

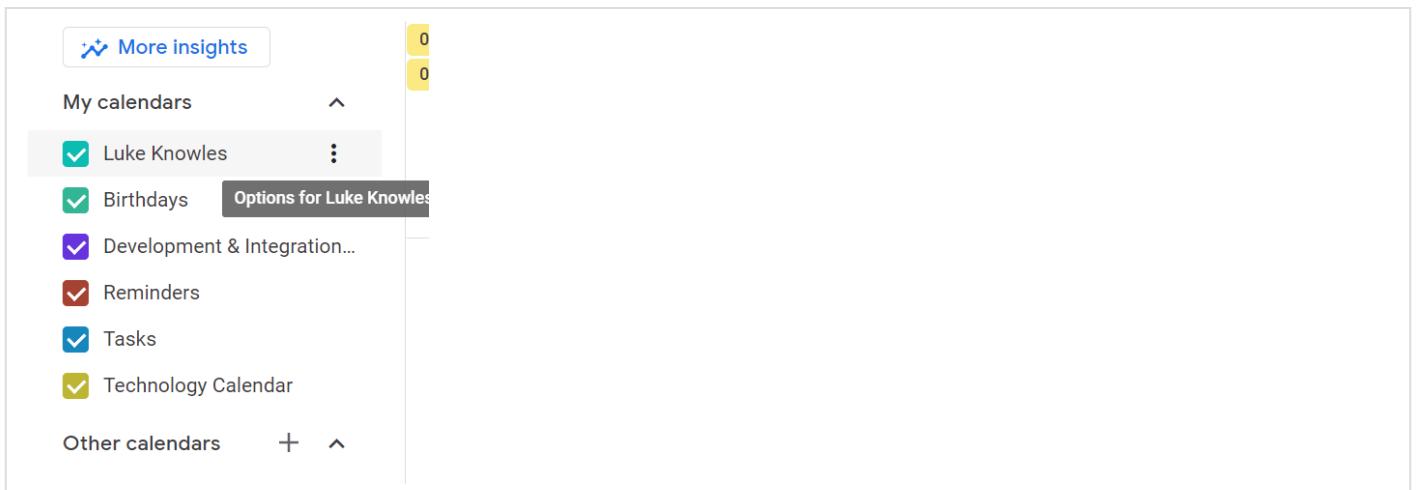
# Managing Google Calendar Membership

## 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

Share with specific people



Ben Sanchez  
ben\_sanchez@sumnersd.org

Make changes and manage sharing ▾



Ronan Gavrilvuk

Unshare calendar with Ben Sanchez

## 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

Share with specific people



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# Permission Levels

Access permission	Internal name	What others can do
See only free/busy (hide details)	freeBusyReader	<ul style="list-style-type: none"><li>• Check when your calendar is booked and when it has free time, but not the names or details of your events.</li></ul>
See all event details	reader	<ul style="list-style-type: none"><li>• Find details for all events except those marked as private.</li><li>• Find the time zone setting for the calendar.</li><li>• Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up.</li></ul>
Make changes to events	writer	<ul style="list-style-type: none"><li>• Find details for all events, including private ones.</li><li>• Add and edit events.</li><li>• Restore or permanently delete events from the calendar's trash.</li><li>• Find the time zone setting for the calendar.</li><li>• Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up.</li></ul>

Make changes & manage sharing	owner	<ul style="list-style-type: none"><li>• Find details for all events, including private ones.</li><li>• Add and edit events.</li><li>• Restore or permanently delete events from the calendar's trash.</li><li>• Find the time zone setting for the calendar.</li><li>• Change sharing settings.</li><li>• Subscribe to email alerts when events are created, changed, cancelled, RSVPed to, or coming up.</li><li>• Permanently delete the calendar.</li></ul>
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# Supplemental Documentation

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

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Revision #7

Created 26 July 2022 19:20:21 by Luke Knowles

Updated 5 August 2022 19:25:50 by Luke Knowles