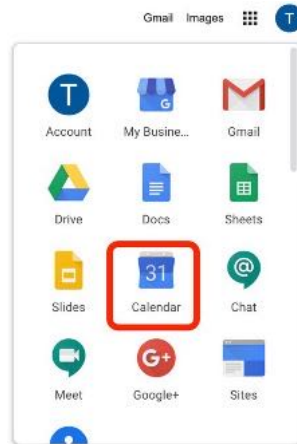


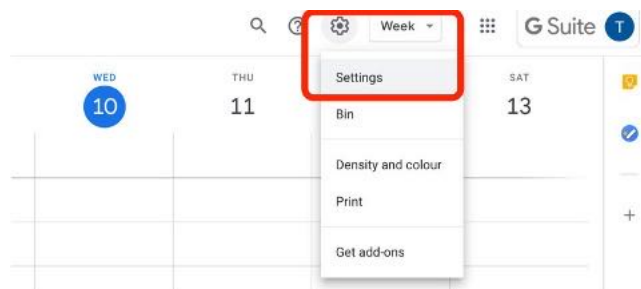
How to share your Google calendar from a desktop/laptop

In order to share your Google calendar with someone you'll need to do the following.

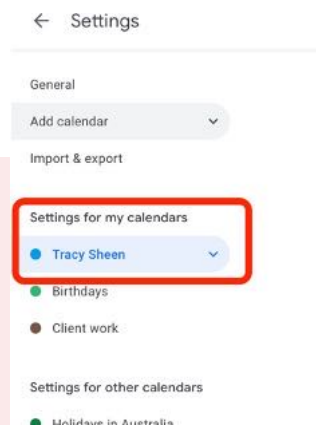
1. Log into your Google account and select the Calendar application (www.google.com).



2. Click on the 'Settings' cog and then click 'Settings'.

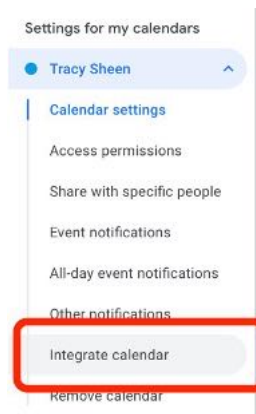


3. From the left-hand side of the screen select the calendar you want to share.

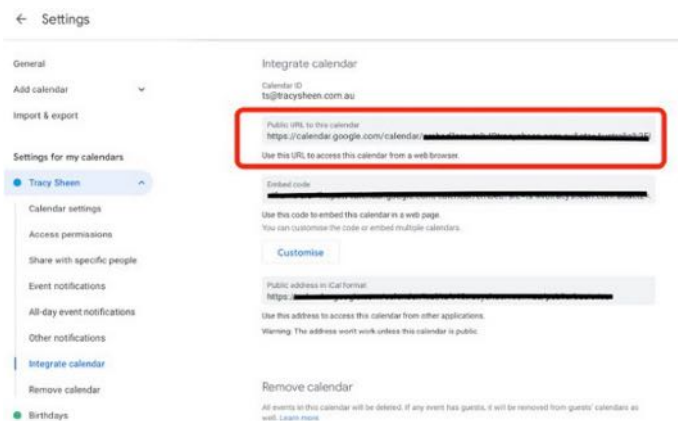


The Digital Guide's Fact Sheet

4. Go to 'integrate calendar'.



5. If you'd like to make the calendar public, use the URL that's shown in the Public URL.



6. If you'd like to share the calendar with someone to use in another calendar application use the 'Public Address in iCal format'.

