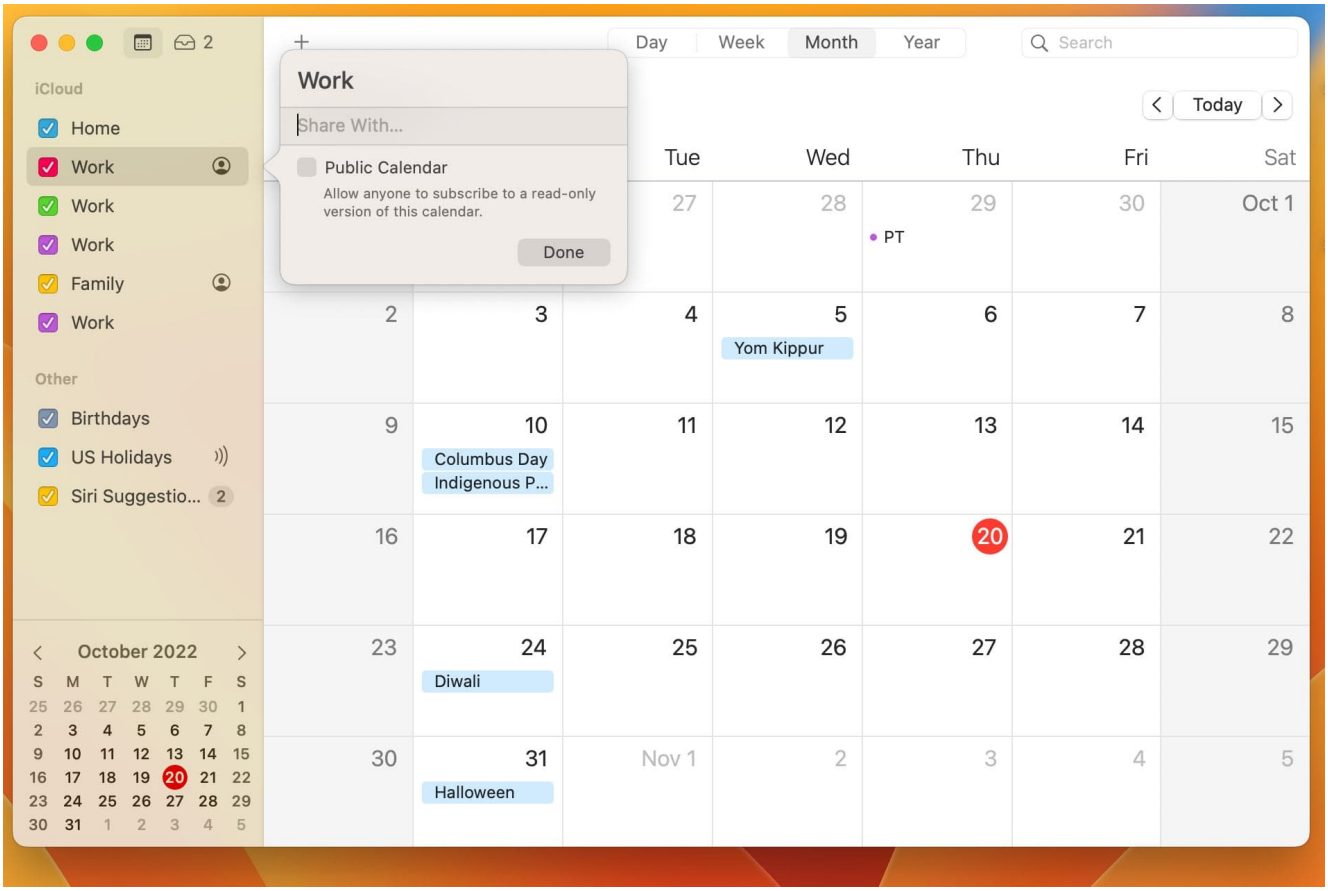
How to share a calendar on Mac

Need to show a friend or relative what you're up to next week and don't have your phone handy? Try sharing your calendar from your MacBook with a few easy steps.

Before you start, you'll want to make sure iCloud is set up on your Mac and that the calendar you want to share is stored via iCloud (not just stored locally). To check if this is the case, you can go to **Calendar > Preferences > Accounts**.

Once that's all sorted, here's how to share a calendar from your Mac.



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the easy one.

If your friend or family member's services are no longer required or you've decided that your calendar sharing has gotten out of control, you can also stop sharing at any time. This will remove your calendar from the internet entirely, and nobody you've shared it with will be able to view it anymore. Here's how to do that.

If you go through this process but still see the "Shared" icon next to the calendar, it's probably because you've got the Public Calendar box checked. (Due to its location, the box is easy to accidentally check.) To fix this, right-click on the calendar, go into **Sharing Settings…**, and uncheck the **Public Calendar** button. As always, press **Done** when you're done.

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