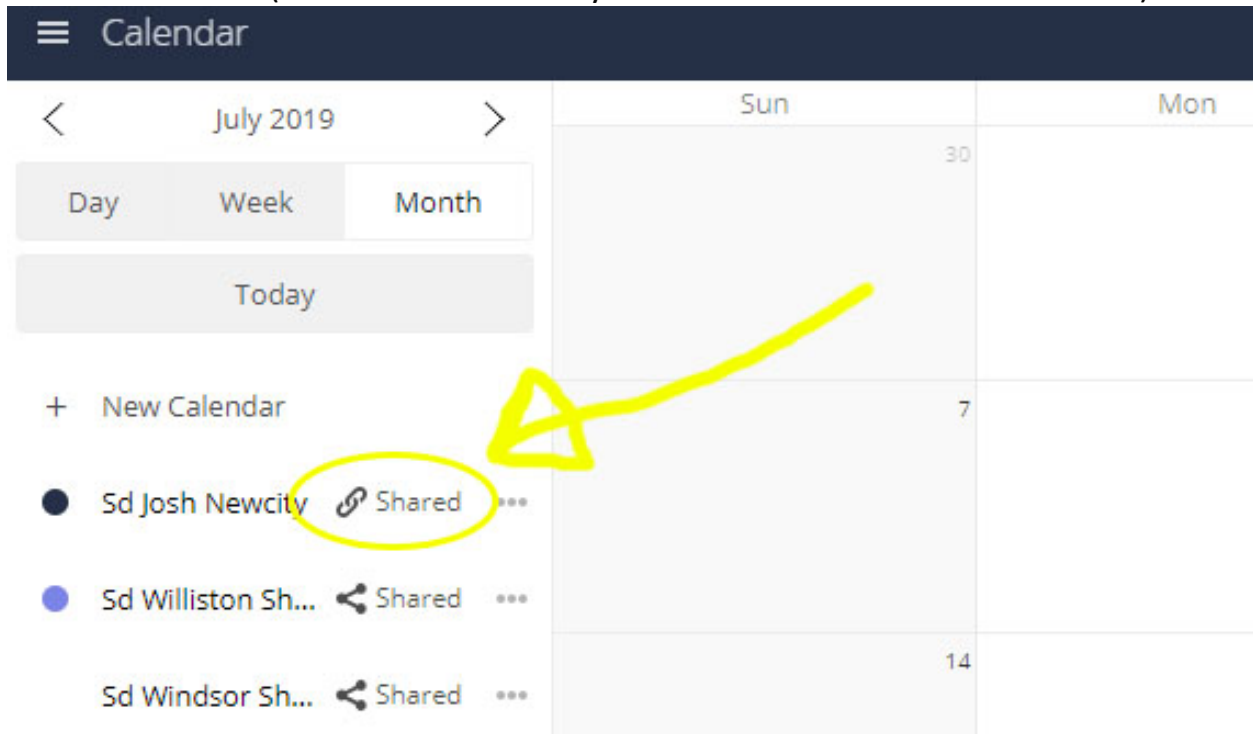
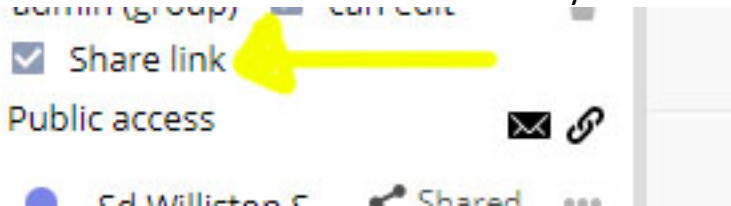


How to Share Your Calendar Via Email

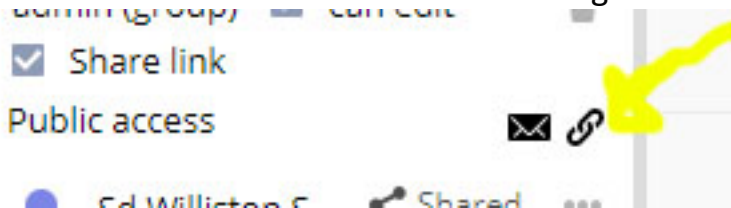
1. Login to **SdCloud**
2. Click on '**Files**' (top-left corner) and change view to '**Calendar**'
3. Click on '**Shared**' (next to the name of your calendar from the left-hand list)



4. Check the box for '**Share link**' to make your calendar publicly accessible



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



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.

