



University of  
Dayton

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# UNIVERSITY OF DAYTON ADVANCEMENT IT


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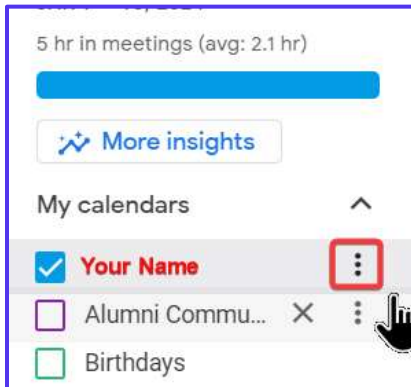
[Share Access to Your Google Calendar](#)

JANUARY 10, 2024  
Version Number 1.0

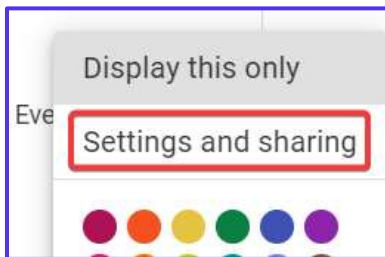


The following instructions detail how to share access to your calendar. There are several access options that you can set based on what the person you're sharing to needs. In this example we show how to delegate control of your calendar to someone else so that they can add/change events and meetings.

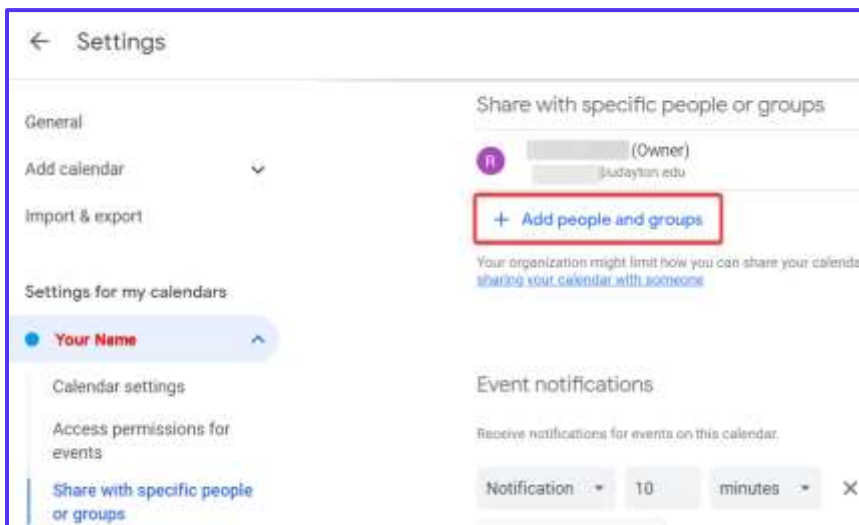
1. On your computer, open [Google Calendar](#).
2. On the left side of the page, click **My calendars**.
3. Hover over your calendar, and click Options  >



4. Select **Settings and sharing** from the list of options.



5. In the *Share with specific people* section, click **Add people and groups**.





6. Enter the email address of the person or group you want to make an owner.
7. In *Permissions*, select **Make changes and manage sharing**.

Share with specific people

someone's email 6

Permissions

See all event details

See only free/busy (hide details)

See all event details

Make changes to events

Make changes and manage sharing 7

8. Click **Send**.

Share with specific people

Douglas Bishop X

Add email or name

Permissions

See all event details

Cancel Send



## Approvals

Version	Date	Author	Comments	Status
<b>1.0</b>	1/10/2024	Fremder	Document created/finalized	Final