


Share an iCloud Calendar

Once you [Connect Calendar to iCloud](#), you can use Calendar to share an iCloud calendar with others using two different methods:

- **Share with other iCloud users:** With this technique, you invite people by email address. By default, each invitee can edit the calendar, but you can turn off that privilege on a person-by-person basis.
- **Share a public calendar:** Create a URL that you can share and anyone with the URL can access in any calendar app that can subscribe to it. However, a subscriber to a public calendar can only view it—editing is not possible. (Apps that can subscribe to calendars include Apple’s Calendar, Google Calendar, and Microsoft Outlook for Mac or Windows.)

To share an iCloud calendar, here’s the general outline:

1. Working in the Calendars list:
 - In macOS, hover your pointer over the calendar’s name to see and click a Share Calendar  icon.
 - In iOS/iPadOS, tap the Info  icon.
2. Add names to invite iCloud users—in the Share With field in macOS or tap Add Person in iOS/iPadOS—or check Public Calendar to generate a URL you can share with anyone. (You may do both.)
3. When finished, click or tap Done.

Now let’s get into specifics.

What If Someone Isn't an iCloud User?

Apple lets you share calendars—and lists in Reminders—only with people who have iCloud accounts. Email addresses in any domain can be used with iCloud, but you can tell by looking at an address only if they're connected if it ends in [@icloud.com](#), [@mac.com](#), or [@me.com](#).

There's no harm in inviting a non-iCloud user. While iCloud users receive a notification and an email, others receive just an email message. That message says they need to click a link while logged into an iCloud account in their browser. If they don't have such an account they can't access the calendar unless they create one.

Share a Calendar with iCloud Users

Here's what you need to know to share a calendar with iCloud users:

- **Share with iCloud users:** Click the Share With field in step 2 above (macOS) or tap Add Person (iOS/iPadOS), type or paste in the full iCloud email address of a person who you want to invite, and then press Tab or Return or tap Add (**Figure 57**). You can also start typing an email address or name of a contact, and Calendar automatically suggests matches you can select from.

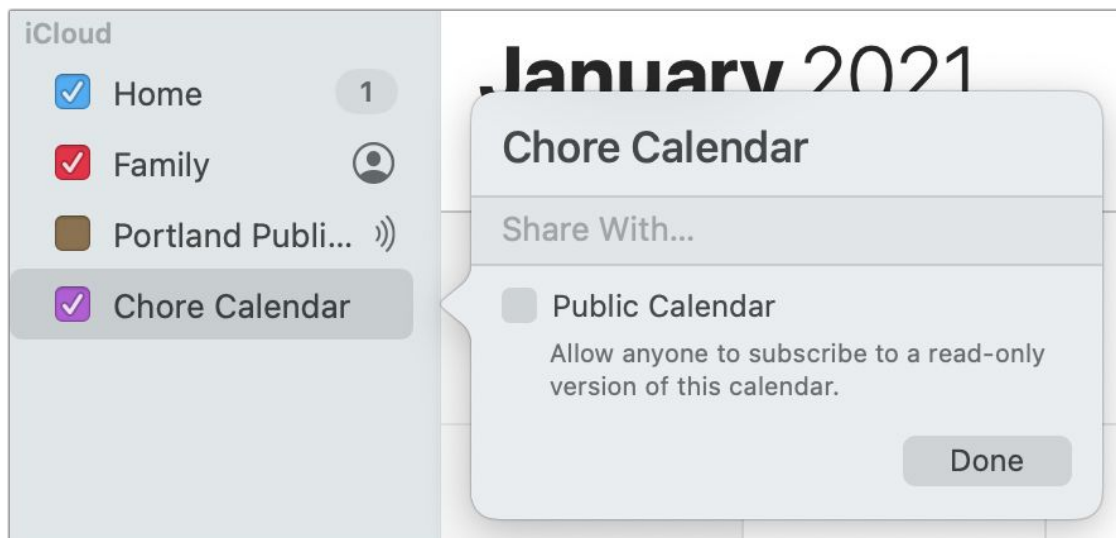



Figure 57: Click in the Share With field and type the email address (or name, if it's listed in Contacts) of someone you want to invite to share the calendar.

