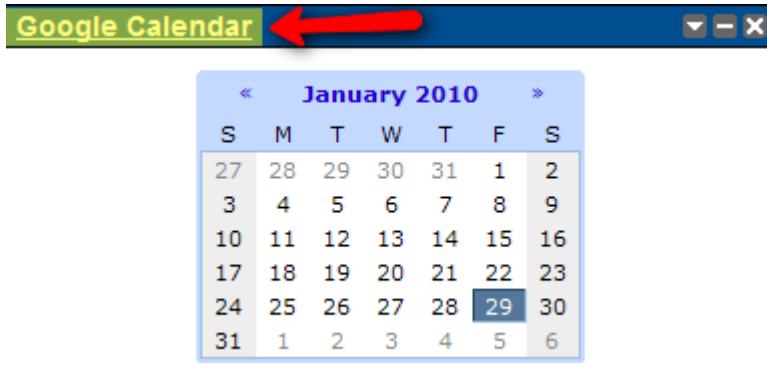


How to Share a Google Calendar

Sharing a Google Calendar can be a very useful tool. If you're a teacher, you can share a class calendar with your students, so they will know when assignments are due, when the next quiz is, or any other important events. As for the students, we know how busy your life can get. By sharing your calendar, your friends and family can look up your schedule and see if they can plan events, or join you on an event that you are participating in, such as a football game or a school dance.

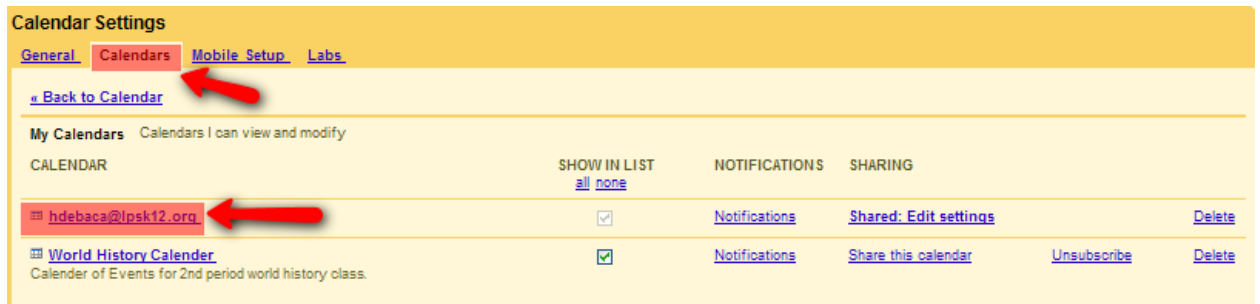
- 1.) Log on to www.lpsk12.org and click on the Google Calendars link that is located on your home page



- 2.) Now click on the **Settings** link that is located on the upper right hand corner of the page. This will bring up all the settings that you can customize to your calendar.

[| Offline](#) | [| Sync](#) | [| Settings](#) | [| Help](#) | [| Sign out](#)

- 3.) Once in the settings tab, click on the **Calendars Tab** that is on the top of the settings page. Then click on the Calendar that you would like to share.



- 4.) Now at the top of the page click on the **Share this Calendar Tab**, this will bring different options to share your calendar. You can make the calendar public and share it everyone if you would like; you can share it with everyone in the LPS School district, or you can input email address with everyone that you would like to share it with. *Before you share your calendar, be sure to ask yourself who really needs to see it. Choose the most appropriate setting.* You can also set **Permission Settings** which enable the people you are sharing with to make changes to your calendar, view the events or only view if you are busy or not. Remember to click **Save** when you are done.

Please think before you share—choose the appropriate audience with whom to share. You should always exercise good caution. When in doubt, speak with your parents.

The screenshot shows the 'hdebaca@lpsk12.org Details' page for sharing a calendar. It features three tabs: 'Calendar Details', 'Share this calendar', and 'Notifications'. The 'Share this calendar' tab is active. At the top, there are links for '« Back to Calendar', 'Save', and 'Cancel'. Below this, there is a checkbox for 'Share this calendar with others' with a 'Learn more' link. Underneath, there are two options: 'Make this calendar public' and 'Share this calendar with everyone in the domain Littleton Public Schools'. Each option has a dropdown menu set to 'See all event details'. Below these options is a section titled 'Share with specific people' with columns for 'Person', 'Permission Settings', and 'Remove'. A row shows 'student1@gmail.com' with 'See all event details' permission and an 'Add Person' button. Below this, a summary line shows '"hdebaca@lpsk12.org" <hdebaca@lpsk12.org>' with 'Make changes AND manage sharing' permission. At the bottom, there are links for '« Back to Calendar', 'Save', and 'Cancel'.

- 5.) As soon as you add the email addresses to your list, an email will go to all the people that you specified. They will have to have Google Calendars to view your calendar.