

How to Request Permission to See a Calendar

Log in to your account via www.google.com/a/sbts.edu (you must use web access for this).

1. Click **Calendar**.

Google Apps Google Apps for The Southern Baptist Theological Seminary

Hello, Rachael Heile. Welcome to Google Apps.

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

Your services

- Sites**
Quickly create and publish collaborative sites
- Docs**
Publish and collaborate in real-time on documents, spreadsheets, and presentations
- Calendar**
Organize schedules and share events and calendars with others
- Email**
Improve your existing mail account with Gmail's powerful search, SPAM filter, and chat in the browser
- Chat**
Call or send instant messages to contacts for free - anytime, anywhere in the browser by downloading Google Talk, or by opening the Google Talk Gadget

2. Type in the email address of the person whose calendar you are requesting access to in the **Other Calendars** box on the left side of the screen.

Mail Calendar Documents Sites Contacts

Google calendar

Create event Quick add Today Sun 2

February 2011

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

My calendars

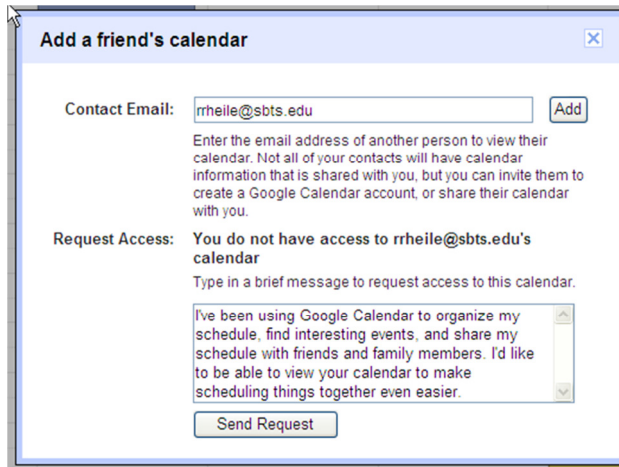
- campustechnology@sb...
- IT Training Calendar

Tasks
[Add](#) [Settings](#)

Other calendars

- "Roy Hughes" <rhughes052@students.sbts.edu>
- rrheile@sbts.edu
- rbrunsky@sbts.edu
- richclark@sbts.edu
- rhawkins@sbts.edu
- ryanmoore@sbts.edu
- rholt@sbts.edu
- "Aaron Riddle" <aariddle920@yahoo.com>
- "R L M" <little_lamb_5_1@hotmail.com>
- "Richie Rice" <richierice77@gmail.com>

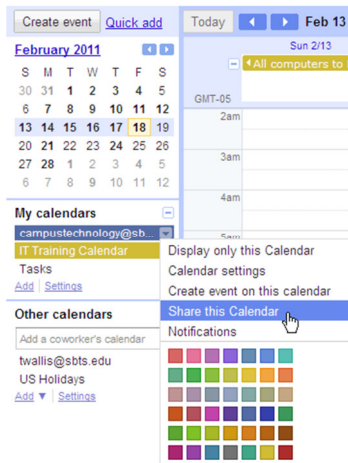
3. When the **Add a friend's calendar** box pops up, click **Send Request**.



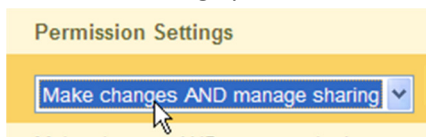
4. The other person will receive an email asking if he wants to grant you access to his calendar.

Important Note: When the other person grants you permission to see his calendar, the default setting is for you to have read only access. If you need to be able to schedule events, in the Request Access email box in the **Add a friend's calendar** pop-up (see above), request that they give you **Make Changes AND Manage Settings**. He can give you access by following these steps:

1. Click the drop-down box by the calendar you wish to share.



2. Your email address will show up on the left side of the screen. In the **Permission Settings** drop-down box, change permission from **See all Events** to **Make Changes AND Manage Settings**.



3. Click **Save**.