

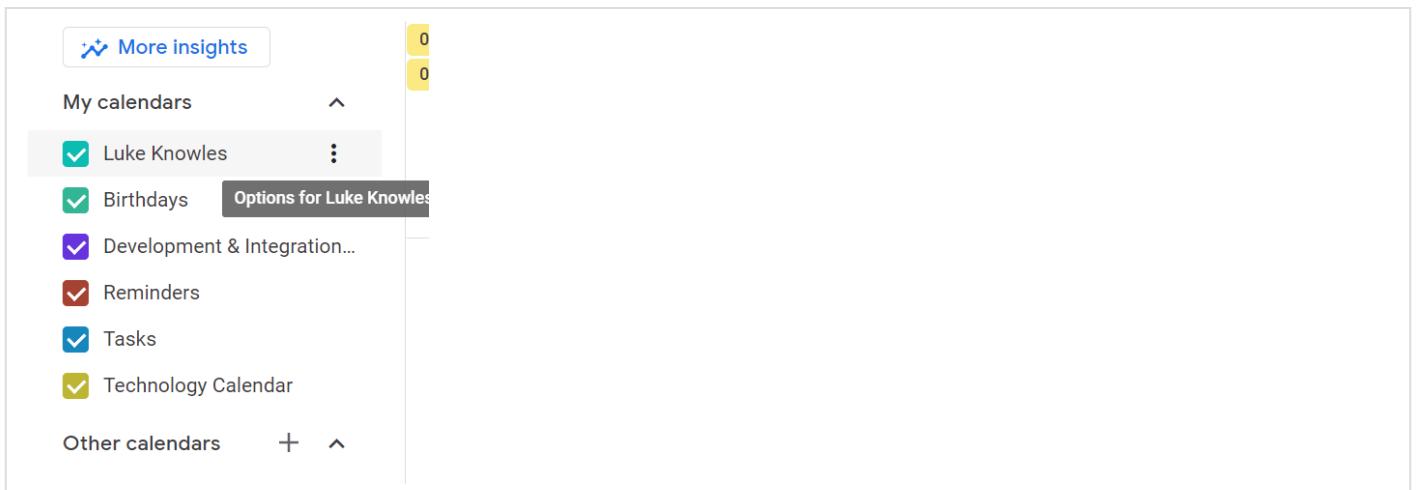
Managing Google Calendar Membership

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

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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">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.
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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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