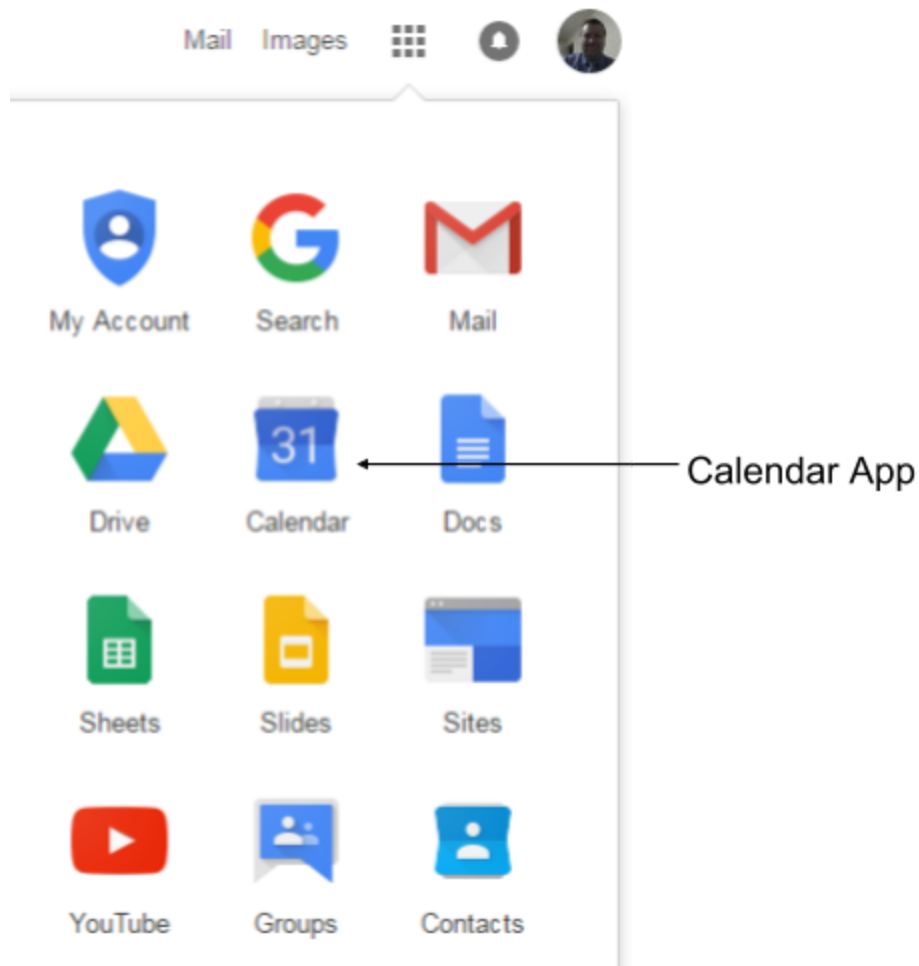




## Creating and Sharing Google Calendars with others

When looking at sharing Google Calendars it's important to keep privacy in mind, namely to ensure you are setting the correct sharing permissions and sharing with the correct people.

Open up Google Calendar





The screenshot shows the Google Calendar interface for the Newfoundland & Labrador English School District. The main calendar view is for June 2016, showing a grid of days from 29th to 9th. The time slots range from 5am to 4pm. On the left, under 'My calendars', the 'Richard Snow' calendar is selected with a red square icon. A dropdown menu is open for this calendar, showing options: 'Display only this Calendar', 'Calendar settings', 'View Trash', 'Create event on this calendar', 'Share this Calendar', and 'Edit notifications'. Below these options is a color palette with a red square selected and a checkmark, and an 'Edit color...' option. Annotations with arrows point from the text 'Options to use with your personal calendar' to the dropdown menu, and from 'This is your personal calendar for NLESD Google' to the 'Richard Snow' calendar entry.

For your personal calendar, the default setting is to keep it private. That can be changed, with some restrictions.



Newfoundland & Labrador English School District

Search Calendar

### Richard Snow Details

Calendar Details Share this Calendar Edit notifications Trash

« Back to calendar Save Cancel

If you make your personal calendar public, it will only show if you are free/busy. No other details are provided.

**Share this calendar with others**

- Make this calendar public [Learn more](#)
- Share this calendar with everyone in the organization **NLESD Online**
  - See only free/busy (hide details)
  - See all event details
  - See only free/busy (hide details)

**Share with specific people**

Person: richardsnow@nlesdonline.ca

Permission Settings: See all event details Add Person

Make changes AND manage sharing

« Back to calendar Save Cancel

Newfoundland & Labrador English School District

Search Calendar

### Richard Snow Details

Calendar Details Share this Calendar Edit notifications Trash

« Back to calendar Save Cancel

**Share this calendar with others**

- Make this calendar public [Learn more](#)
- Share this calendar with everyone in the organization **NLESD Online**
  - See only free/busy (hide details)
  - See all event details
  - See all event details
  - See only free/busy (hide details)

**Share with specific people**

Person: richardsnow@nlesdonline.ca

Permission Settings: See all event details Add Person

Make changes AND manage sharing

« Back to calendar Save Cancel

If you share your personal calendar to other NLESD Google people you can choose to show your event details along with times that are indicated as free or busy.



