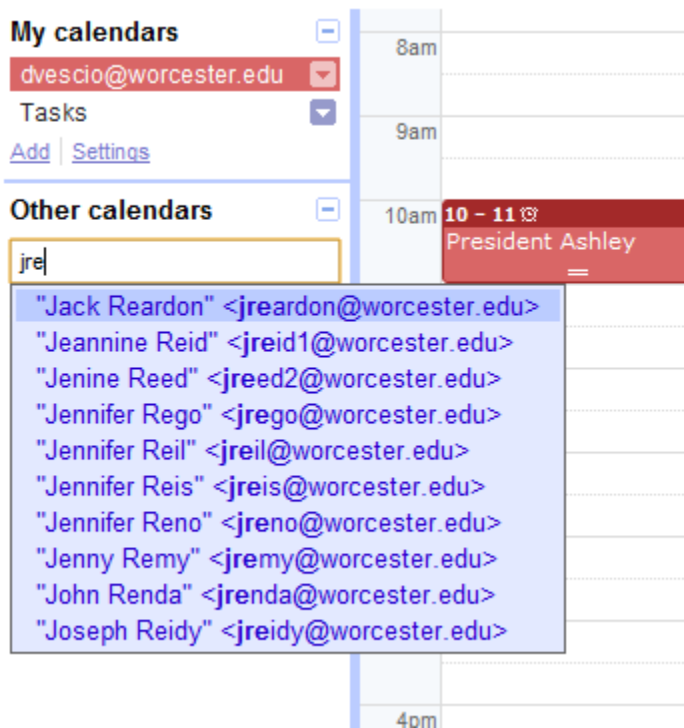


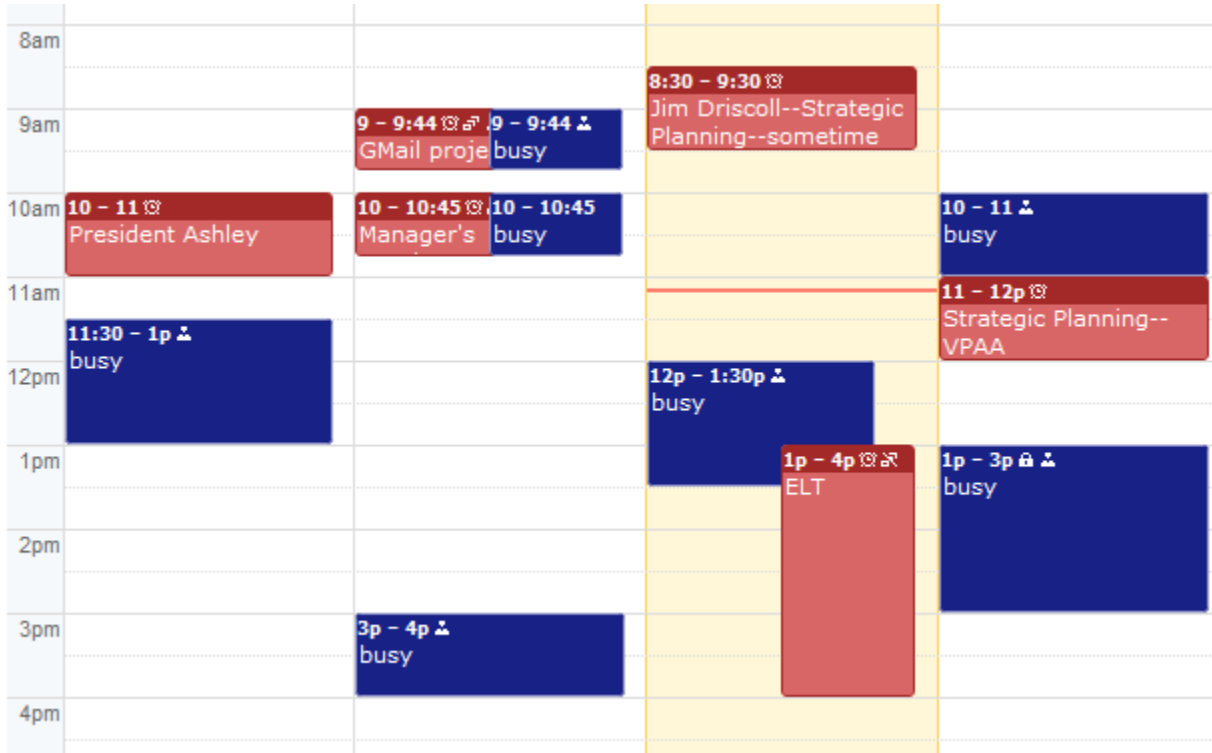
## Viewing Another User's Gmail Calendar

Please read "How to Make your Gmail Calendar Private" (<http://it.worcester.edu>) ; click on the Gmail/Google icon) for a discussion of calendar permissions.

You can see another's calendar by opening your calendar and then searching for a user in the Other Calendars field, which is on the left side of your calendar display:



If the individual has given you permission to see his/her calendar (they have to do this on their end), his/her calendar will be displayed with yours in a different color. This makes scheduling easier, etc. In the example below, my calendar items are in red, while Jack's are in blue:



If you enter an address for an individual who did not enable permissions to share his/her calendar, an access request window will pop-up, enabling you to ask for access to his/her calendar.

**Add a friend's calendar** ✕

Contact Email:

Enter the email address of another person to view their calendar. Not all of your contacts will have calendar information that is shared with you, but you can invite them to create a Google Calendar account, or share their calendar with you.

**Request Access:** You do not have access to jashley@worchester.edu's calendar

Type in a brief message to request access to this calendar.

At any time you can remove a calendar from display by clicking on the drop-down arrow next to the calendar owner's name and selecting "Hide this calendar from the list." You also can use this drop-down to see only a single calendar, or to change the color coding for a specific calendar.

**Other calendars**

Add a coworker's calendar

jreardon@worchester.edu

[Add](#)  | [Settings](#)

10am **10 - 11**   
President Ashley

11am

Display only this Calendar

Hide this calendar from the list

Calendar settings

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4pm

5pm