How to share your Google calendar

You can share your calendar with colleagues, family, and friends. Some examples of what you can do with sharing:

• Share your main calendar with someone so they can see your schedule.
• Create a new calendar that multiple people can edit, like a "Hiking" calendar that everyone in a hiking group adds events to.

When you add someone to your calendar, you can decide how they see your events and whether they can also make changes like adding or editing events.

Google Documentation on sharing a calendar