Calendar: Proxy/Share

1) Open up your calendar:

2) Click on Share:
3) This Screen will appear

4) Type in person’s name:
5) Click the name and then click Send:

6) Then it will disappear and the permissions have been given:
7) You should first “Share My Calendar Back” and then “ADD Calendar.” You can also just “Add Calendar.”

8) Once you have added the calendar you will see them listed below: