Google Calendar

- Managing Google Calendar Membership

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Requirements

- A Google account which is an existing member of the calendar with the `owner` role.

Accessing Calendar Sharing Settings

1. Access Google Calendar at https://calendar.google.com/

2. Locate the "My calendars" section on the left side of the page.

3. Click the ' ⋮ ' button next to the name of the calendar you want to edit.



4. When the pop-up menu appears, click the **Settings and sharing** option

5. Locate the **Share with specific people** section

Adding Members

1. Click the '**+ Add People**' button

2. Search for a user by their email address or name

3. Select the permission level that the new user should have

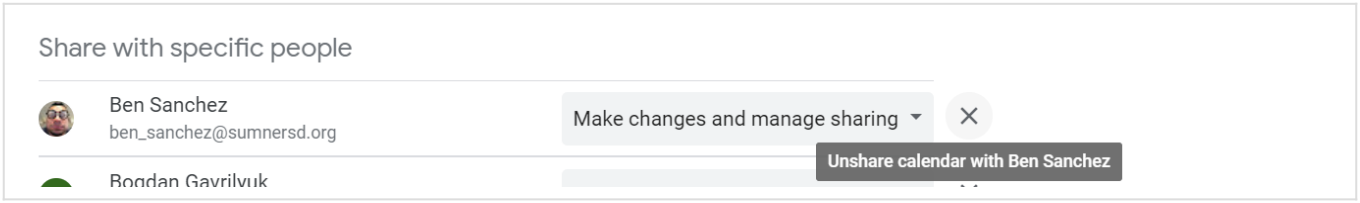
4. Click the **Send** button

The user will receive an email inviting them to join the calendar.

Removing Members

1. Locate the user you want to remove from the calendar

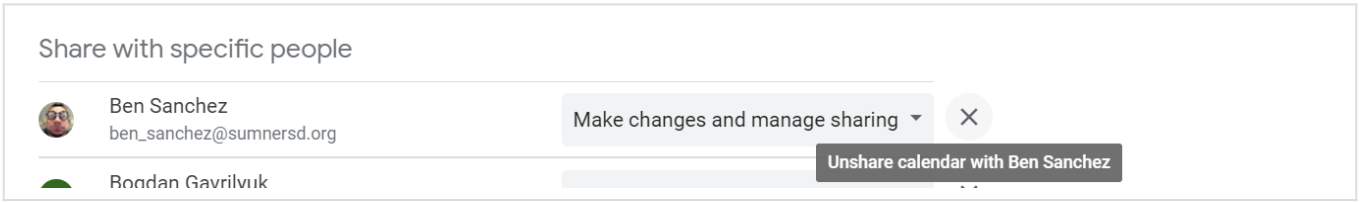
2. Click the '×' button on the right side



Editing Permissions for an Existing Member

1. Locate the user who you want to change permissions for

2. Open the drop-down box on the right side, then select a new permission level



Permission Levels

Access permission	Internal name	What others can do
See only free/busy (hide details)	`freeBusyReader`	• 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	`reader`	• 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 to events	`writer`	• 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. • Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up.

Make changes & manage sharing	`owner`	• 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.

Supplemental Documentation

1. https://support.google.com/calendar/answer/37082
2. https://support.google.com/calendar/answer/37100