Granting Permission to Shared Calendars via UW Groups

Permission to view and update shared calendars is controlled by a group. Adding a person’s UW NetID to the membership of the group will grant permission to the calendar.

1. Go to [https://groups.uw.edu](https://groups.uw.edu) and login with your UW NetID & Password if prompted.

2. Click on “My groups” near the top left.

3. Click on the group you would like to update.

4. Click on “Membership” near the top left.
5. Enter the UW NetIDs you want to have permission to the calendar into the “Add members” area.

6. Click “Do it”, this will add them to the membership list below.

7. This task is complete now, and the users with the NetIDs that were added will have permission to the calendar associated with the group.

** Note – it will take a while for the new permissions to propagate throughout the servers. This can take up to 12 hours (but is usually complete within an hour).