

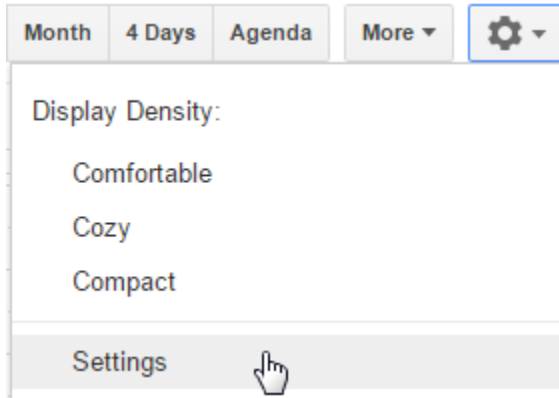
How to share your Google Calendar

There are two reasons to share your Google Calendar

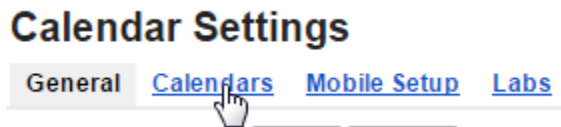
1. You want other people to be able to see whether your calendar is free before they send a meeting invite.
2. You have a secretary who schedules meetings on your behalf

Steps to share your calendar


1. Bring up your Google Calendar by going to <https://calendar.victorschools.org>
2. Click on the gear icon in the upper right and choose Settings



3. Click on the Calendars link



4. Click Share this Calendar to the right of your calendar

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
 David Henderson	<input checked="" type="checkbox"/>	Edit notifications	Share this calendar

5. On the top portion of this screen change these settings which will allow others to see when your calendar is free in order to send meeting invites
- Check “Share this calendar with others”
 - Check “Share this calendar with everyone in the organization Victor Central School District”
 - In the drop down choose “See only free/busy (hide details)”

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

Make this calendar public See only free/busy (hide details) ▼

Share this calendar with everyone in the organization Victor Central School District See only free/busy (hide details) ▼

6. On the bottom portion of the screen you can share your calendar with a secretary who schedules appointments on your behalf. Enter the person’s email address in the box and change the drop down to “Make changes AND manage sharing”

Make changes AND manage sharing ▼

7. Be sure to click Save at the bottom of the page. Your secretary will be able to see and add items to your calendar now.