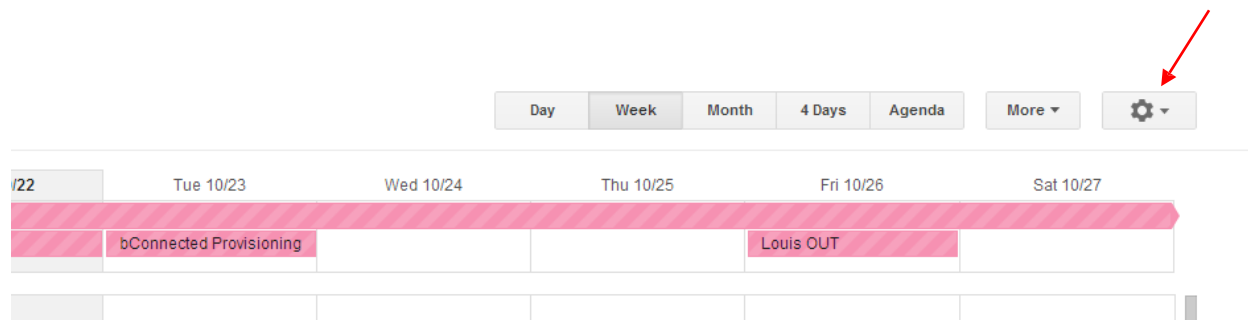


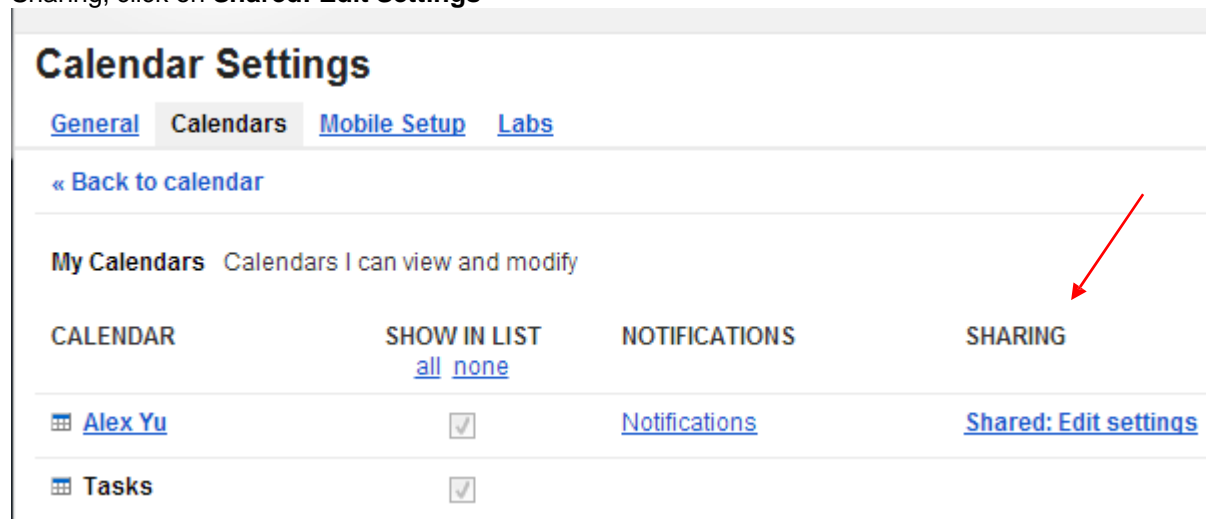
## Sharing your Calendar in bConnected/bMail

Users who want to share their personal calendars, follow the steps provided below.

- 1) Go into your bConnected/bMail account.
- 2) Click on the **Gear** icon on the upper right hand side to get a drop down menu, next select **Settings**.



- 3) In your **Calendar Settings**, select the **Calendars** tab. Next on the right hand side column under Sharing, click on **Shared: Edit Settings**



4) In the **"Share with specific people"** section enter the person's email address you want to share with as well as the **Permission Settings**, and then click on the **Add Person** button.

[Calendar Details](#) **Share this Calendar** [Notifications](#)

« [Back to calendar](#)

**Share this calendar with others** [Learn more](#)

Make this calendar public

See all event details ▼

Share this calendar with everyone in the organization **UC Berkeley**

See only free/busy (hide details) ▼

### Share with specific people

Person

Permission Settings

→

See all event details ▼

5) Click on the **Save** button and another window will pop to verify if you want to share the calendar with this person, select **OK**.

**You have successfully shared your calendar. Repeat these steps for each person you would like to share or delegate this calendar to.**