Where will my manager's calendar show up if I have delegated access in Google Calendar?

Tell Me

1. If you have **Make changes AND manage sharing** access to your manager's calendar, you'll now see your manager's calendar in your own account in the **My calendars** list on the left.

   ![My calendars list with Abby Admin, Maria Manager, and Tasks]

2. If you have **Make changes to events** access to your manager's calendar, you'll see your manager's calendar in your own account in the **Other calendars** section.

3. To easily distinguish your calendar from your manager's calendar, choose very distinct colors for each calendar, such as red and blue.
   a. Change the color of a calendar by going to the **My calendar** section, hovering over the calendar, clicking the down arrow that appears, and selecting a new color from the grid.

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?