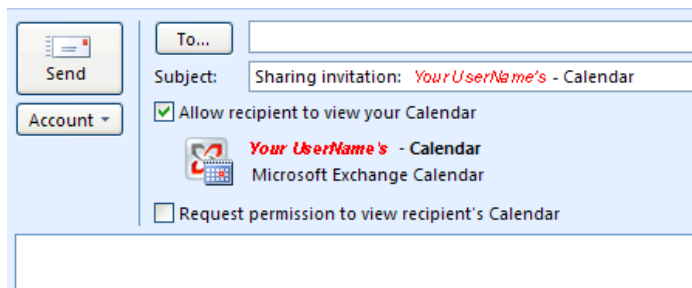


How to Share My Calendar

1. The first step in sharing your calendar is to go into Calendars and click on the "Share My Calendar..." link.
2. Select who you would like to share your calendar with; either by typing their name into the "To..." field or by clicking on the "To..." button.



[How to Share Calendars](#)

[Open a Shared Calendar...](#)

[Search Calendars Online](#)

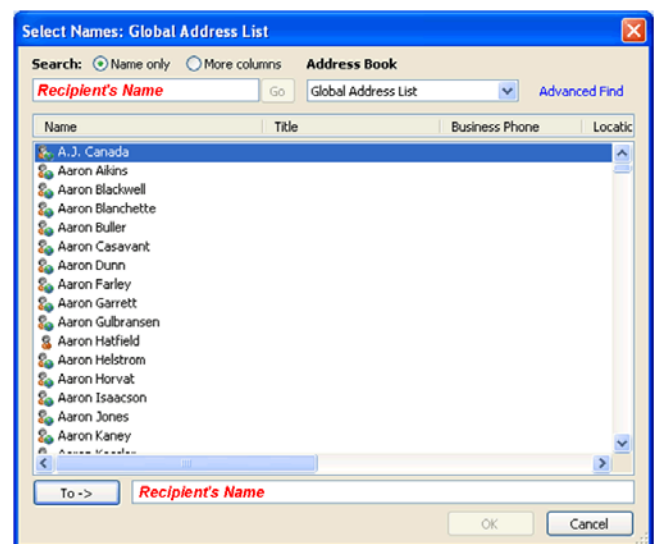
[Share My Calendar...](#)

[Send a Calendar via E-mail...](#)

[Publish My Calendar...](#)

[Add New Group](#)

3. If you clicked on the "To..." button you will be taken to the "Select Names:" box. To search by name, simply type the name you are interested in into the name box at the upper left hand corner.
4. When you have found the name that you would like to share your calendar with you can simply double click on their name. Once you have selected all the people you would like to share with, click "OK".



5. Now that you have selected the people you wish to share your calendar with, you can click send to send them the invitation