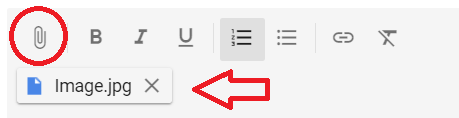
**Share an Attachment**

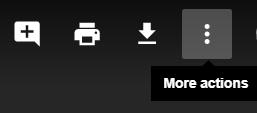
You can share attachments on your Google Calendar events.

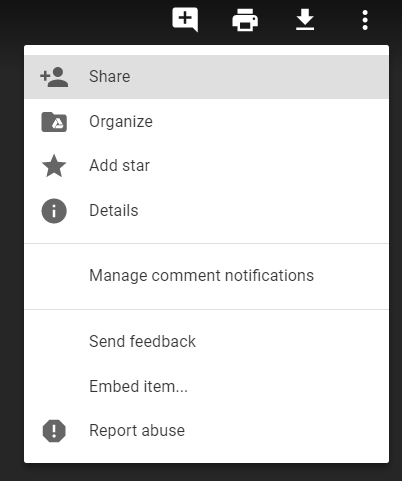
**Instructions:**

1. Upload an attachment to your Google Calendar event from your Computer or Google Drive

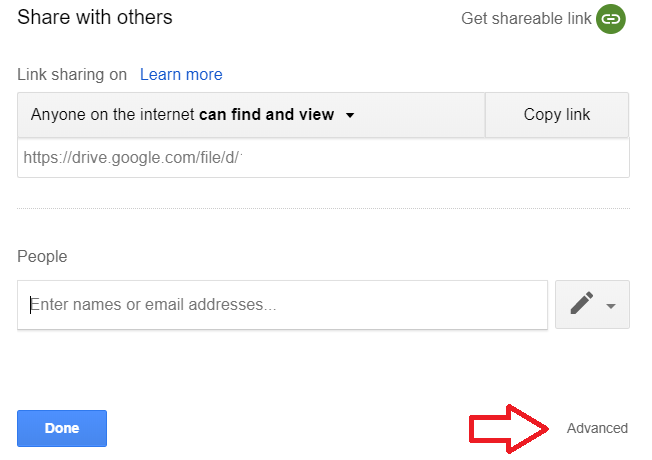


1. Click on the attachment to open it in a new window
2. Click “More actions” then “Share”

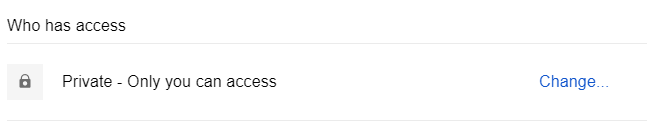




1. Click “Advanced”



1. Click “Change…” under “Who has access”



1. Select “Public on the web” and then “Save”

