



# Calendar/Resource

## Ways to add someone else's calendar/organization resource

### Add using an email address

1. On your computer, open [Google Calendar](#).
2. On the left side, next to "Other calendars," click Add   **Subscribe to calendar**.
3. In the "Add calendar" box, enter the person's email address, or click one from the list.
4. Press **Enter**.
5. Depending on how their calendar is shared, one of the following happens:
  - If the calendar isn't shared with you, we'll prompt you to request access.
  - If the calendar is already shared with you, their calendar will be added on the left side under "Other calendars."
  - If the other person doesn't have a Google Calendar, we'll prompt you to invite them to use Google Calendar.

### Add with approval by the other person

If their calendar isn't shared with you, the other person gets an email requesting access.



To accept your request, the other person should:

1. On your computer, open the email you sent requesting access.
2. Click the link in the email.
3. In the Settings page that opens, choose a [permission setting](#) and select **Add Person**.
4. Click **Save**.

After the other person has accepted your request, their calendar will appear on the left side under "Other calendars." If you don't see it, try refreshing the page.





### Add using a link

You can only add a calendar using a link if the other person's calendar is public.

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add   **From URL**.
3. Enter the [calendar's address](#) in the field provided.
4. Click **Add calendar**. The calendar will appear on the left side under "Other calendars."

It might take up to 12 hours for changes to show in your Google Calendar.

### Add using a resource

1. Sign in with your G Suite administrator account and open [Google Calendar](#).
2. On the left, next to **Other Calendars**, click Add   **Browse resources**.
3. On the right, click the building to show the resource list.
4. Check the box next to the resource to add it to your **My calendars** list.
5. Point to the resource and click More   **Settings and sharing**.  
You can [share the resource](#), [get notifications](#), or change other settings.

**Note:** Users can add the resource to their **Other calendars** list, where they can view the resource but not edit or manage it.