- **Invite additional people:** In macOS, click below the last name and then click in an empty Share With field that appears. In iOS/iPadOS, tap Add Person. Now you can enter more email addresses or names for auto-suggestion.

Tip: If you've created a group in Contacts—say, for a team or your coworkers—you can type the group name to invite all its members at once. (To learn how to create a group, read Apple's [Create and change groups in Contacts on Mac](#).)

- **Limit modifications:** Each person you've added may view and edit the calendar. To restrict any invitee to just viewing: in macOS, hover over their name, click the arrow, and choose View Only; in iOS/iPadOS, tap the person's name and disable Allow Editing.
- **Re-invite:** If someone didn't receive the invitation or lost it, you can hover over their name in macOS, click the arrow, and choose Invite Again; in iOS/iPadOS, tap their name and tap Resend Sharing Invitation.
- **Remove:** In macOS, click the Share Calendar  icon next to the calendar's name, select the person's name in the list, and then press Delete. In iOS/iPadOS, tap the person's name and tap Stop Sharing. The calendar remains shared to other invitees.

An iCloud user receives both an email message and a Calendar notification asking them to join the shared calendar (**Figure 58**). They can accept the invitation on any device that uses their iCloud account or at iCloud.com.

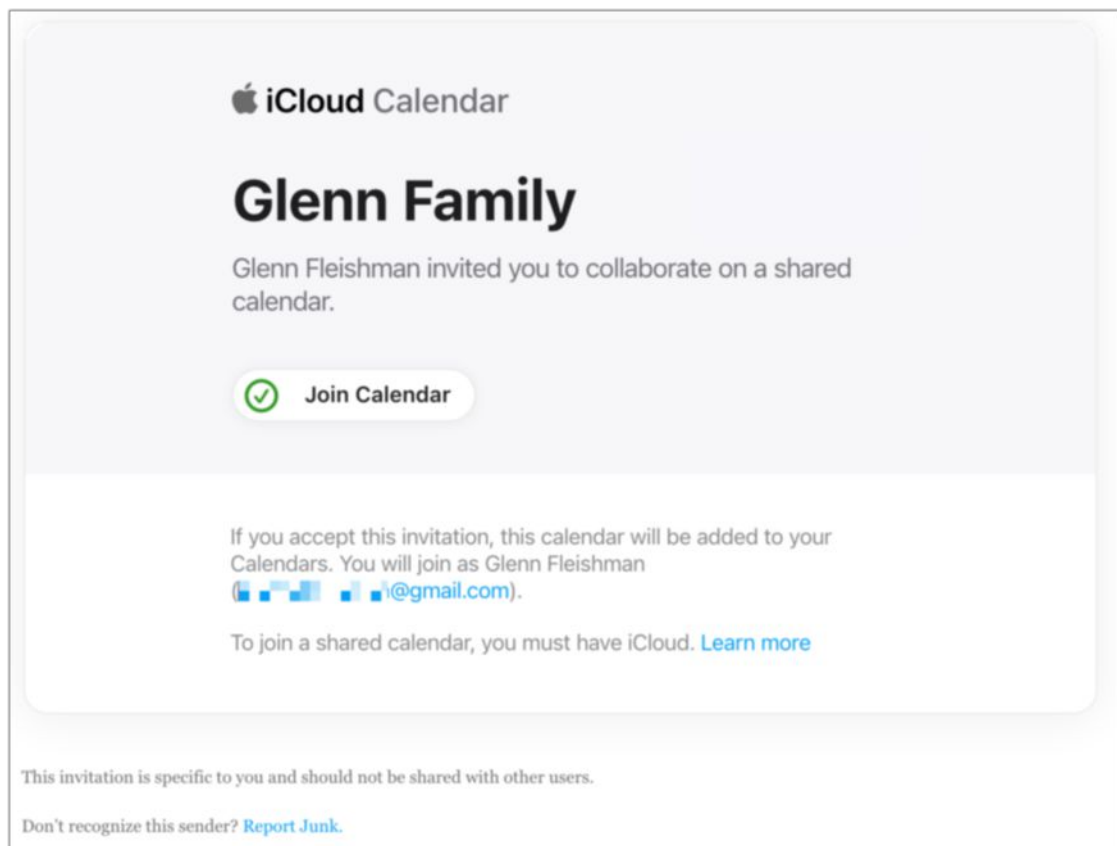



Figure 58: Invitees receive an email message asking them to join the shared iCloud calendar.