Search Calendar

### Richard Snow Details

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

[Back to calendar](#)

**Share this calendar with others**

Make this calendar public [Learn more](#)

Share this calendar with everyone in the organization **NLESD Online**

**Share with specific people**

Person

**richardsnow@nlesdonline.ca**

Permission Settings

- See all event details
- Make changes AND manage sharing
- Make changes to events
- See all event details
- See only free/busy (hide details)

[Back to calendar](#)

If you share your calendar with specific people you can provision greater access to your calendar.



## Richard Snow Details

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

« [Back to calendar](#)

Calendar Name:	<input type="text" value="Richard Snow"/>
Calendar Owner:	<input type="text" value="richardsnow@niesdonline.ca"/>
Organization:	<input type="text" value="NLESD Online"/>
Description:	<input type="text"/>
Location:	<input type="text"/>
Calendar Time Zone:	This calendar uses your current time zone: (GMT-02:30) Newfoundland Time - St. Johns <a href="#">Set my time zone</a>

### Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the [Customize Link](#)



Paste this code into your website.  
Customize the color, size, and other options

```
<iframe
src="https://calendar.google.com/calendar/embed?
src=richardsnow%40niesdonline.ca
&ctz=America/St_Johns"
```

### Calendar Address:

[Learn more](#)  
[Change sharing settings](#)

[iCAL](#) [HTML](#) (Calendar ID: richardsnow@niesdonline.ca)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

If you have your calendar made public, you can share a link/url with others to access your calendar.

Although you can change the privacy settings on your personal calendar, good practice would indicate that it best to keep it private and to create a new calendar for sharing with others.

Go back to calendar and create a new calendar for sharing.



Newfoundland & Labrador English School District

Search Calendar

Calendar

Today < > Jun 12 - 18, 20

CREATE

June 2016

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- My calendars
- Richard Snow
  - Admin PL
  - Apr 20 PL Class N...
  - Avalon West PS PL

Sun 6/12

GMT-02:30

12am

1am

2am

3am

4am

6am

7am

Create new calendar

Settings

This will allow you to create a new calendar.

Create New Calendar

Calendar Details

« Back to calendar Create Calendar Cancel

Calendar Name: Test for privacy permissions

Organization: NLESD Online

Description:

Give the calendar a name

⋮

« Back to calendar Create Calendar Cancel

Click to create your calendar



The screenshot shows the Google Calendar interface for the Newfoundland & Labrador English School District. A new calendar titled "Test for privacy per..." is visible in the "My calendars" list on the left. An arrow points to this calendar with the text "Locate the new calendar in the list of calendars". On the right, the sharing options menu is open, showing options like "Share this Calendar" and "Edit notifications". An arrow points to the "Share this Calendar" option with the text "Sharing options for new calendar". Below the sharing options, there is a color selection grid and the text "Choose custom color".

With a newly created calendar, the permissions are somewhat greater.

The screenshot shows the "Test for privacy permissions Details" page. It includes navigation tabs for "Calendar Details", "Share this Calendar", "Edit notifications", and "Trash". Under the "Share this calendar with others" section, there are two checked options: "Make this calendar public" and "Share this calendar with everyone in the organization NLESD Online". A dropdown menu is open next to the second option, showing "See only free/busy (hide details)", "See all event details", and "See only free/busy (hide details)". An arrow points to the "See all event details" option with the text "Both these options will allow calendar owner to choose free/busy or event details". Below this, the "Share with specific people" section is visible, showing a person named "richardsnow@nlesdonline.ca" with a permission setting of "Make changes AND manage sharing".



Newfoundland & Labrador English School District

### Test for privacy permissions Details

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

« [Back to calendar](#)

**Share this calendar with others**

- Make this calendar public [Learn more](#) See only free/busy (hide details) ▼
- Share this calendar with everyone in the organization **NLESD Online** See all event details ▼

**Share with specific people**

Person

richardsnow@nlesdonline.ca

Permission Settings ⓘ

- See all event details ▼
- Make changes AND manage sharing
- Make changes to events
- See all event details
- See only free/busy (hide details)

« [Back to calendar](#)

If you share your calendar with specific people you can provision greater access to your calendar.

Newfoundland & Labrador English School District

### Test for privacy permissions Details

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

« [Back to calendar](#)

**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 public)

**Calendar Time Zone:** Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

**Country:**  (choose a different country to see other time zones)

**Now select a time zone:**

- Auto-accept invitations**  
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)
- Auto-accept invitations that do not conflict.
  - Automatically add all invitations to this calendar.
  - Do not show invitations.

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link.



Paste this code into your website. Customize the color, size, and other options.

```
<iframe
src="https://calendar.google.com/calendar/embed?
src=nlesdonline.ca_vf89a0i4q6pdmrgm6ktes3voc@group.calendar.g
```

When a calendar is made public, a url/link is available to send for people to view.

**Calendar Address:** [Learn more](#) [Change sharing settings](#)

**iCAL** **HTML** (Calendar ID: nlesdonline.ca\_vf89a0i4q6pdmrgm6ktes3voc@group.calendar.google.com)  
This is the address for your calendar. No one can use this link unless you have made your calendar public.



G-SUITE



With calendars there is your personal calendar which you may choose to keep private, and calendars you create, which can be shared with others. The access depends upon who you give access to and what exactly you wish them to do with your calendar.