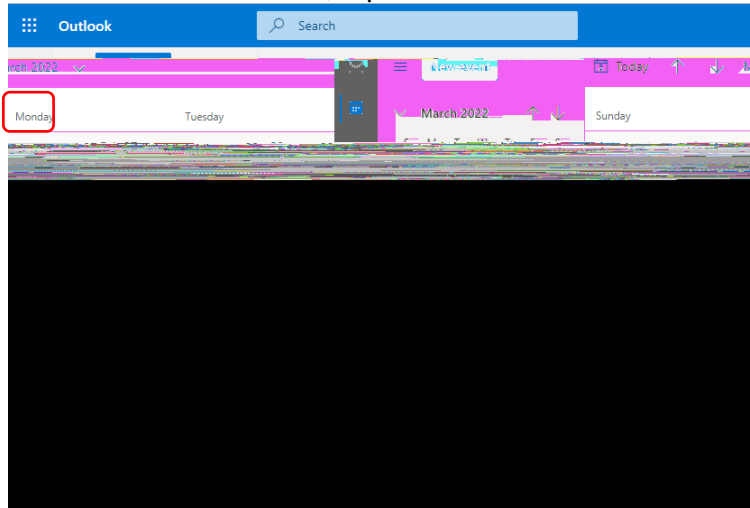


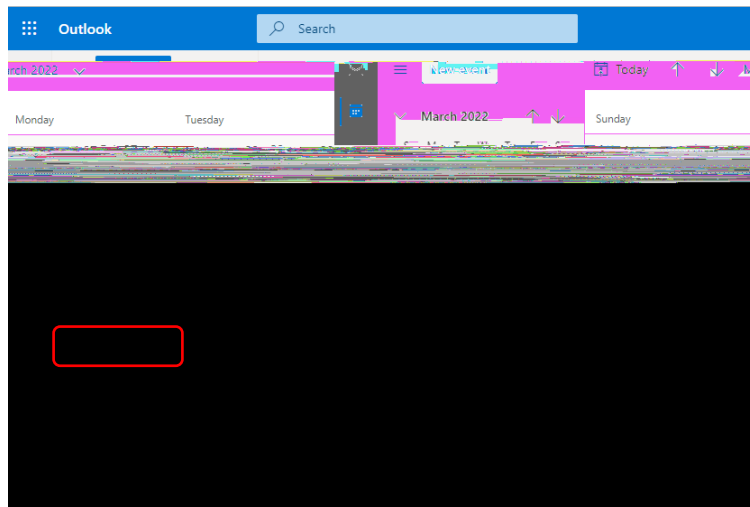
How to Create a New Shared Calendar from a Shared Account

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

x Click on the Calendar icon, top left corner

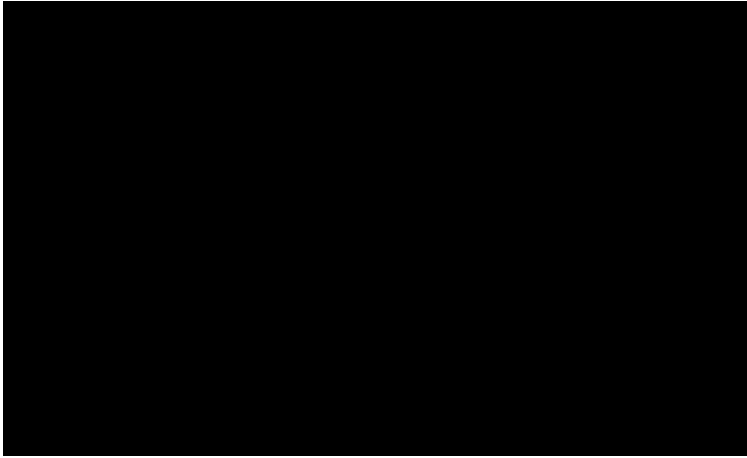


x Click on Add Calendar

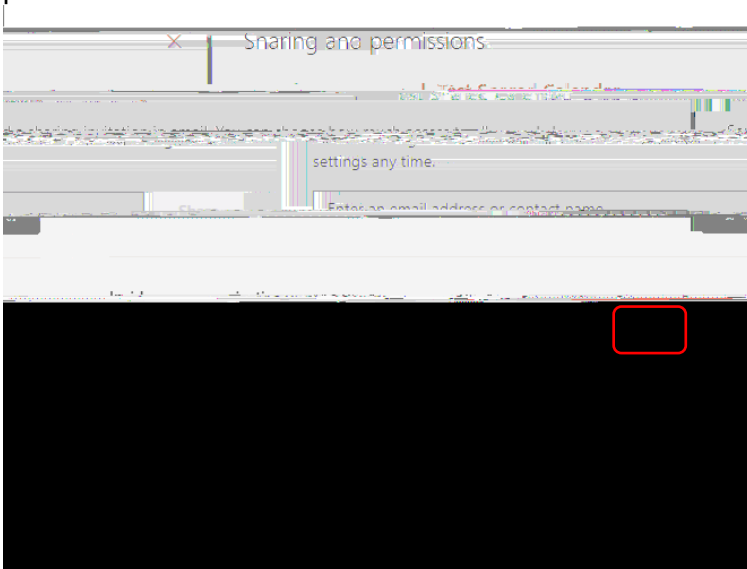


x Right click on the newly shared calendar you just created and click on Sharing and permissions

x



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



x