



CALENDAR · SHARING

Share your calendar

There are two ways to let others see your calendar: a **public link** anyone can view, or **team sharing** with people inside your business account. This guide shows both — and how sharing pairs with your vacation response so people always know when you're away.



Quick Steps

- 1 Open **Settings** → **Calendars** (under **Set up**) and click the calendar you want to share.
- 2 To share with **anyone**: under **Publish**, turn on **Full event details** or **Free/busy information**, then copy the link Fastmail gives you.
- 3 To share inside your **business**: under **Team sharing**, type a coworker's email, click **Add**, and pick their access level.
- 4 Click **Save**.

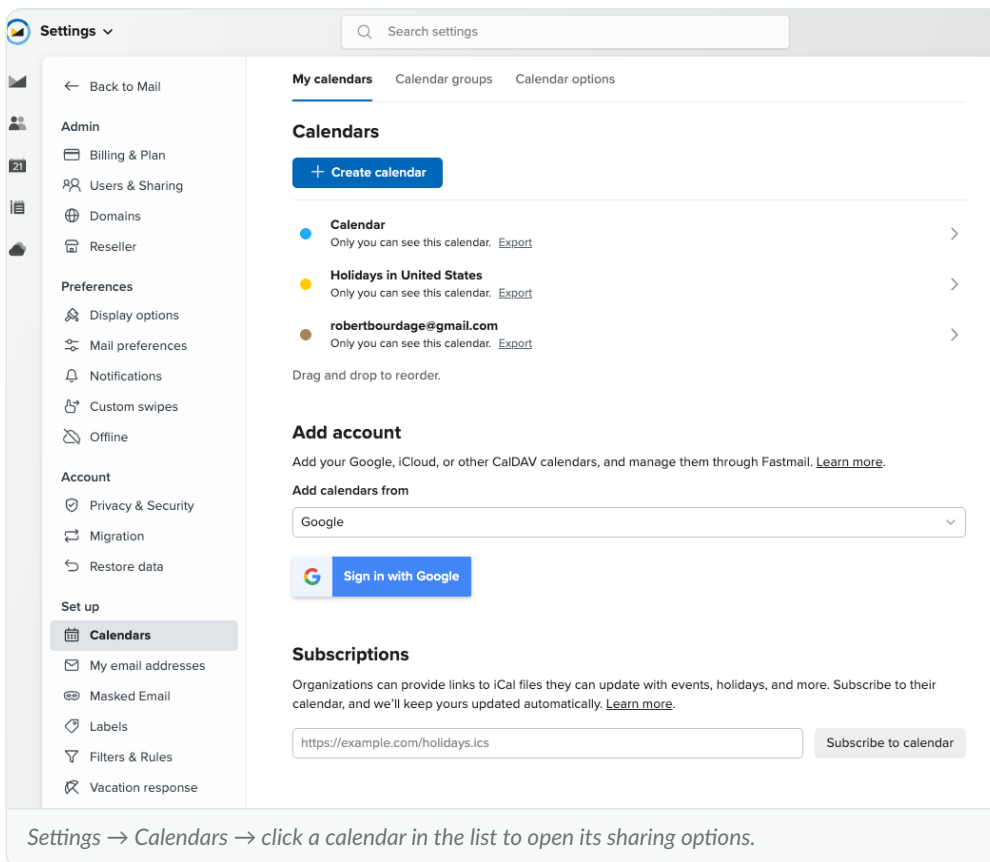
! Two methods, two different jobs.

Publish makes a read-only web link for *anyone* — great for a client or the public. **Team sharing** shares with people *in your own account* and can even let them edit. Both live on the same screen, so you can use either or both.

Illustrated Walkthrough

1 Open the calendar you want to share

Click the **Settings** gear, then in the left margin under **Set up** choose **Calendars**. In the list, click the calendar you want to share — that opens its **Edit** screen, which has a **Publish** section and a **Team sharing** section.



2 Share with anyone: Publish a link

In the **Publish** section, turn on one of the toggles. **Full event details** shares everything — titles, times, and notes. **Free/busy information** shares only *when* you're busy, never *what* the events are. Fastmail then shows a web address; copy it and send it to whomever you like. The link is **read-only**, and anyone who has it can view (or add it to their own calendar app).

Publish
Share this calendar (read-only) with anyone.

Full event details

Free/busy information

☒

☐

Turn on **Full event details** or **Free/busy information**, then copy the link Fastmail creates.

3 Share with your team

In the **Team sharing** section, type the email address of someone in your account and click **Add**. Then choose how much access they get (see the three levels below). The calendar appears right inside their own Fastmail — no link to manage. You can change or remove their access here anytime.

Team sharing
Share this calendar with other people in your account.

Enter a coworker's email, click **Add**, choose their access level — then click **Save**.

! Team sharing is for people on the same account.

It works between members of the same Fastmail business account (your company). To share with someone outside it, use the **Publish** link instead.

Which kind of sharing?

PUBLISH (PUBLIC LINK)

For **anyone**, inside or outside your company.
Always **read-only**. Choose full details or just free/busy.
Best for clients, vendors, or a public schedule.

TEAM SHARING

For people **in your account** only.
Can grant **edit** access, not just viewing.
Best for coworkers who manage events with you.

Team sharing access levels

When you add a coworker, you pick one of three levels — raise or lower it later at any time:

CAN ONLY VIEW

Sees all events, but can't change anything (read-only).

CAN MAKE CHANGES

Can create, edit, and delete events on the calendar.

CHANGES & SHARE

Can edit events *and* share the calendar with others.

📅 Pair sharing with your vacation response.

Before a trip, block the dates on a shared calendar as a **Busy** event (see Calendar Basics). Because teammates can see your calendar — or your free/busy — they'll spot that you're out when they look for a meeting slot. Combined with your **vacation auto-reply**, people know you're away both ways: ahead of time on the calendar, and the moment they email you. See the **Vacation & Away Notices** guide to set up the auto-reply.

 A published link is public.

Anyone who has the web address can view it — there's no password. If you only need people to see *when* you're busy, share **Free/busy information** rather than full details. To stop sharing, just switch the toggle back off.

**Provided to you free of charge, courtesy of Bourdage Consulting**

(817) 994-7111 · docbob.com · *If your computer is sick... call Dr. Bob.*