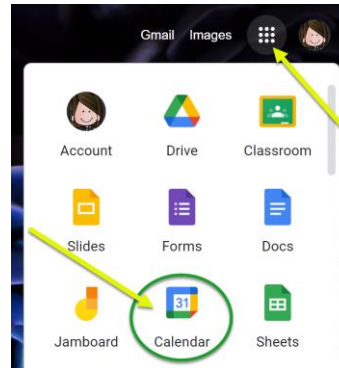


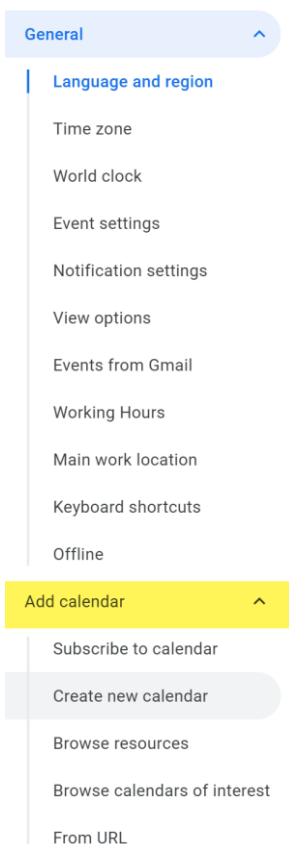
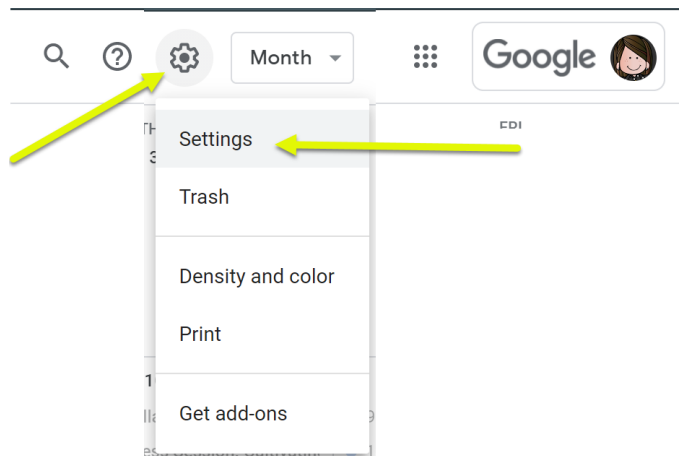
CREATE A SHAREABLE CALENDAR

GOOGLE CALENDAR

1. Go to Google Chrome. Make sure you are logged into your @livingstonschools.net account. Click on the Google Apps Waffle in the upper right hand corner of the screen and then select Calendar.



2. Click on the Settings Gear and select Settings.



3. Under General Settings, click on Add Calendar to expand the menu. Select "Create new calendar".

4. Fill in the details for your calendar and then click on Create Calendar.

5. The new calendar will appear on the left-hand side under "Settings for my calendars". Click on the new calendar to adjust settings.

Create new calendar

Name
Name Your Calendar

Description
Give A Description

Time zone
(GMT-05:00) Central Time - Chicago

Owner
heather.white@livingstonschools.net

Organization
livingstonschools.net

Create calendar

Settings for my calendars

Heather White

Birthdays

Lesson Plans Middle School

Name Your Calendar

6. Decide who can view this calendar. Make sure See all event details is selected.

Auto-accept invitations

Do not show invitations

Calendars for resources can auto-accept invitations. [Learn more about auto-accept invitations](#)

Access permissions

Make available to public

Make available for Livingston Parish Public Schools

See all event details

See all event details

6. Once permissions are set, you can share a link to the calendar for others to subscribe to. It will add the calendar to their "other calendars" section, but they can see all events as you update your calendar.

Shareable link to your calendar

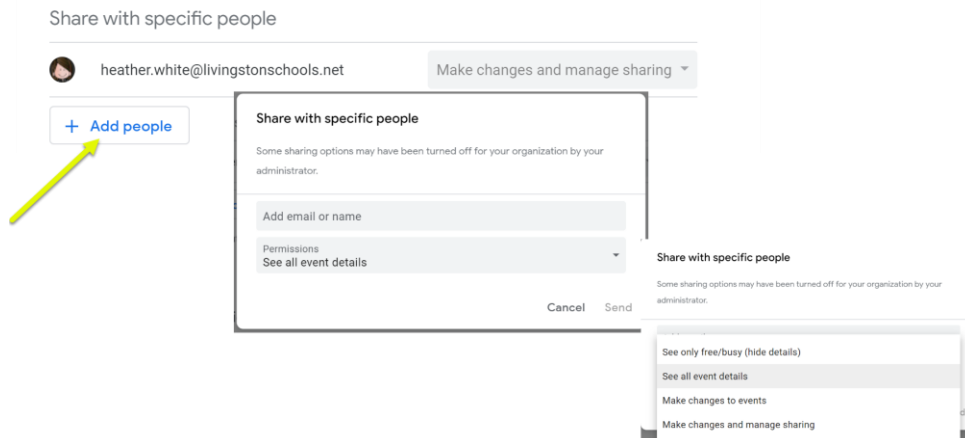
With this link, only people you allow can access your calendar.

