



Calendar Sharing Made Simple

A quick guide for coaches, healers, and creatives to streamline scheduling and improve communication.

Sharing your calendar is one of the easiest ways to reduce scheduling conflicts, eliminate back-and-forth emails, and make interactions with your team or clients smoother.

Sharing Your Google Calendar

- Open Google Calendar on your computer
- Hover over the calendar you want to share under "My calendars" and click the three dots
- Select Settings and sharing
- Scroll to Share with specific people or groups and click Add people and groups
- Enter the email address and set the permission level: See only free/busy, See all event details, Make changes to events, or Make changes and manage sharing
- Click Send. To remove access later, return to this section and click the "X" next to their name

Sharing Your Outlook Calendar

- Open Outlook and click the Calendar icon
- Click Share at the top and choose your calendar
- Enter the email address, choose the permission level, and click Share

The Ultimate Upgrade: TidyCal

Never share your full calendar with clients. Instead, use TidyCal, which syncs with your Google Calendar and only shows clients the specific time slots you want them to see.

- Sign up for TidyCal for a low, one-time fee and connect it to your Google Calendar
- Create a Booking Type (e.g., "60-Minute Coaching Session")
- Set your availability for that call type only
- Share the link with clients — they pick a time, and the event is automatically added to both calendars

Final Tips

- Choose "See only free/busy" when sharing with someone who just needs to know your availability
- Revisit your sharing settings every few months to ensure former contractors no longer have access

Need help? Let's talk: www.bluebutterflysolutions.com