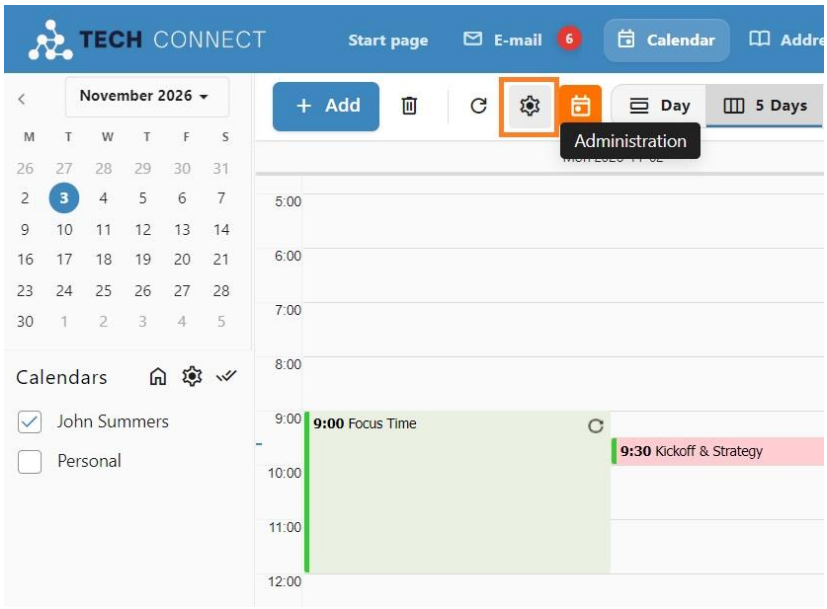
Calendar Sharing

Sharing your calendar is a great way to keep your team aligned and make scheduling easier. Whether you want to give a colleague "Read only" access to see when you are busy, or grant an assistant full rights to manage your appointments, you can adjust these settings in just a few clicks.

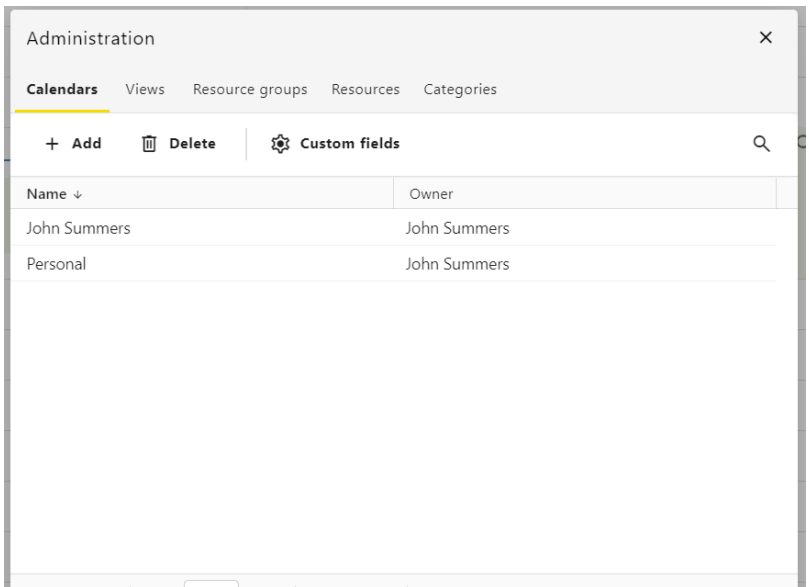
How to Share Your Calendar

Follow these steps to give other users or groups access to your schedule:

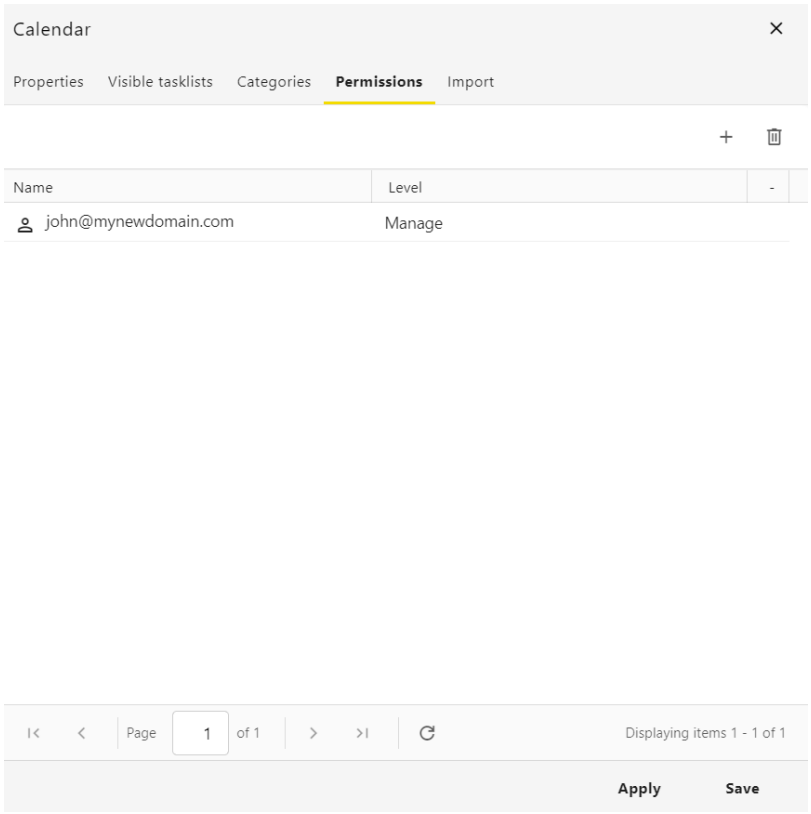
1. **Open Calendar Settings:** Navigate to the Calendar page and click the **cog wheel** icon in the top bar.



