How do I share my Google Calendar with others?

**Tell Me**

1. See this [Google guide](https://support.google.com/calendar) for instructions on sharing your calendar with others OR
2. Login to Google Calendar, gcal.uncc.edu
3. Click on the drop down arrow to the right of the calendar name
4. Choose **Share this Calendar**
5. To share with specific people
   a. Enter an email address
   b. Highlight the name
   c. Under **Permission Settings**, choose the appropriate permission level

**Related FAQs**

- How do I request a new room resource for Google Calendar?
- Where will my manager's calendar show up if I have delegated access in Google Calendar?
- What is the difference between a Google Calendar global notification and an event notification?
- If I create a special meeting notification, will guests have the same notification in Google Calendar?
- What do the Google Calendar sharing permissions let people see?