

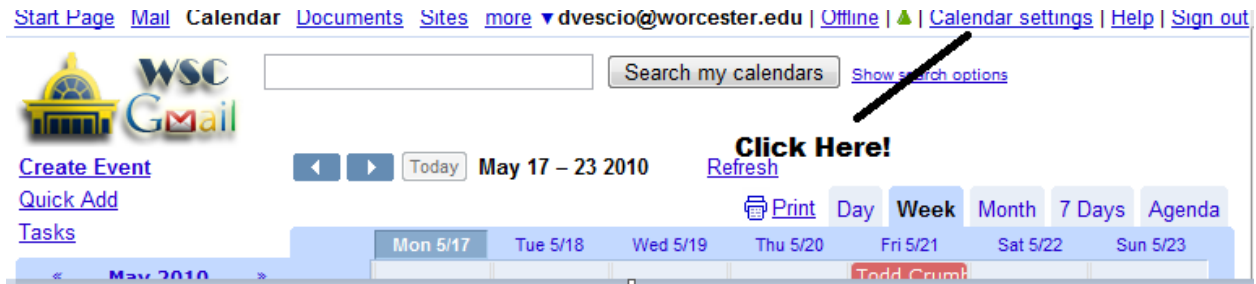
## How to Make Your Gmail Calendar Private (Or Let Others See Your Calendar)

By default, calendar settings associated with your MS Exchange account were copied over to Gmail's calendars. Many users may never have realized that their default settings made their calendars viewable to other college users.

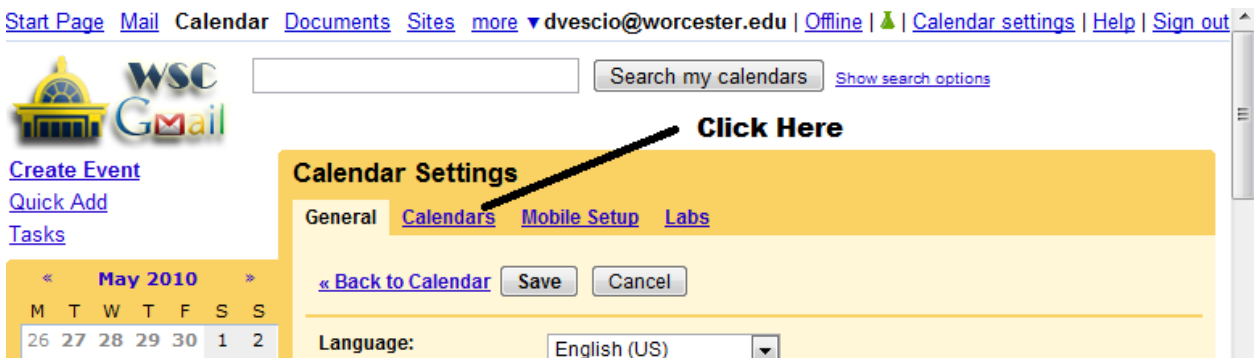
It's easy to set permissions on your calendar so that only yourself and those who you designate may view your calendar items.

### Step One: Log Into Your Gmail Calendar.

### Step Two: Click on Calendar Settings, located top-right of your Calendar screen:



### Step Three: Click on Calendars Tab



## Step Four: Click on Shared: Edit Settings

Start Page Mail Calendar Documents Sites more ▼ dvescio@worchester.edu | Offline | Calendar settings | Help | Sign out

WSC Gmail

Search my calendars Show search options

Create Event Quick Add Tasks

### Calendar Settings

General Calendars Mobile Setup Labs

« Back to Calendar **Click Here**

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING	
dvescio@worchester.edu	<input checked="" type="checkbox"/> all <a href="#">none</a>	Notifications	Shared: Edit settings	Delete

Create new calendar Import calendar Export calendars

Unsubscribe: You will no longer have access to the calendar. Other people can still use it normally.  
Delete: The calendar will be permanently erased. Nobody will be able to use it

## Step Five: Decide Who Will See Your Calendar

### dvescio@worchester.edu Details

Calendar Details Share this calendar Notifications

« Back to Calendar Save Cancel

**Share this calendar with others** [Learn more](#)

Make this calendar public See only free/busy (hide details) ▼

Share this calendar with everyone in the organization Worcester State College See only free/busy (hide details) ▼

Uncheck Share this calendar with others if you want no one to see your calendar:

### dvescio@worchester.edu Details

Calendar Details Share this calendar Notifications

« Back to Calendar Save Cancel

**Clear this Box to Make Your Calendar Private**

**Share this calendar with others** [Learn more](#)

Make this calendar public See only free/busy (hide details) ▼

Share this calendar with everyone in the organization Worcester State College See only free/busy (hide details) ▼

If you want to select a group of people who can see your calendar, enter their names in the Share with specific people field. You can add as many people as you'd like in this field.

**dvescio@worchester.edu Details**

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

[« Back to Calendar](#)

**Share this calendar with others** [Learn more](#)

Make this calendar public

Share this calendar with everyone in the organization **Worcester State College**

**Share with specific people**

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="button" value="See all event details"/> <input type="button" value="Add Person"/>	
"Donald Vescio" <dvescio@worchester.edu>	Make changes AND manage sharing	
"Jack Reardon" <jreardon@worchester.edu>	<input type="button" value="See all event details"/> Make changes AND manage sharing Make changes to events See all event details See only free/busy (hide details)	<input type="button" value="Trash"/>

[« Back to Calendar](#)

For each person that you want to view your calendar, you also can decide the level of access that you want them to have. At any time, you can delete an individual who has access to your calendar by clicking on the Trash can adjacent to their name.

**Step Six: When done, click the Save button.**