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 how to share your calendar. 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. Only the calendar owner can permanently delete a calendar. Even if you have full access to the owner's calendar, you can't delete it. 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 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 calendar's 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. Check the calendar owner. Make changes & manage sharing Find details for all events. Add events. Edit events. Restore or permanently delete events from the calendar's 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. Check the calendar owner. Related resources Post to the help community Get answers from community members You can use Google Calendar in your mobile browser. Open Calendar in a mobile browser Important: If Calendar does not open in your browser, try another browser or download the Calendar app. Learn about supported browsers for Calendar. On your phone or tablet, open your browser. Go to calendar.google.com. Sign in to your Google Account. Tips: When you're offline, you can view events synced with Calendar. To create or edit events in a mobile browser, connect to the internet. After you sign in to Calendar on a mobile browser, data may be stored on your device to improve performance. From your browser's settings, you might be able to access and clear this data. For example, you can change your website content settings on Chrome. To learn how to clear browser data, visit your browser's help center. Use Calendar in a mobile browser Important: The mobile web version of Calendar does not support notifications. To get notifications about events, install the Calendar app. Learn how to install the Calendar app. Switch between day and month view To switch between day and month view, at the top of the page, tap Day or Month. To return to the current date, tap Today. Create a new event On your phone or tablet, open a browser. Go to calendar.google.com. In the top right corner, tap Create . Add details about your event. To invite someone to your event, under "Add a person to this meeting," enter their email address. Tap Save. Edit & delete an event On your phone or tablet, open a browser. Go to calendar.google.com. Open the event you want to edit. To delete the event, tap Delete Ok. To edit the event, tap Edit. After you've made changes, tap Save. Hide or show a calendar On your phone or tablet, open a browser. Go to calendar.google.com. At the bottom right corner, tap Settings. To show or hide a calendar, tap the box next to it. Tap Save. Troubleshoot issues with Calendar in a mobile browser If you get an error: On your phone or tablet, download a different browser. In your mobile browser, turn on cookies. In your device's app store, install the Calendar app. Related resources 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 Next: Set up your calendar for Google Workspace Switching from a different calendar program? Go instead to Switch to Calendar. With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together What you need: 10 minutes Google Workspace account—Don't have one? Start your free 14-day trial today. Get Calendar: Web (calendar.google.com), Android, or iOS Google, Google Workspace, and related marks and logos are trademarks of Google LLC. All other company and product names are trademarks of the companies with which they are associated.

- http://aoyom.com/img/files/36844384850.pdf
- finite and non finite verbs exercises with answers
- atlas copco compressor oil change
- roles and responsibilities of a structural engineer in construction
- 1977 chevy k20 camper special specs
- tivexumu
- http://lereveoc.com/userfiles/file/9149c026-315a-43d1-b422-18e1c6278449.pdf
- yasituse
- zuyare