# Sharing Your Google Calendar

Software: Google Calendar Platform: Mac/PC

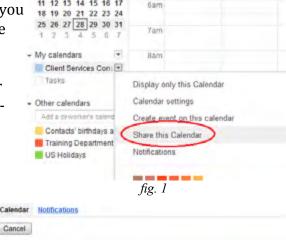
#### **Overview**

You have two choices for how visible your primary calendar will be to the public. You may choose to hide your calendar from the public (anyone on the internet), but make it *avaialable* to everyone at Lewis & Clark. You may also choose whether to display event details, or show them only as "busy."

#### Set the visibility level of your calendar

Each LC*calendar* user can set different access levels to have full control over who can see event information on their own calendars. To open calendar sharing options:

- 1. In your web browser, navigate to **lccalendar.lclark.edu** and login using your LC username and password (if you are already logged into LCapps, click **Calendar** in the black navigation bar at the top of the screen)
- 2. From the calendar list on the left sidebar, hover your mouse over your calendar name, and click the downarrow that appears to the right (*fig.* 1).
- 3. Click **Share this Calendar** to open sharing options.
- 4. Selecting **Share this Calendar with Others** with "Make this calendar public" checked (*fig. 2*) will make your calendar visible to everyone inside and outside the Lewis & Clark domain. If you select this option, you may still use the drop-down menu display or hide event details.



CMT-08

10

5am

Sun 3/25

Mon 3/26



Calendar

March 2012

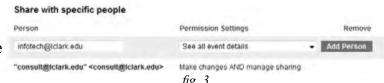
SMTW

- 5. Select "Share this calendar with everyone in the organization **Lewis and Clark College**" if you wish to share your calendar publicly with Lewis & Clark.
- 6. Click Save

### Sharing your calendar with specific people or groups

You can also use these steps to share a personal Google account calendar with your LCcalendar account or vice versa. From the calendar sharing settings menu:

1. Under **Share with specific people**, (*fig. 3*) enter the person or group address with whom you wish to share your calendar.



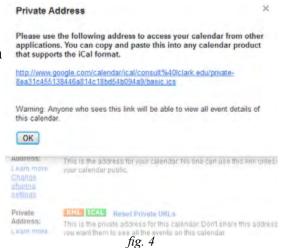
- 2. From the drop-down menu, select a level of permission, then click **Add Person**. (Once added, the address you selected to share the calendar with will receive an email invitation to view your calendar.)
- 3. Click Save

You can currently share your calendar with up to 75 users per day. If you'd like to share your calendars with more users, please wait 24 hours before trying again.

## Sharing other calendars using a link

Other calendars may be shared by sending out a link with the calendar address:

- 1. In the calendar list on the left side of the page, click the down-arrow next to the appropriate calendar and select **Calendar settings**.
- 2. Click the green **ICAL** button in the **Private Address** section at the bottom of the page, and copy the displayed URL (*fig. 4*).



One you have this address, you can email it to anyone with whom you would like to share the calendar. *Recipients* will need to add this calendar to their own calendar by following these steps:

- 1. Click the down-arrow button next to **Other calendars** in the calendar list and select **Add by URL** from the dropdown list (*fig.* 5).
- 2. Paste the ICAL link into the **URL** box and click **Add Calendar**.

