

How to share your calendar in iCal from a desktop/laptop

In order to share your calendar with someone through iCal you'll need to do the following:

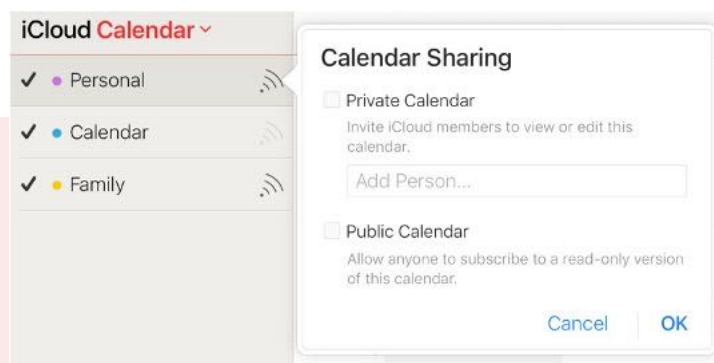
1. Log into your iCloud account (www.icloud.com) and select your 'calendar' application.



2. Select the calendar you want to share from the left-hand side of the screen.

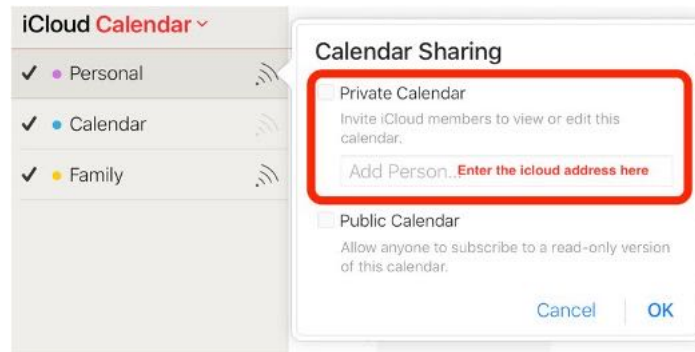


3. Click on the 'symbol' beside your calendar of choice.



The Digital Guide's Fact Sheet

4. If the person you would like to invite also has an iCloud address use the 'Private Calendar' option and enter their apple email address.



5. If the person you would like to invite does not have an Apple email, use the 'Public Calendar' option. This will generate a 'view only' link you can email or share.

