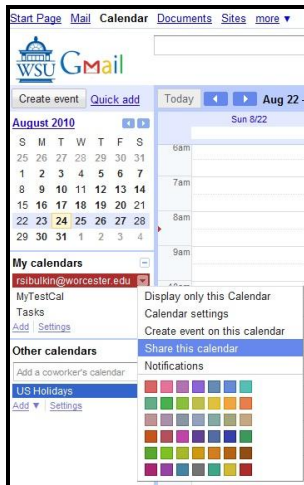


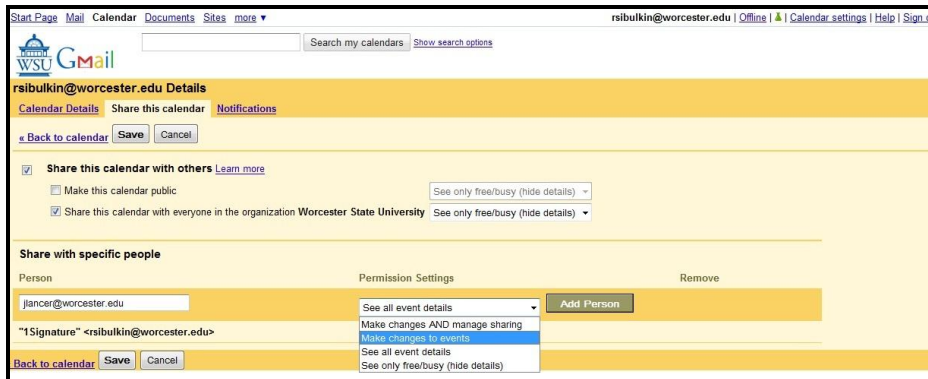
Giving Permissions for another Person to Share Your Gmail Calendar

1. Log into **Gmail**.
2. On the upper left-hand side of the Gmail window, click the link titled "**Calendar**".
Your Gmail calendar should display.
3. On the left-hand side of the screen under My Calendars, click the down arrow to the right of the calendar you want to share with another person and choose **Share this calendar**.

Share options also can be accessed by displaying one's calendar and clicking the Settings link on the upper right-hand side of the calendar window.



A screen similar to the following displays:



4. Under **Share with specific people**:
 - a. In the **Person** box, type the **Worcester State email address** for the person with whom you want to share your calendar.
 - b. Under **Permission Settings**, click the **drop-down menu** and **select the permissions** you wish the specified user to have. Then, click the **Save** button.

You should be returned to your calendar.