

Adding Google Calendar

Add using an email address

Ask to see a calendar

On a computer, open [Google Calendar](#). You can only edit Google Calendar sharing settings from a computer, not the mobile app.

On the left side, find **Other calendars**.

In the **Add a friend's calendar** or **Add a coworker's calendar** box, enter the other person's email address.

Click **Enter**.

Depending on how their calendar is shared, one of the following will happen:

- If the calendar isn't shared with you, you'll see a form to request access.
- If the calendar is already shared with you, their calendar will be added on the left side under "Other calendars."
- If the other person doesn't have a Google Calendar, you'll see the option to invite them to use Google Calendar.

Approval by the other person

If their calendar isn't shared with you, the other person will get an email requesting access.

To accept your request, the other person should:

- 1 Open the email you sent requesting access on a computer.
- 2 Click the link in the email.
- 3 In the Settings page that opens, choose a [permission setting](#) and select **Add Person**.
- 4 Click **Save**.

After the other person has accepted your request, their calendar will appear on the left side under "Other calendars." If you don't see it, try refreshing the page.

[Add using a link](#)

You can only add a calendar using a link if the other person's calendar is public.

On your computer, open [Google Calendar](#).

On the left side, find "Other calendars" and click the down arrow.

Select **Add by URL**.

Enter the calendar's address in the field provided. The address needs to be an [ICAL link](#).

Click **Add calendar**. The calendar will appear on the left side under "Other calendars."

Note: It might take up to 12 hours for changes to show in your Google Calendar.

[Share an existing calendar](#)

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.

Open [Google Calendar](#) on a computer.

On the left, find  **My Calendars**. You may need to click to expand it.

Find the calendar you want to share and click the arrow next to it.



Select **Share this Calendar**.

Under **Share with specific people**, add the email address of the person you want to share with.

For **Permission Settings**, choose an option in the drop-down menu. Learn more about these options below.

Click **Add person**, if they aren't already added.

Click **Save**.

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.