

Google Calendar

Change to subscribing to others' calendars, May 2019

How do I temporarily access someone else's calendar to see if they are available for a meeting?

Look for the "meet with/search for people" field. The purpose of this field is for temporarily accessing someone's calendar for the purpose of finding a meeting slot. A few things you will see:

- If you have not accessed the person's calendar before, the field will not "autofill" – you must type their full email address and hit "enter"
- Their name will now appear in a colored box within that field, with an "x" to remove if needed. You can add one or as many names as you like, for the purpose of finding a common meeting space
- With names now in the field, if you click on a spot on your calendar to select a meeting time, the meeting pop-up you get automatically has those persons listed in your guest list.
- Once you complete your meeting details and click "save" the names are now removed from the "meet with others" field.

How to I "subscribe" to someone else's calendar, if I need to access that calendar often?

This is a handy feature to routinely view your co-workers calendars, or to subscribe to resources like meeting rooms or cars, to view their schedules.

- Click on the "+" symbol next to your "other calendars" section, for "add other calendars"
- Select "subscribe to calendar"
- Type the full email address of the person you want to subscribe to and press "enter". (This field auto-fills from your Google contacts, so if you have not accessed their calendar before it may not pull up a name, just enter the email address anyway and "enter".)
- You will now see a "settings" page which is unique for the subscription to that person's calendar. You can add notification settings if you like, or "unsubscribe" at the bottom. If you have no changes, simply click on the left-arrow at the top left of the page to go back to your calendar.
- You will now see that person's calendar in your list of "other calendars", automatically turned on. The colored box next to their name will correspond to the color of the events on their calendar, to contrast their meetings from your own. You can turn on or off their calendar by clicking on that colored box, but their name will remain in that list until you remove it.