Warning! If you enter an address not associated with an iCloud account, the recipient will receive the invitation only via email. They can join the calendar by clicking the Join Calendar link to open the invitation in a browser that's logged in to an iCloud account. See [What If Someone Isn't an iCloud User?](#) above.

Too Much Email

When you share an iCloud calendar or join someone else's shared iCloud calendar, you might get a message every time someone updates the calendar.


To stop the madness, go to [iCloud.com](https://icloud.com), sign in, and click Calendar. Click the Settings  icon and then choose Preferences. Click Advanced and deselect "Email me shared calendar updates." Click Save. You can also modify this in iOS 17/iPadOS 17 in Settings > Account Name > iCloud > Show All > iCloud Calendar by disabling Receive Email Updates under Shared Events.

Disable Your Own Access to Calendars on iCloud.com

If you want to reduce the chance of someone accessing your calendars and other data via iCloud, you can disable iCloud.com web app access starting in macOS 13.1 Ventura, iOS 16.2, and iPadOS 16.2. Go to System Settings (macOS)/Settings (iOS/iPadOS) > *Account Name* > iCloud, and disable Access iCloud Data on the Web. This change doesn't prevent you from using iCloud as a conduit for syncing calendars among your devices or sharing them with other people.

Share a Public Calendar


If you want to share a calendar with people who don't have iCloud accounts or make it a truly public calendar that you can share a link to on a website, via social media, or through other means, enable Public Calendar in step 2 above.

Then you can share the link in macOS by clicking the Share  icon and in iOS/iPadOS by tapping Share Link. Next, choose how you'd like to send the link, and follow the prompts.

Tip: In macOS, you can also double-click the URL to select its full text, then Control-click/right-click the link and choose Copy.

iCloud users who open a public calendar URL in Safari—by clicking a link on a page or in email, or copying and pasting it—are stepped through the subscription process in the browser. Otherwise, you can follow the directions for [Subscribe to a Calendar](#), ahead.

Anyone can access a public iCloud calendar using the Calendar app in iOS, iPadOS, or macOS (see [Subscribe to a Calendar](#)), Microsoft Outlook on a Windows computer, or any other app that supports the iCalendar file (.ics) format. (For details on which apps these are, read the Lifewire article, [What is an ICS File?](#))

Tip: To use a public calendar URL in [Google Calendar](#), in the left-hand sidebar, click the plus  icon to the right of "Other calendars" and choose From URL. Paste the URL into the "URL of calendar" field, and click the Add Calendar button.

Stop Sharing a Calendar

If you no longer want to share a calendar you created:

- **Stop sharing to invited parties:** In macOS, Control-click/right-click a calendar's name in the Calendars list and choose Stop Sharing; confirm by clicking Stop Sharing. In iOS/iPadOS, tap the Info ⓘ icon for the calendar, tap a person's name, tap Stop Sharing, and tap Remove; repeat for each person. (There's no way in iOS/iPadOS to break off all access at once.)
- **Stop sharing via public URL:** To disable a public calendar, click the Share Calendar 👤 icon in macOS and deselect Public Calendar, or in iOS/iPadOS, disable the Public Calendar switch. No prompt occurs in either way. (In macOS, you can also Control-click/right-click the calendar name, choose Unpublish, and then confirm by clicking Stop Publishing.)

Share Calendars Hosted in CalDAV

Just as you can share an iCloud calendar with other iCloud users, you can also share a calendar hosted using CalDAV with other people who have accounts on the same calendar server.

Follow the same steps as in [Share an iCloud Calendar](#), but make sure both the calendar you want to share and the people that you want to share it with all belong to the same calendar server.