<https://calendar.google.com/calendar/u/0?cid=Y18zNmUzYW1vN3Nw>

Cancel Copy link

Get shareable link

7. Another option is to share directly with specific people. You would add their @livingstonparishschools.com email and choose permission level.



8. Further down the settings is the Integrate calendar section. Here is where you can share public URLs to your calendar. Users can subscribe to calendars using these links. (This would be a great way to share a calendar with parents! They can subscribe on their smart phone.)

Integrate calendar

Calendar ID
c_36e3amo7spol0af0c2njsfhg4@group.calendar.google.com

Public URL to this calendar
https://calendar.google.com/calendar/embed?src=c_36e3amo7spol0af0c2njsfhg4%40group.c

Use this URL to access this calendar from a web browser.

Embed code
<iframe src="https://calendar.google.com/calendar/embed?src=c_36e3amo7spol0af0c2njsfhg4%40group.c" />

Use this code to embed this calendar in a web page.

You can customize the code or embed multiple calendars.

[Customize](#)

Public address in iCal format
https://calendar.google.com/calendar/ical/c_36e3amo7spol0af0c2njsfhg4%40group.calendar

Use this address to access this calendar from other applications.

Warning: The address won't work unless this calendar is public.

Secret address in iCal format

Use this address to access this calendar from other applications without making it public.

Warning: You should not give the secret address to other people. [Learn more](#)

You can reset this address and make the current one invalid.

9. Anyone who wishes to subscribe to your calendar will go to their settings, but instead of creating a new calendar, they will click on "Subscribe to calendar" and add the URL you have given them. This will add the calendar to their list.

General

[Add calendar](#)

Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

From URL

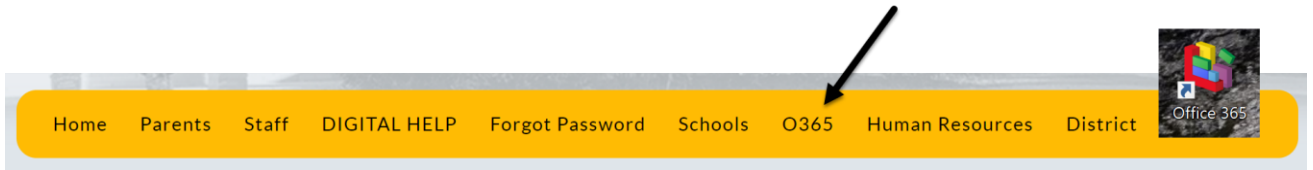
Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

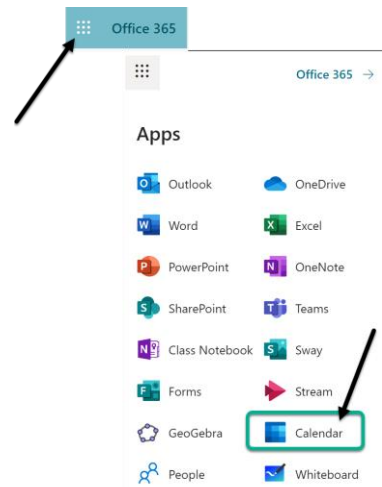
[Add calendar](#)

MICROSOFT O365 CALENDAR

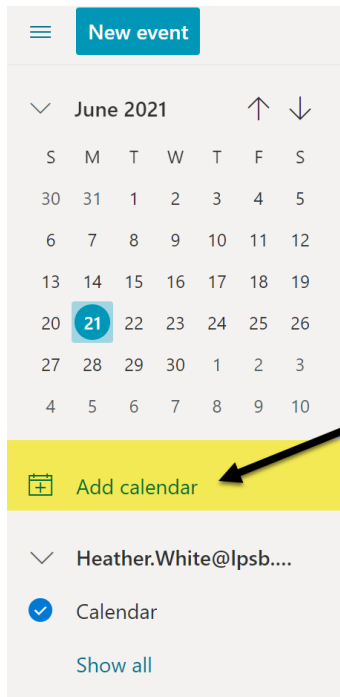
1. Navigate to O365 by clicking on the icon on the desktop or going to www.lpsb.org and clicking on O365 in the navigation bar.



