



Mentoring Program

Calendar “Free/Busy” Sharing Instructions

There is a way to share the available times from your Google or Outlook calendar with your match. They will not see your calendar meetings, but only see spots when you are available - so they could suggest to meet at one of those times.

To do that you need to login to your calendar, generate a link and share it on the site. Here is how:

1. Using Google Calendar

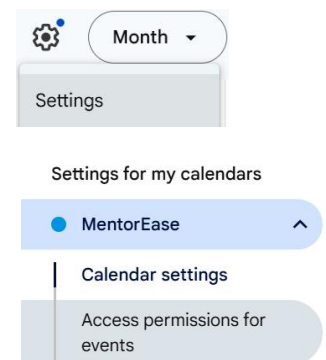


1.1. How to share your Google calendar available times

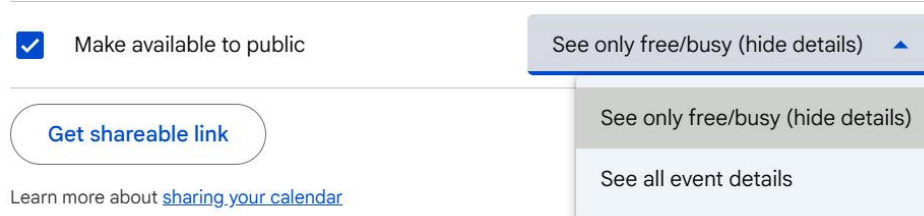
1. Go to Google Calendar and click the gear icon and “Settings”.

On the left bar, scroll down and click on your calendar name

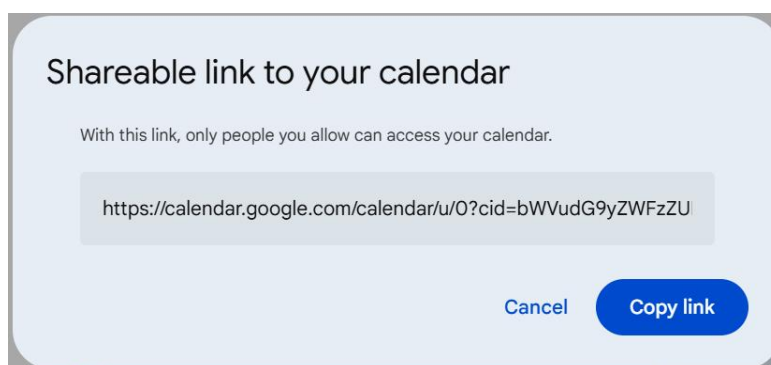
3. Click "Access permissions for events" - there click “Make available to public” and select the option for “See only free/busy (hide details)” - this hides event details, showing only "free" or "busy".



Access permissions for events



Click “Get shareable link” and “Copy link”. Then you can paste it in the site to share you available times.





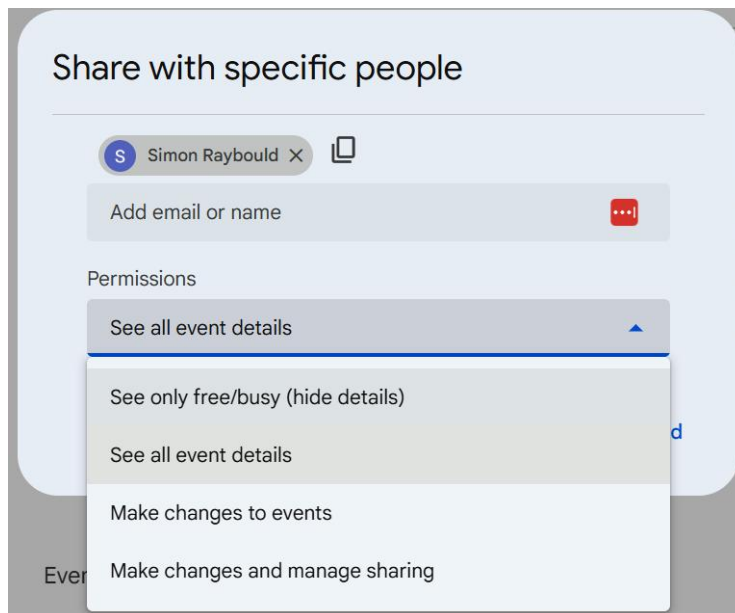
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Option:

If you don't want to have a public link that anyone you share it with can see - instead, you can share only with specific people. For that, click "Add people and groups".

