



## Google Calendar Sharing

Please follow the steps below to share your Gmail calendar with me.

1. On your computer, open [Google Calendar](#). You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. To expand it, click the Down arrow .
3. Hover over the calendar you want to share, and click More  > Settings and sharing.  
*\*\*NOTE: If you don't already have one, the best plan is to create a calendar dedicated to transaction dates so that you don't have to share your personal calendar with me. If you're unsure how to do this, please see below!*
4. Under "Share with specific people," click Add people.
5. Add my email address: Kate@KPTransactions.com. Use the drop-down menu to adjust their permission settings to "Make changes to events".
6. Click Send.

\*NOTE: Calendars can be layered. Meaning, if you don't want to share your everything/personal calendar, simply create a new calendar that is devoted solely to your real estate transaction dates. You can layer this calendar in so it will look seamless on your end and keep your private things private : )

How to create a new calendar:

- On your computer, open Google Calendar.
- On the left, next to "Other calendars," click Add other calendars Create new calendar.
- Add a name and description for your calendar.
- Click Create calendar.
- Name it something like "XXX's Transaction Dates" *\*Please be sure to include your name in the title so I can differentiate between your and other Agents!*
- When following the instructions to share your calendar with me, you would select this calendar only.
- You can make this calendar layer in or out simply by clicking the checkbox next to its name on the left hand side.