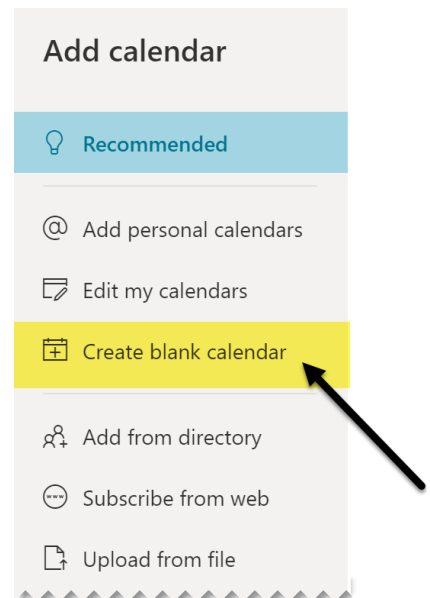
2. Click on the Microsoft O365 waffle in the upper left hand corner and then click on Calendar.



3. Under the default calendar, click on "Add calendar".



4. From the options, select "Create blank calendar".



5. Name your calendar. Pick a color and charm. Add to Other Calendars (if you see that option then skip to step 7). If you do not see Other Calendars in the drop down, choose My calendar. Save the calendar.

Create blank calendar

This calendar will not be visible to others.

Name Your Calendar

Color

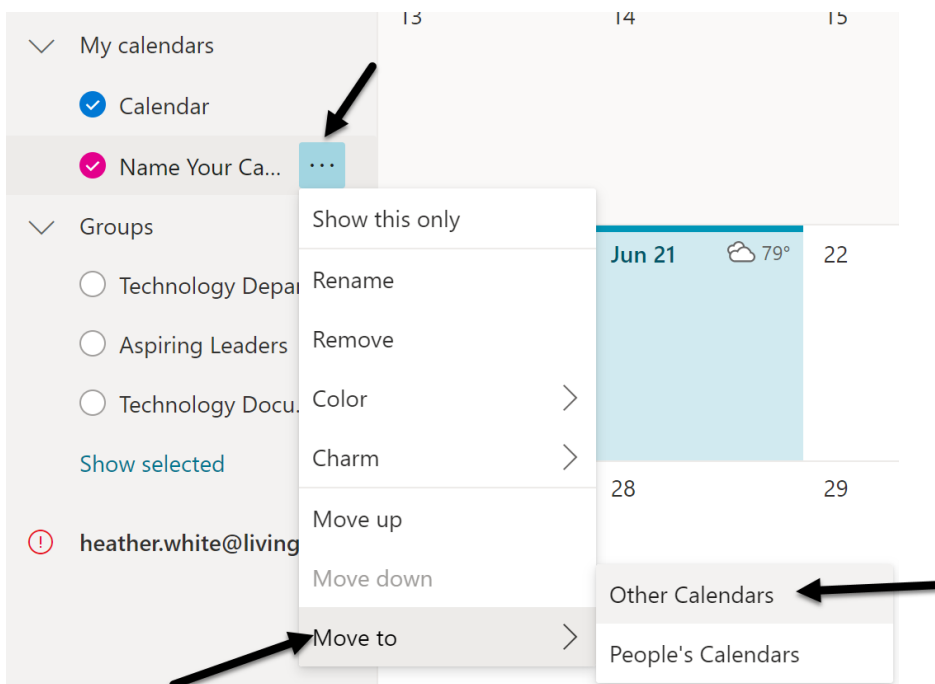
Charm

Add to

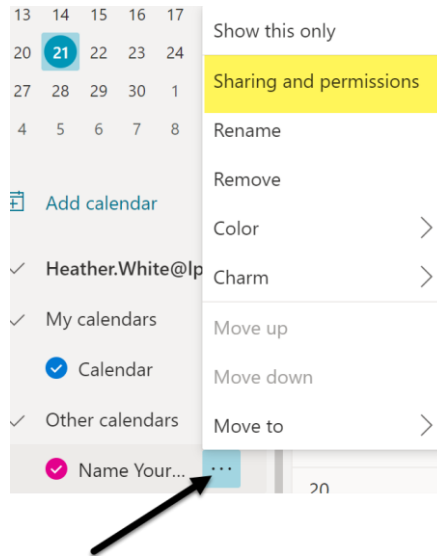
My calendars (Heather.White@lpsb.org)

Save Discard

6. For a calendar to be shareable, it needs to be moved to Other Calendars. Click on the three dots next to the new calendar. Select Move to and then Other Calendars.



7. To share the calendar, click on the three dots next to the calendar name and then click on "Sharing and permissions".



8. You can share your calendar with people individually (and select the permissions they have). You can also share your calendar with groups like your school distribution email. Once a calendar is shared, it will show up in the list of calendars for people given permission to view. They will see events as they are created and/or edited.

