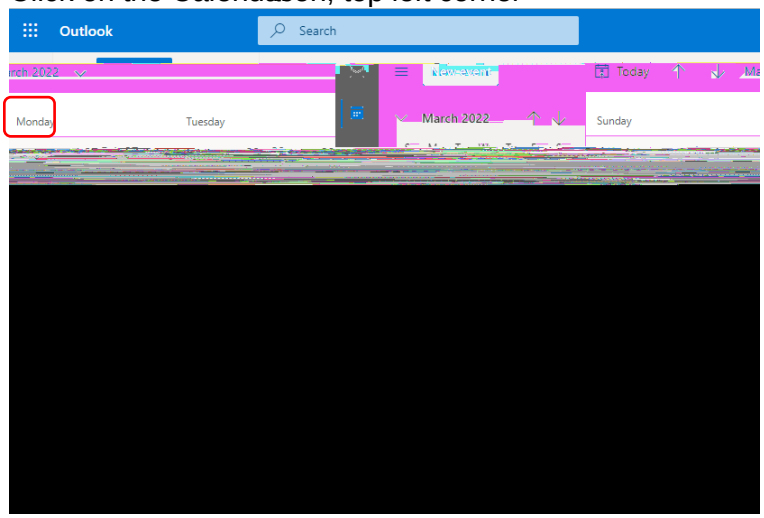
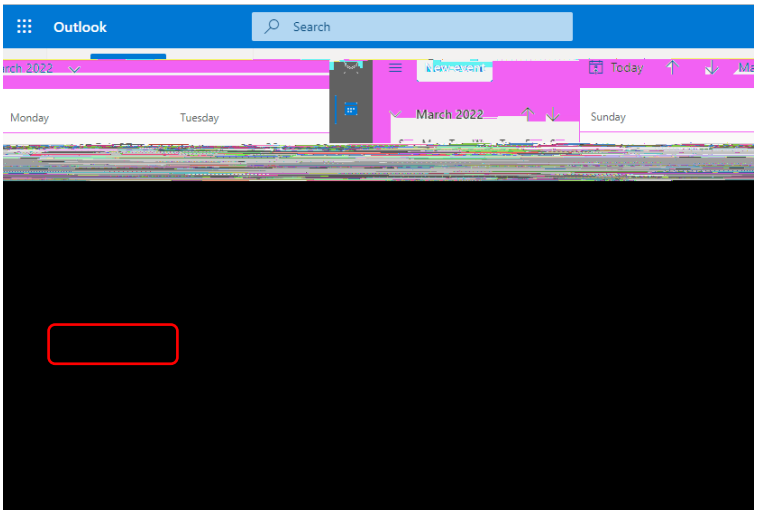
How to Create a New Shared Calendar from a Shared Account

- Open a web browser (Firefox/Chrome/Edge/Safari)
- Visit

x Click on the Calendar icon, top left corner



x Click on Add Calendar



- Right click on the newly shared calendar you just created and click on Sharing and permissions

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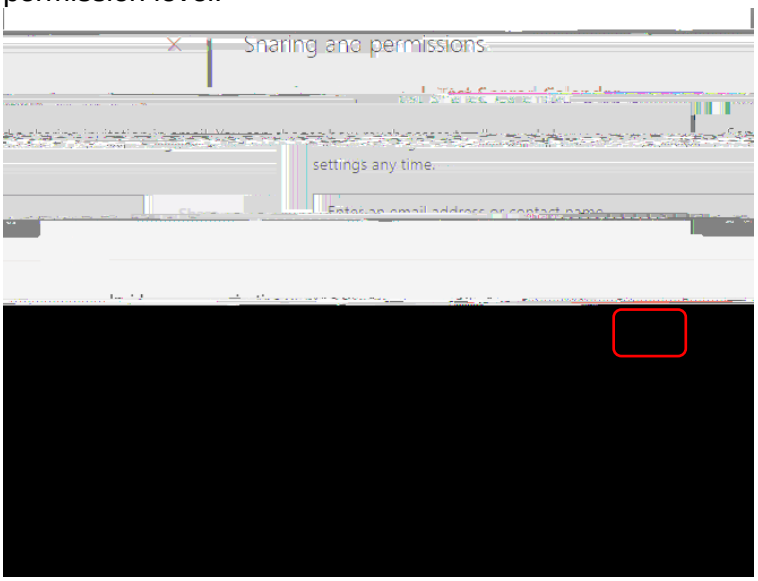
- This willsend an email to the recipient with the Shared Calendar Link allowing them to add the Shared Calendar to their Mailbox.
- You can keep adding more individuals by clicking on the Enter an email address or contact name field.
- To change an individual's permissions, click on the pull down arrow and choose the desired permission level.



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