Tip: Although you can view and edit a shared Google calendar in Calendar, you can't create one. Instead, use a browser to sign in to your Google account, and then make changes from there. For instructions, see Google's [Share your calendar with someone](#). Likewise, to share an Exchange calendar, use Outlook on the web, as described in Microsoft's [Share your calendar in Outlook on the web](#).

Subscribe to a Calendar

Whether you're looking for your favorite sports team's schedule, your children's school-year calendar, or a calendar of regional events, it's always worth checking to see whether there's a calendar you can subscribe to before entering events by hand.

Tip: You'll find everything from [NASA launch schedules](#) to [calendars that show the phases of the moon](#) online. To get started finding some you might want to subscribe to, see this [list of holiday and sports calendars](#) on competitor BusyMac's site.

First, you have to obtain the URL in the correct format to subscribe. For sites that automate the process, follow these steps:

1. Go to the website and find a link that says Sync to Calendar, Add to Calendar, or something similar.
2. Select the calendar format if prompted. Many sites list Apple, Google, Microsoft (or both Outlook and Exchange), and Other. Select Apple or Other. You may need to click a confirmation button to proceed.
3. The site sends a URL in the format `webcal://path-to-public-calendar-ics-file` (**Figure 59**). After approving Safari (or another browser) to open the URL in Calendar, the browser passes the URL along to Calendar.

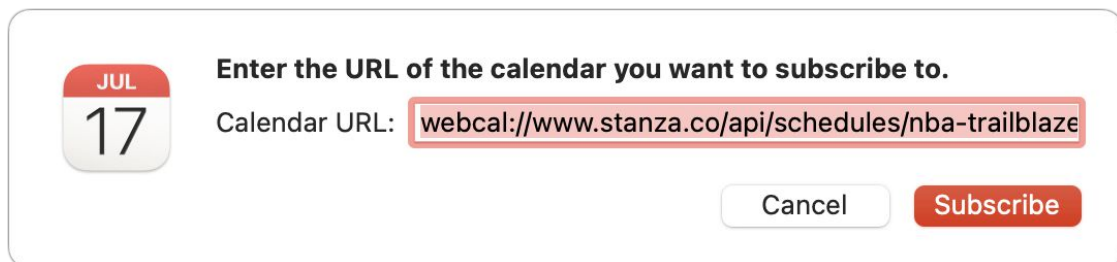


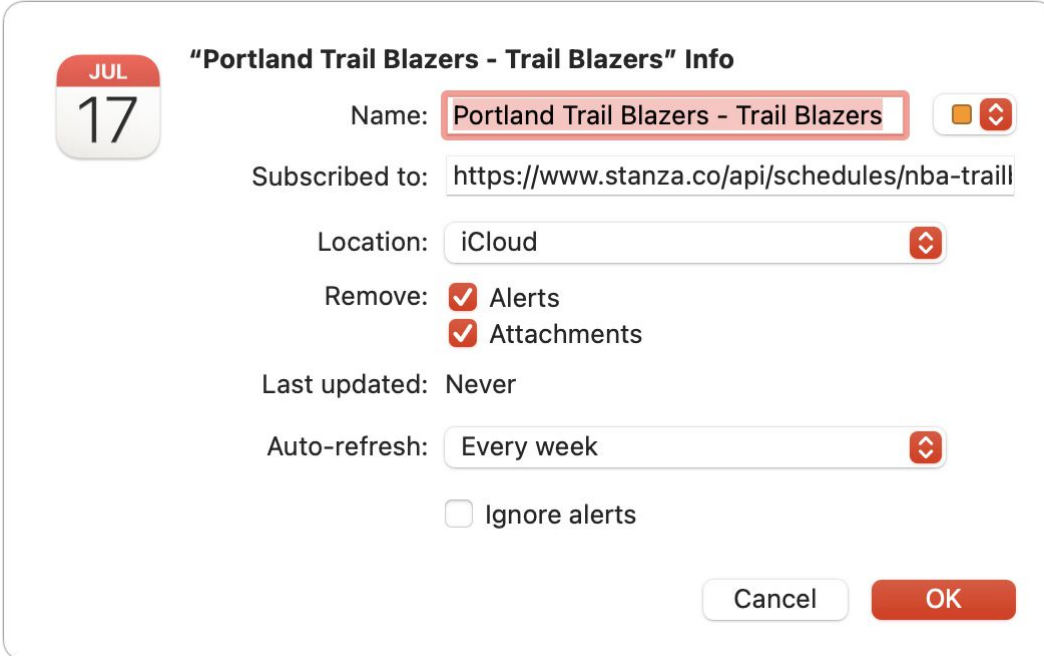
Figure 59: Sites that automate subscriptions can provide a URL that Safari can open in Calendar. (macOS shown here.)

