



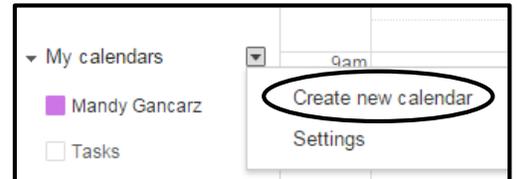
Calendar

Creating and Sharing a Google Calendar

How to Create a Google Calendar

You can only create new calendars on a browser on your computer or mobile device. Once the calendar is created, you'll be able to see it on the Google Calendar app on Android or iOS.

1. On your computer, open Google Calendar.
2. On the left side of the page, click **My calendars**.
3. To the right of "My calendars," click the drop-down menu  > **Create new calendar**.
4. Add a name for your calendar.
5. If you want to share your calendar, check the box next to **Share your calendar with others**.
6. At the bottom of the page, click **Create Calendar**.



Create New Calendar

Calendar Details

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Calendar Name:

Organization:

Description:

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's possible).

Calendar Time Zone: Country: (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: Display all time zones

Share this calendar with others

Make this calendar public [Learn more](#)

Share this calendar with everyone in the organization

See the calendars you've created

1. On your computer, open **Google Calendar**.
2. On the left side of the page, click **My calendars**.
3. You'll see a list of the calendars you've created. To display that calendar's events, click on the calendar's name. You'll know they're showing on your calendar when there's a colored box to the left of them.

To remove a calendar from your list, click the down arrow to the right of the calendar name  > **Hide this calendar from the list**.

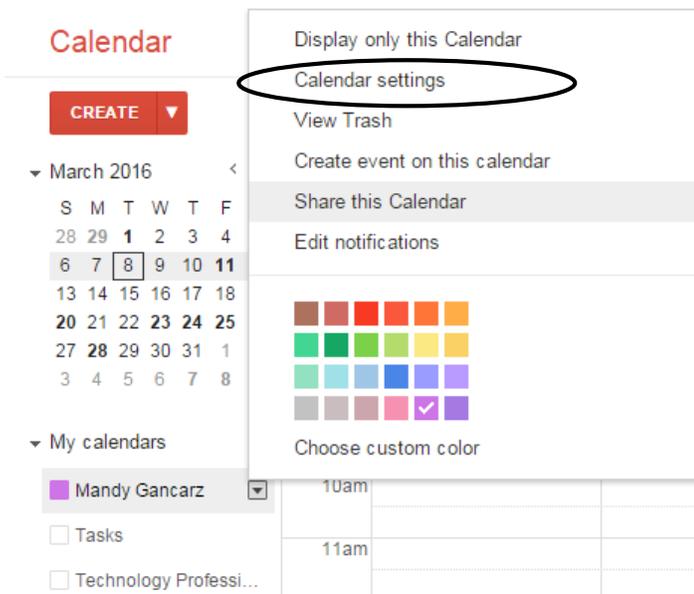
Edit your calendar's name

1. On your computer, open **Google Calendar**.
2. On the left side of the page, click **My calendars**.
3. To the right of your calendar, click the dropdown menu  > **Calendar settings**.
4. In the box at the top, choose a new name.
5. At the bottom of the page, click **Save**.

Share your calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings. You can share the main calendar for your account, or another calendar you created.

Note: You can only edit your sharing settings from a computer, not the mobile app.



The screenshot shows the Google Calendar interface. On the left, there is a calendar grid for March 2016. Below the grid, under 'My calendars', there is a list of calendars including 'Mandy Gancarz', 'Tasks', and 'Technology Professi...'. A dropdown menu is open over the 'Mandy Gancarz' calendar, showing options: 'Display only this Calendar', 'Calendar settings' (circled in red), 'View Trash', 'Create event on this calendar', 'Share this Calendar', and 'Edit notifications'. Below these options is a color selection grid with various colors and a 'Choose custom color' option. At the bottom of the dropdown, there are time slots for '10am' and '11am'.

1. Open **Google Calendar** on a computer.
2. On the left, find **My Calendars**. You may need to click the arrow to expand it.
3. Find the calendar you want to share and click the arrow next to it.
4. Select **Share this Calendar**.

