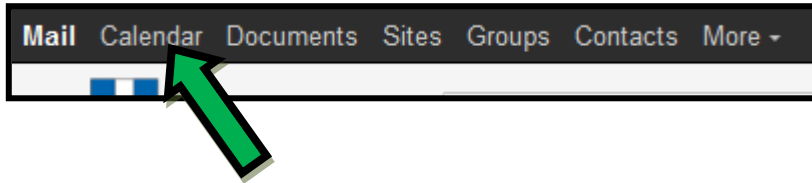
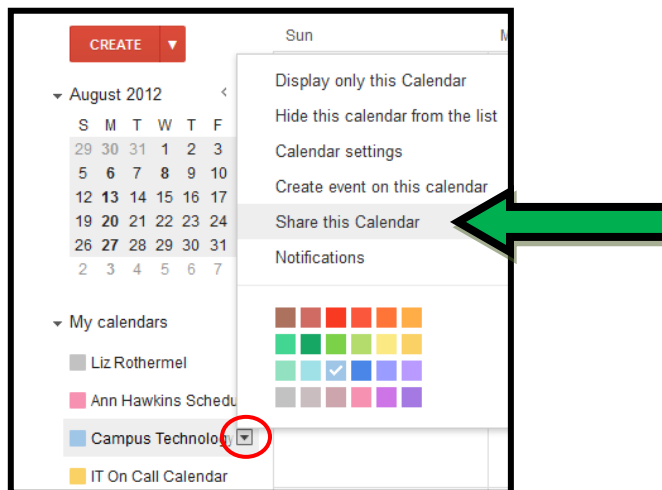


How to Share a Calendar

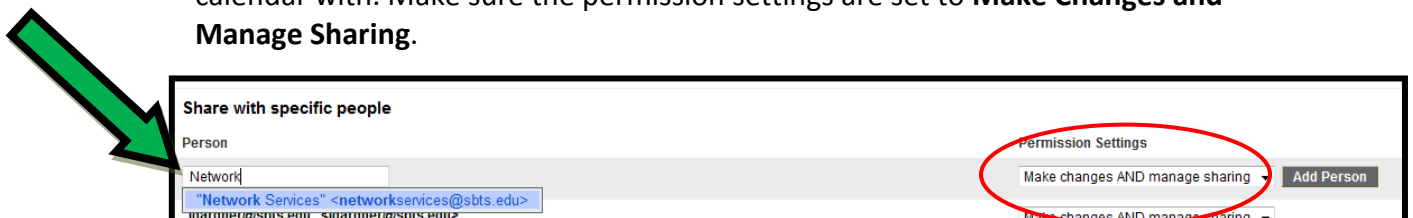
1. Login to your account via <http://mail.google.com/a/sbts.edu>.
2. At the top right of the screen, select **Calendar**.



3. Click on the down arrow next to the calendar you want to share, and a menu will appear. Select **Share this Calendar**.

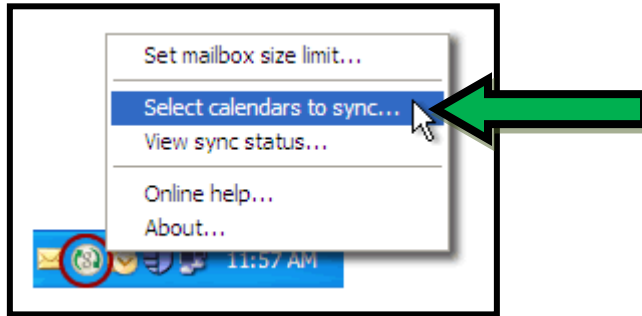


4. Type in the name or email address of the person you want to share your calendar with. Make sure the permission settings are set to **Make Changes and Manage Sharing**.



5. Click **Save**.

6. If a calendar has been shared with someone, but it isn't appearing in their Outlook, click on the Google Apps Sync icon in the lower right-hand corner of the screen and choose **Select Calendars to Sync**.



7. A dialog will appear that will show all calendars associated with your Google Apps account. *Check a calendar* in the dialog to display the calendar in Outlook's Calendar Navigation Pane. *Uncheck a calendar* to remove it from the navigation area:

