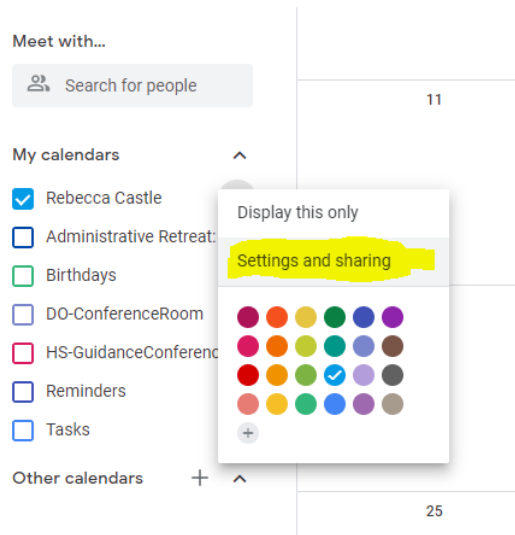
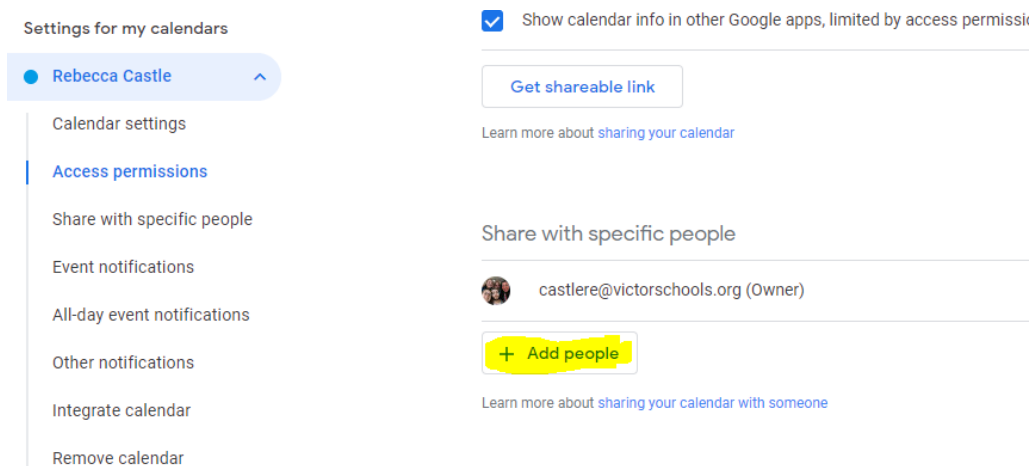


Open Calendars, select three dots next to your calendar, select Settings and sharing.



Go to Access Permissions, click the Add People button.



Type in the person with whom you want to share your calendar and select the appropriate option. Below, Rosemary can now make changes to my Calendar.