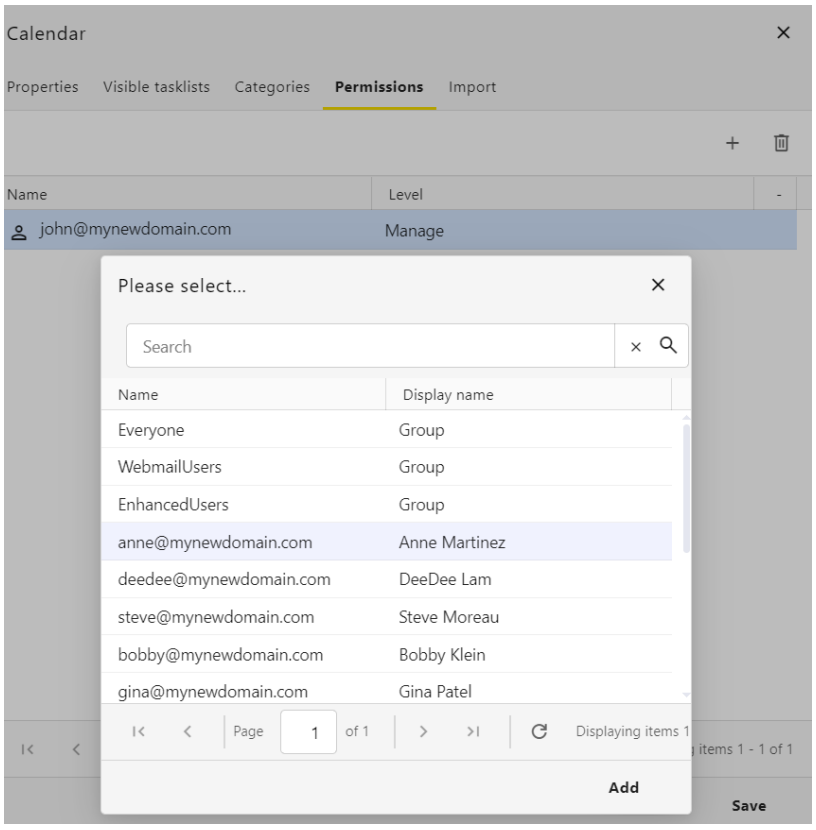
2. **Select a Calendar:** In the Calendars Administration pop-up, double click on the specific calendar you want to share.



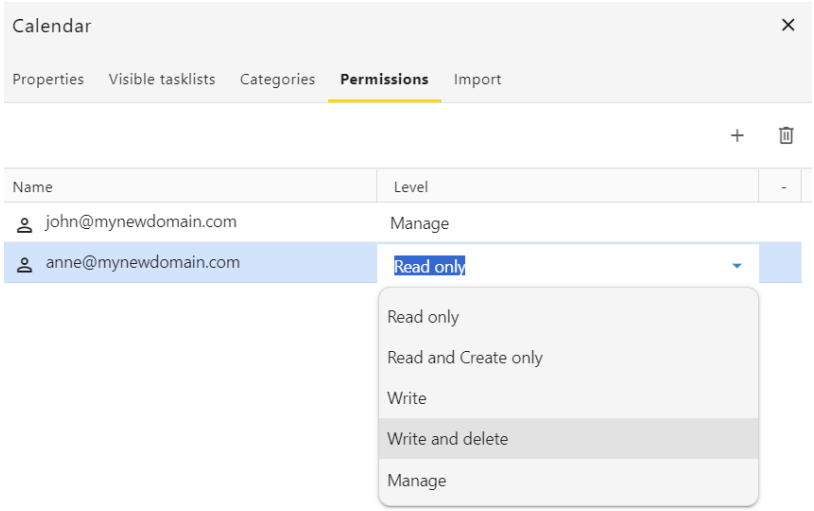
3. **Navigate to Permissions:** Click on the **Permissions** tab.



4. **Add a User or Group:** Click the **plus icon** to show the list of people or groups in your domain. Select the users or groups you want to be added and click the **Add** button.



5. **Adjust Access Levels:** After selecting a user, their default permission will be "Read only" . **Double click** the permission name ("Read only") to open a drop-down menu and choose the level of access.



6. **Save Your Changes:** Click **Save** at the bottom of the window to apply your new settings.

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