How to Share Your Calendar Via Email

1. Login to SdCloud

4.

- 2. Click on 'Files' (top-left corner) and change view to 'Calendar'
- 3. Click on 'Shared' (next to the name of your calendar from the left-hand list)

≡ Calendar					
<	July 2019	>	Sun	Mon	
Day	Week	Month	30		
Today					
+ New Calendar			7		
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Sd W	/indsor Sh <	Shared •••	14		
Check the	box for 'Shar	e link' to make	your calendar publicly access	sible	

- ☑ Share link

 Public access

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- 5. Now click on the **chain link icon** to the right of 'Public access' below 'Share link'

Share link		
Public access	🖂 O 🌱	
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6. Copy the address in your internet browser of the calendar that pops up and email this link to anyone you wish to share your calendar with.