

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

**How do I share a Google Calendar in Gmail?**

# Solutions: Collapse this imageExpand this image

To share your calendar with specific users, go to www.google.com/calendar and follow the steps below.

1. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select **Share this calendar**.
2. Enter the email address of the person you want to share your calendar with.
3. From the drop-down menu on the right side, select a level of permission, then click **Add Person**.
4. Click **Save**.

Once you click **Save**, the person you selected to share the calendar with will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her **Other calendars** list, the calendar will not be automatically added to the user’s Calendar account.

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