Sharing a Calendar

You can control what others can see and change on your calendar. These settings are known as permissions. For example, you can give all users (Everybody) or certain users permission to see and change information on your calendar.

1. From the Calendars tab, click the Edit link for the calendar whose permissions you want to change. The Edit Calendar window opens.

2. Click the Permissions tab.

3. Select the checkboxes for the permissions you want to set.
   You can change the permissions for all users (Everybody). You can change permissions for one or more individual users.

4. (Optional) If you don't see the user listed that you want to give permissions to, add the user to the list as follows:
   - Enter the user ID into the User text input box.
   - Click Add User.
   - Set the additional permissions you want to give this person, by selecting the appropriate checkboxes.

5. (Optional) To remove an individual from the permissions list, do the following:
   - Select the Select checkbox next to the user ID you want to remove.
   - Click Delete Selected User.
   
   **Note:** You can **not** remove Everybody. You can only remove the permissions you give Everybody.

6. (Optional) If you have given co-owner permissions to a user and now you want the user to have only some permissions, or none at all, you must remove the user from the co-owners list as follows:
   - Click the Owners tab.
   - Mark the owner you want to delete by selecting the checkbox next to the user ID.
   - Click Delete Owner.
   
   If you want this user to have some permissions, you must add the user to the User list in the Permissions tab.

7. Click OK when you have finished.