

Activity 5: Create and share a calendar

In this activity, you create a new calendar. You also share your new calendar.

Complete the following steps:

1. Select **Add other calendars** and **Create new calendar**.
2. Name your new calendar “Strategic Initiatives Project” and select **Create calendar**.
3. When prompted (at the bottom of the screen), select **Configure**.
4. Scroll to **Share with specific people or groups** and select **Add people**.
5. Enter a colleague’s email and adjust the permissions to **Make changes to events**.
6. At this point you would select **Send** and your colleague will receive an email inviting them to add your calendar to their list. For the purpose of this exercise, you can choose to skip this step but if you want to invite a colleague, click **Send** now. To unshare your calendar, hover over your colleague’s name and click **X** to unshare the calendar.

Note: The ability to share calendars externally may be restricted by organizational policies.