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Trash](#)

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Share this calendar with others

Make this calendar public [Learn more](#)

▼

Share this calendar with everyone in the organization **Pennsbury School District**

▼

5. Under **Share with specific people**, add the email address of the person you want to share with.
6. For **Permission Settings**, choose an option in the drop-down menu. Learn more about these options below.
7. Click **Add person**, if they aren't already added.
8. Click **Save**.

Share with specific people

Person	Permission Settings ?
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/> <input type="button" value="Add Person"/>
mgancarz@pennsburyisd.org	Make changes AND manage sharing

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Once you click **Save**, the person you shared your calendar with will get an email invitation to view your calendar. If they click the link in the email, your calendar will be added to their "Other calendars" list.

Make changes to events

- Add and edit events
- See details for all events, including private ones
- See the time zone setting for the calendar
- Restore or permanently delete events from the calendar's Trash

See all event details

- See details for all events except those marked as private
- See the time zone setting for the calendar

See free/busy information (no details)

See when your calendar is booked and when it has free time, but not the names or other details of your events.

Note: Events from Gmail that have the "Only me" visibility setting aren't visible to anyone you've shared your calendar with, even people with "Make changes" access, unless you change the sharing settings for the event or the default setting for events from Gmail.

Create & Manage a Public Google Calendar

You can share your calendar publicly so anyone can view it.

How public calendars work

When you make a calendar public, other people can:

- See your public calendar on a website. If this website is searchable, people can find your calendar in search results.

- Sync your calendar with other applications.

- Subscribe to your public calendar and see it in Google Calendar.

When you make a calendar public, you can choose to let other people see all the event details or just when you are free or busy.

Make your calendar public

You can have multiple calendars and share them with different people. For example, you could have a public calendar you share with everyone, and a private calendar that only you can see.

Note: You can only edit Google Calendar sharing settings from a computer, not the mobile app.

Make your calendar public

1. On a computer, open **Google Calendar**.
2. In the top right, click Settings  > **Settings**.
3. Open the **Calendars** tab.
4. Click the name of the calendar you want to share.
5. Open the **Share this Calendar** tab.
6. Check the option **Make this calendar public**.
7. If don't want other people to view the details of your events, select **See only free/busy (hide details)**.
8. Click **Save**.

Embed a calendar on your website

You can add an interactive version of your calendar to your website, and add buttons for your website visitors to directly save your calendar event.

1. On a computer, open **Google Calendar**. You can only get the code to embed in your website from a computer, not the mobile app.
2. In the top right, click Settings  > **Settings**.
3. Open the **Calendars** tab.
4. Click the name of the calendar you want to embed.
5. In the **Embed This Calendar** section, copy the iframe code displayed.
6. Open your website editor, then paste this code where you want the calendar to display.

Your embedded calendar will only be visible to people you've shared it with. To allow all visitors to see your calendar, you'll need to make it public.

Customize your embedded calendar

1. On a computer, open **Google Calendar**. You can only customize your embedded calendar from a computer, not the mobile app.
2. In the top right, click Settings  > **Settings**.
3. Open the **Calendars** tab.
4. Click the name of the calendar you want to embed.
5. In the **Embed This Calendar** section, click **Customize the color, size, and other options**.
6. Choose your options, then copy the HTML code displayed.
7. Open your website editor, then paste this code where you want the calendar to display.

Let site visitors save a calendar event

You can add a Google Calendar button to your website so visitors can quickly save your event on their own Google Calendars. To let anyone to save your calendar event, you'll need to make your calendar public.

1. On a computer, open **Google Calendar**. You can only make changes to your calendar visibility from a computer, not the mobile app.
2. Open an event on your public calendar, then find the **Visibility** section.
3. Click **Publish event**.
4. In the Publish event window, copy the HTML code displayed.
5. Open your website editor, then paste this code where you want the event button to display.

Add people to your event

1. Open **Google Calendar**.
2. Open an event, or create a new one.
3. On the right, find the **Add guests** section.
4. Start typing the name of the person and choose a result from your contacts. You can also type an email address to invite people who aren't in your contacts list.
5. When you're done editing your event, click **Save**. An email invitation will be sent to your guests.