



Calendar, Event, and Guest Permissions Explained Overview

This document provides charts to explain how Calendar, Event, and Guest permissions combine to determine what can be viewed.

Calendar Permission Settings and Event Privacy Settings

There are four permission settings for how a calendar can be shared. There are three privacy settings for an event. Yet, only in two combinations (highlighted in yellow) does the Event Privacy Settings impact what can be viewed. Why, you may ask? Because the first two Calendar Permission Settings grant the person you share calendars with to *change the events*, so of course they can view the event details. For more information, see Lesson 5 of Google Calendar Training.

		<u>Calendar Permission Settings</u>			
		Make Changes AND Manage Sharing	Make Changes to Events	See all event details	See only free/busy (hide details)
<u>Event Privacy Settings</u>	Default (follows the calendar setting)	All event details	All event details	All event details	Busy-event details are hidden
	Public	All event details	All event details	All event details	All event details
	Private	All event details	All event details	Busy-event details are hidden	Busy-event details are hidden



Google Calendar Training

Calendar Permission Settings and Guest Permissions

This chart explains what each guest will see when you consider the different calendar permission settings and guest settings. There are six situations (highlighted in yellow) where the guest will have a greater level of permission since they have permission to make changes to events. The far right column contains information when the calendar is not shared with the guest.

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Calendar Permission Settings

**Permissions
Granted
to Guests**

What permission a guest will have	Make Changes AND Manage Sharing	Make Changes to Events	See all event details	See only free/busy (hide details)	Calendar is not shared
Modify event	Change all event details	Change all event details	Change all event details	Change all event details	Change all event details
Invite others	Change all event details	Change all event details	Invite others	Invite others	Invite others
See guest list (can email guests from invite)	Change all event details	Change all event details	View all event details	View all event details	View all event details
None of the above (can email event organizer from invite)	Change all event details	Change all event details	View all event details, not be able to view guest list	View all event details, not be able to view guest list	View all event details, not be able to view guest list