
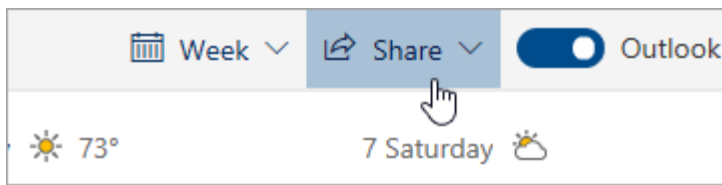


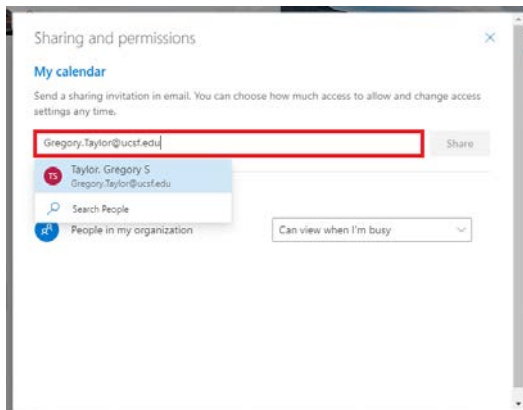
In a web browser, navigate to email.ucsf.edu. Enter your user name and password, and then select Sign in.

1. At the bottom of the page, select  to go to Calendar.
2. In Calendar, on the toolbar at the top of the page, select **Share**, and choose the calendar you want to share.



Note: You can't share calendars owned by other people.


3. Enter the name or email address of the person you want to share your calendar with.

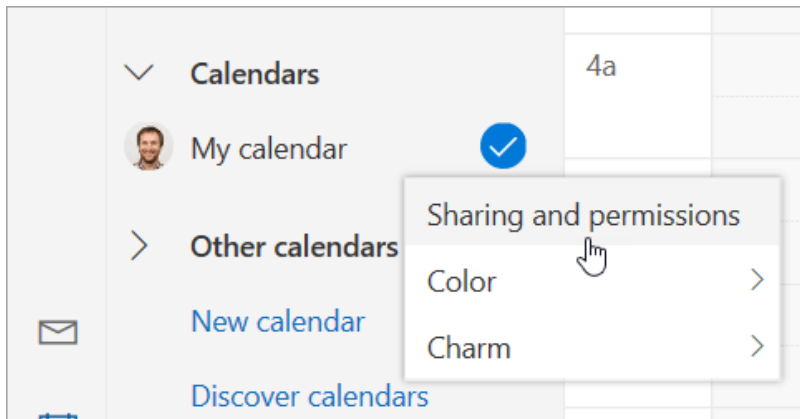



4. Choose how you want the person to use your calendar:
 - **Can view when I'm busy** lets them see when you're busy but doesn't include details like the event location.
 - **Can view titles and locations** lets them see when you're busy, as well as the title and location of events.
 - **Can view all details** lets them see all the details of your events.
 - **Can edit** lets them edit your calendar.
 - **Delegate** lets them edit your calendar and share it with others.
5. Select **Share**.

Change calendar sharing permissions

You can change the permissions you've set for a calendar, or stop sharing the calendar completely, by right-clicking the calendar name under **Calendars**.

1. At the bottom of the page, select  to go to Calendar.
2. Under **Calendars**, right-click the calendar you want to update sharing settings for, and select **Sharing and permissions**.



3. Find the person whose permissions you want to change and either choose a new level of permissions or select  to stop sharing your calendar with them.