

Sharing Calendars

The calendar creator can share the calendar with particular groups of users. Two modes are available:

- Use-only (browse, add events, filter etc.)
- Use & Edit – with the ability to manage the calendar settings and share the calendar without the right to edit. Deleting and name editing is unavailable.

Select...	▼	Add
Group Name	Can edit	
administrators	<input checked="" type="checkbox"/>	
jira-software-users	<input type="checkbox"/>	

How to share a calendar

Press the Share button:

My plan ▼ Today

< April 2022 >

Month ▼ Unplanned Issues

Unplanned Issues X

Assignee: All ▼

Contains text

☐ Show resolved issues

Andrei Shkirdov KT-280
sitemap create

Andrei Shkirdov KT-279
create website layo...

Andrei Shkirdov KT-278
Develop a site

Andrei Shkirdov KT-277
choose a website de...

Andrei Shkirdov KT-273
Customize control p...

Andrei Shkirdov KT-272
Add users

Evgeny Kovnigin KT-268

Mon	Tue	Wed	Thu	Fri
W13 28	29	30	31	1
		<div> Andrei Shkirdov Admin 01:30 - 02:30 Present</div>		
W14 4	5	6	7	8
<div> Andrei Shkirdov All day prepare a report on the cos...</div> <div> Andrei Shkirdov All day Study the documentation</div>		<div> Andrei Shkirdov All day Create a sales department r...</div>	<div> Andrei Shkirdov All day get recruiter confirmation</div>	
W15 11	12	13	14	15

You can share the link to the calendar. The calendar will be available to users from the added group.

If you don't have access to the calendar, you can request it. The owner of the calendar will receive an email notification with your request.

Actions available for a user that hold shared calendar:

- Can add a user groups if the creator of the calendar has granted the right for editing.
- Can not delete user groups.
- Can not change editing permissions for added groups.


Share

Select...

▼

Add

Group Name	Can edit
administrators	<div><input checked="" type="checkbox"/><div>×</div></div>
atlassian-addons-admin	<div><input type="checkbox"/><div>×</div></div>

 Copy link

Save

You can view shared calendars in the left navigation.

My plan ▼

Today

ACTIONS

Create new

MY CALENDARS

Activity

My plan

SHARED WITH ME

Birthdays

Meetings

Agreements

Sales

28

4

Andrei Shkirdov

All day

Study the documentation