For sites that provide the `webcal` URL in email or as something you can copy, you choose File > New Calendar Subscription and enter the

Calendar's URL as in **Figure 59**, above, in macOS; or tap Add Calendar, Add Subscription Calendar, and paste in the URL in iOS/iPadOS.

Now for either a directly downloaded file that automatically opened in Calendar as in step 3 above or for a URL you copied and pasted in:

1. Click or tap Subscribe. (In iOS/iPadOS, you get a preview of the next few upcoming events.)
2. Type a name in the Name or Title field (if it's not already filled in) and then choose a color (**Figure 60**).



The screenshot shows a macOS dialog box titled "Portland Trail Blazers - Trail Blazers" Info. On the left is a calendar icon showing "JUL 17". The dialog contains the following fields and controls:

- Name:** A text field containing "Portland Trail Blazers - Trail Blazers", which is highlighted with a red rectangular border.
- Subscribed to:** A text field containing the URL "https://www.stanza.co/api/schedules/nba-trail".
- Location:** A dropdown menu currently showing "iCloud".
- Remove:** Two checked checkboxes labeled "Alerts" and "Attachments".
- Last updated:** A text field showing "Never".
- Auto-refresh:** A dropdown menu currently showing "Every week".
- Ignore alerts:** An unchecked checkbox.
- At the bottom right are "Cancel" and "OK" buttons.

Figure 60: Determine the details of your subscription in this dialog.

3. Click the Location pop-up menu or tap Account to choose an account for the subscription. Choose iCloud if you want the calendar to appear on all your iCloud-connected devices, or choose On My Mac/iPhone/iPad if you prefer to keep it local.
4. If you want events to include their original alerts and attachments, deselect the Remove Alerts and Attachments checkboxes in macOS; tap Subscription to find these switches in iOS/iPadOS.
5. To determine how frequently the calendar updates in macOS only, choose an option from Auto-refresh, with choices from every five minutes to every week. Disable Auto-refresh by selecting No.

6. If you don't want to get alerts from this calendar, select the Ignore Alerts checkbox in macOS or disable Event Alerts in iOS/iPadOS.
7. Click OK or tap Add.

To rename or make other changes to your calendar subscription later via the Calendars list, Control-click/right-click its name and choose Get Info in macOS, or tap the Info ⓘ icon in iOS/iPadOS.

To stop sharing a calendar you subscribed to, Control-click/right-click its name or tap the Info ⓘ icon next to it in the Calendars list, and select or tap Unsubscribe.

Tip: In case you were snookered into subscribing to a public calendar that you didn't mean to, something that happens from time to time, Apple offers Unsubscribe and Report Junk as an option, too.

Share a Family Calendar

There's one final kind of special shared calendar that works only with Family Sharing groups. If you've set up or are part of a Family Sharing group, you know that you can share purchases, downloaded music, location, photos, and other elements.

This includes a shared family calendar, called Family, which is automatically added to every member of a Family Sharing group at its creation. New members also gain access when they accept an invitation.

Tip: If you're unfamiliar with Family Sharing or want to set up a group, consult Glenn's book [*Take Control of Your Apple ID*](#), which has a chapter dedicated to the ins and outs of Family Sharing.

All family members can add or delete events. When they do, the family organizer gets a notification on their iCloud-connected devices. The Family calendar has no special features, other than being automatically generated and linked.