**How to share a Google Calendar:**

* Access your Google Calendar.
* On the upper right, click on the **Settings button**. 
* Select **Settings**
* Click on the **Calendars** option at the top of the screen (outlined in red below). 
* Click on the **name of the calendar** you would like to embed.
* Select the **Share this Calendar** option at the top of the screen.



* Under the **Share this Calendar with Others** settings the “Share this calendar with everyone in the organization East Aurora UFSD” option is selected. **Change the setting to “Make this calendar public” and select “See all event details” from the drop down.**
* Click **Save.**

**How to generate embed code for a Google Calendar:**

* Access your Google Calendar.
* On the upper right, click on the **Settings button**. 
* Select **Settings**
* Click on the **Calendars** option at the top of the screen (outlined in red below). 
* Click on the **name of the calendar** you would like to embed.
* Look for the **Embed this Calendar** option about half way down the page.
* Click on the **Customize the color, size, and other options link**.
* On the left side of the page you can customize the embed options. **Adjust the width to a maximum of 660** (that is the max width of a page on your website). Change any other setting you desire.
* The embed code is at the top of the page. **Select all embed code and copy to your clipboard.**
* Navigate to your website to add the embed code into an embed code page type.