

I'm not a robot



Important: If you have a work or school account, your administrator can limit sharing or turn off permission settings. Learn how to contact your administrator. When you share your calendar with someone, you can choose how they find your events and if they can do things like add or edit events. Learn the basics of sharing your calendar Only share your calendar with people that you trust. Anyone with full access to your calendar can: Respond to invitations. Create and edit events. Share your calendar with others. Receive emails about changes to your calendar. Delete your calendar. Your events automatically have the same access permissions as your calendar. However, you can edit the visibility of each event. Learn how to change your event visibility settings. Events from Gmail with the Only me visibility setting aren't visible to anyone you've shared your calendar with. Learn about events from Gmail. Learn how to share your calendar. Learn about access permissions for shared calendars You can set access permissions for: All events on your calendar Specific people and groups When there's a conflict between the permissions for all events and for a specific person or group, the broader permissions take priority. For example: You make your calendar public with the access permission "See all event details." Then, you share your calendar with someone and set their permission to "See only free/busy (hide details)." Since the calendar is now public, anyone can find your event details and the person you share your calendar with can still find information about events on your calendar. Access permission What others can do on your calendar See only free/busy (hide details) Check your availability, but can't find the names or details of your events. Find the time zone setting for the calendar. See all event details Find all event details, except: On events you mark as Private Guest lists of events without "See guest list" permission Find the time zone setting for the calendar. Subscribe to email alerts for future events or when you create, change, cancel, or respond to an event. Make changes to events Find details for all events. Add events. Edit events. Restore or permanently delete events from the calendars trash. Find the time zone setting for the calendar. Find sharing settings. Subscribe to email alerts for future events or when you create, change, cancel, or respond to an event. Make changes & manage sharing Find details for all events. Add events. Edit events. Restore or permanently delete events from the calendars trash. Find the time zone setting for the calendar. Change sharing settings. Subscribe to email alerts for future events or when you create, change, cancel, or respond to an event. Permanently delete the calendar. Related resources Share your calendar with someone Create & manage a public Google calendar Post to the help community Get answers from community members To keep track of different types of events, you can create new calendars. For example, to track upcoming practices and games, create a calendar called "Football." Set up a new calendar Important: You can only create new calendars from a browser. After you create a calendar, you can find it on your browser and in the Calendar app. On your computer, open Google Calendar. On the left, next to "Other calendars," click Add other calendars Create new calendar. Add a name and description for your calendar. Click Create calendar. Create a new calendar Find the calendars you've created On your computer, open Google Calendar. On the left side of the page, under "My calendars," find your calendar. To show or hide that calendar's events, click the calendar's name. To remove a calendar from your list, next to the calendar's name, click Options Hide from list. Edit your calendar's name On your computer, open Google Calendar. On the left side of the page, under "My calendars," find your calendar. Next to your calendar, click Options Settings and sharing. In the "Name" box at the top, enter a new name. Change your calendar's color On your computer, open Google Calendar. On the left side of the page, under "My calendars," find your calendar. Next to your calendar, click Options Pick the color for your calendar or click Add custom color . Related resources Post to the help community Get answers from community members

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