, click the Down arrow . Hover over the calendar you want to share, and click More Settings and sharing. Under "Access permissions," select Make available to public. Next to "Make available to public," choose the level of access you want to give in the drop-down menu. Learn more about access permissions. Tip: 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 find the option to make your calendar available for everyone in your organization under "Access permissions." Learn more about access permissions. How this setting works People in your organization can find your calendar. People outside your organization won't be able to find your calendar. If you invite someone outside your organization to a meeting, they can view information about the meeting. When you share your calendar with everyone in your organization, you can choose between "See only free/busy (hide details)" or "See all event details." Control access to your calendar & individual events When you share your calendar with someone, you can choose how they view your events and if they can make changes like adding or editing events. Access permission What others can do See only free/busy (hide details) Check when your calendar is booked and when it has free time, but not the names or details of your events. See all event details Find details for all events except those marked as private. Find the time zone setting for the calendar. Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up. Make changes & manage sharing Find details for all events, including private ones. Add and edit events. Restore or permanently delete events from the calendar's trash. Find the time zone setting for the calendar. Change sharing settings. Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up. Permanently delete the calendar. Tips If your account is managed through work or school, your account's admin may have limited or turned off permission settings. To learn more, contact your admin. 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. Learn more about events from Gmail. How "Access permissions" and "Share with specific people" settings work In your shared calendar's settings, you can set general "Access permissions" and "Share with specific people" permissions. Between both, the broader permission is applied to specific people. For example, if you make a calendar available to the public and select "See all event details," and then you share the calendar with a specific person and select "See only free/busy," that person will still be able to view all your event details. Turn off calendar sharing On your computer, open Google Calendar. On the left, find the "My calendars" section. To expand it, you may need to click the Down arrow . Hover over the calendar you want to unshare, and click More Settings and sharing. To stop sharing publicly: Under "Access permissions," turn off Make available to public. To stop sharing with your organization: Under "Access permissions," turn off Make available to everyone in my organization. To stop sharing with specific people: Under "Share with specific people," next to the person you want to remove, click Remove . Tip: If you share multiple calendars, repeat these steps for any other calendars you want to stop sharing. Fix problems with sharing Check that you added the correct email address. Make sure they click the link in the email they received. They should check their Spam folder if they can't find it. Remove the person from the calendar's sharing settings and then add them back. Check if your account is managed through work or school. Your account's admin may have limited or turned off sharing outside of the organization. Learn how to find your admin. Related resources Get answers from community experts SearchClear searchClose searchGoogle appsMain menu There are many reasons why people want to share a Google calendar. Here at Android Authority, for example, we all use the same calendar to check upcoming events, see who is on vacation, etc. Families can share one calendar with all doctor appointments, trips, gatherings, and other events in one place. You've come to the right place if you don't know how to share a Google calendar. The process is so simple even your grandma could do it. It takes a few clicks and a couple of minutes of your time. Do you want to know how to share a Google calendar? You'll find everything you need to know below. See also: The best calendar apps for Android QUICK ANSWER You can share a Google calendar by accessing the Google Calendar website, and hovering your mouse over the calendar you want to share, which is in the left column under My calendars. Now click on the three-dot menu button and select Settings and sharing. Select Access permissions for events > Make available to public > Get shareable link > Copy link. Share the link with whoever you want. How to Share a Google calendarEdgar Cervantes / Android AuthorityFirst things first: you can only share your Google calendar from a computer (or web browser in desktop mode). The Android and iOS apps still don't support this feature. It's a bit of an oversight and something that hopefully eventually changes. For now, there's no real way around this. Related: How to set up and use Google Calendar the right wayTo get started, visit the Google Calendar website and locate the My calendars section on the left side of the interface. Hover the mouse over the calendar you want to share, click the three-dot menu button, and select Settings and sharing. From there, you can choose between two different sharing options. The first is allowing anyone with a link to see your calendar. This likely isn't the best option for most people, as the calendar can also pop up when people Google your name. If that doesn't scare you off, you can enable this by checking the Make available to public box under the Access permissions for events section. Then select Get shareable link, hit Copy link, and send it to whoever you'd like. The second option is the one that makes the most sense to the majority of users. It lets you share your calendar with specific people. Under the Share with specific people section, click on Add people, type in the email addresses of the people you want to share your calendar with, and define their permissions (see only, edit...). After that's done, hit the send button to ship out emails to the people you've selected. Google will then automatically add your calendar to their accounts, which they'll be able to access from the Other calendars section. Step-by-step instructions: Visit calendar.google.com. Locate the My calendars section on the left side of the interface and hover the mouse over the calendar you want to share. Click the three-dot menu button, followed by Settings and sharing. Choose between two different sharing options: check the Make available to public box to share the calendar with everyone who has a link, or click on Add people to share it with only

those you choose. If you choose the Make available to public option, select Get shareable link, hit Copy link, and send it to whoever you'd like. If you choose the Add people option, type in the email addresses of the people you want to share your calendar with, define their permissions, and hit Send. Read next: How to use Google Drive FAQs Can I unshare a Google calendar?You can always make your calendar private again by unsharing it. To do so, delete the email addresses under the Share with specific people or uncheck the Make available to public box.Can other users edit my calendars?Only if you shared the calendar using their email and gave them editing permissions. If you want to make sure a calendar isn't disturbed or changed by others, you can add a new Google calendar either to share or for private use.Can I remove a Google calendar that was shared with me?Yes. To unsubscribe from a Google calendar, hover your mouse over it, click on the X, and select Remove calendar. GoogleGoogle AppsGoogle Calendar

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