[+ Add people and groups](#)

Enter an email to share with and in "Permissions" select "See only free/busy (hide details)". Click Send and they will get an invitation to see your available times.



They will get an email with an invitation to add the shared calendar on their Google Calendar - then they could see your available times.



MentorEase shared a calendar

MentorEase <mentorease@gmail.com> has invited you to see free and busy time, but event details will be hidden on the calendar: "MentorEase".

Accept the invite to join this shared calendar. You can still choose to hide or remove the calendar whenever you want.

[Join shared calendar](#)

[Learn more](#) about shared calendars



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1.2. How to see your match's available times

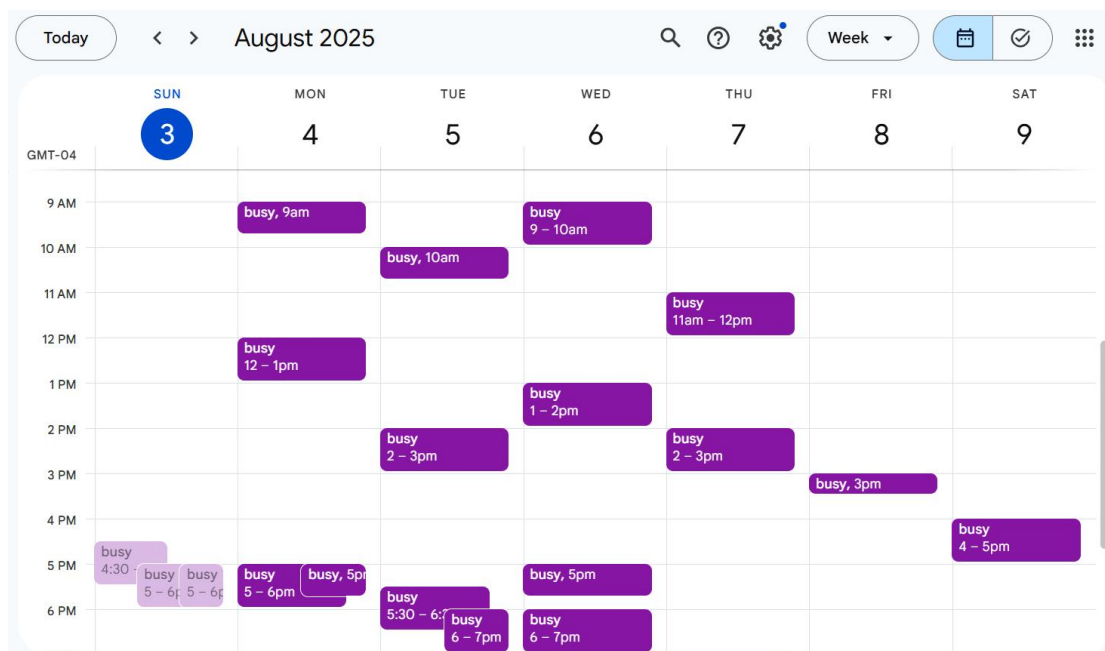
1. Go to <https://calendar.google.com>

2. On the bottom left under "Other calendars" click on the calendar that was shared with you.

Other calendars

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Now you can see their busy times spots - every other time is available for suggesting to meet.



Another method:

If they shared a link to their calendar, just go there to see available times.



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2. Using Outlook Calendar

See instructions at https://support.microsoft.com/en-us/office/share-an-outlook-calendar-as-view-only-with-others-353ed2c1-3ec5-449d-8c73-6931a0adab88#picktab=new_outlook