

How to share calendar events on iPhone and iPad

Apple helps you stay organized by letting you publish calendars on its iCloud service, and then share them with other people. It's great for when you have to plan events, whether they're conferences for work, or family vacations. Best of all, it's built right into your Calendar app on iPhone and iPad!



- [How to make an iCloud calendar public on your iPhone or iPad](#)
- [How to share an iCloud calendar on your iPhone or iPad](#)
- [How to see shared events you previously declined in Calendar for iPhone and iPad](#)
- [How to manage all shared calendar events on iPhone and iPad](#)
- [How to use Family Sharing with the Calendar app](#)

MASTERING CALENDAR

How to share events with Calendar for iPhone and iPad

Keep business and personal agendas on track with a shared calendar on iPhone and iPad.

[KATHY MCGRAW](#) and [ALLYSON KAZMUCHA](#) 25 Aug 2016

https://www.imore.com/how-share-calendar-events-iphone-and-ipad?_ga=2.207700570.938257590.1549320636-1069929614.1549068818



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How to make an iCloud calendar public on your iPhone or iPad

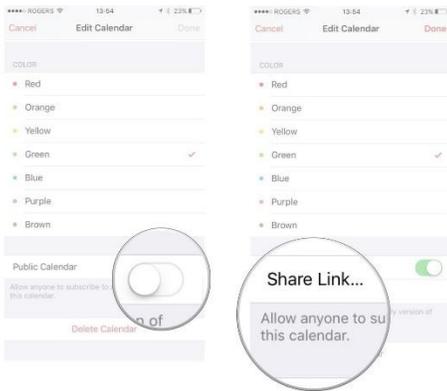
1. Launch the **Calendar app** from the Home screen of your iPhone or iPad.

2. Tap on the **Calendars** button at the bottom of the screen.
3. Tap on the **Info** button to the right of the iCloud calendar that you'd like to make public.



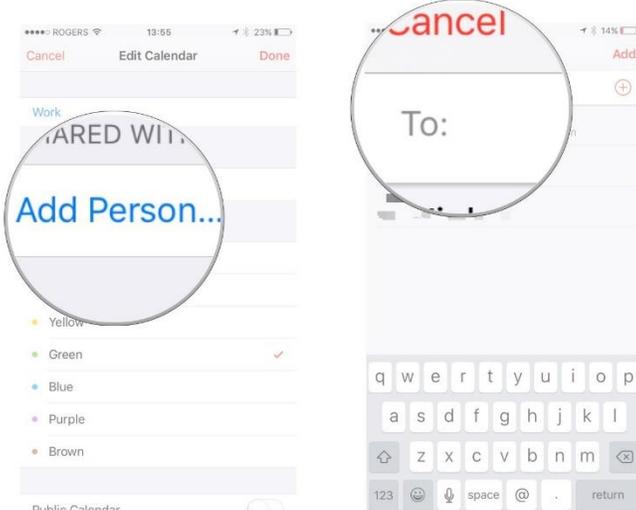
4. Turn **On** the option for **Public Calendar**.
5. Tap on **Share Link...** to share the calendar with others.

That calendar will now be shared publicly on Apple's calendar site. Anyone with whom you've shared the calendar will be able to see it, but not edit it. If at any time you decide you don't want to share that calendar any longer, repeat the same as above, just turn the public calendar option to off.



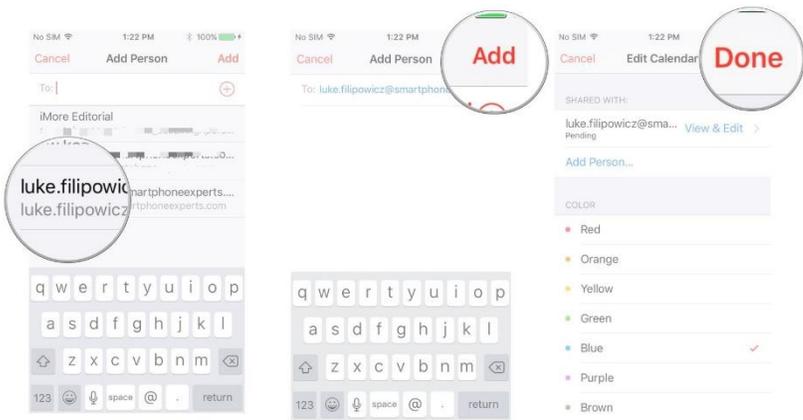
How to share an iCloud calendar on your iPhone and iPad

1. Launch the **Calendar app** from your Home screen.
2. Tap on the **Calendars** button at the bottom of the screen.
3. Tap on the **Info** button next to the calendar you'd like to share.



4. Tap on the **Add Person...** option under the **Shared With** section.
5. Type the **name of the person** you'd like to share the calendar with.

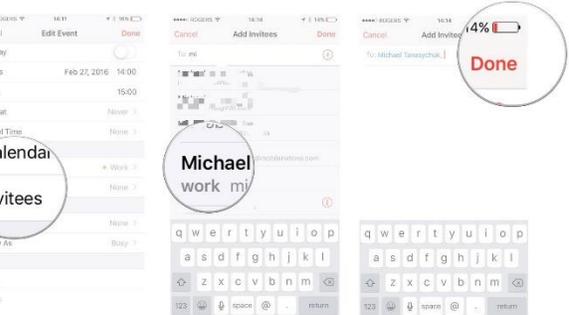
6. Tap on the **person's name** or **email address** in the list to add them.
7. Tap **Add** in the top right corner of your screen.
8. Tap **Done** in the upper right corner.



The calendar will now be shared with everyone whose iCloud account you've added. They'll simply receive a calendar notification asking them to accept your invite. Once they do they'll be able to view and edit events. Remember, calendar sharing currently only works with iCloud calendars. Both you and the person you want to share the calendar with have to be using iCloud.

How to share an event on iPhone and iPad

1. Launch the **Calendar app** from your Home screen.
2. Either **create a new event** or tap an **existing event** that you'd like to share.
3. Tap on the **Edit button** in the upper right corner.



4. Tap on **Invitees**.
5. Add all the **email addresses** of the people you'd like to share the event with.
6. Repeat the process for each person you'd like to invite.
7. Tap the **Done** button in the upper right corner.

How to accept an event invitation on iPhone and iPad

Launch the Calendar app from your Home screen.

1. Tap on the **Inbox button** in the lower right corner.
2. From here, you have three options:
 - o **Accept:** This option accepts the invite.
 - o **Maybe:** This option lets you accept at a later date.
 - o **Decline:** This option declines the invite.



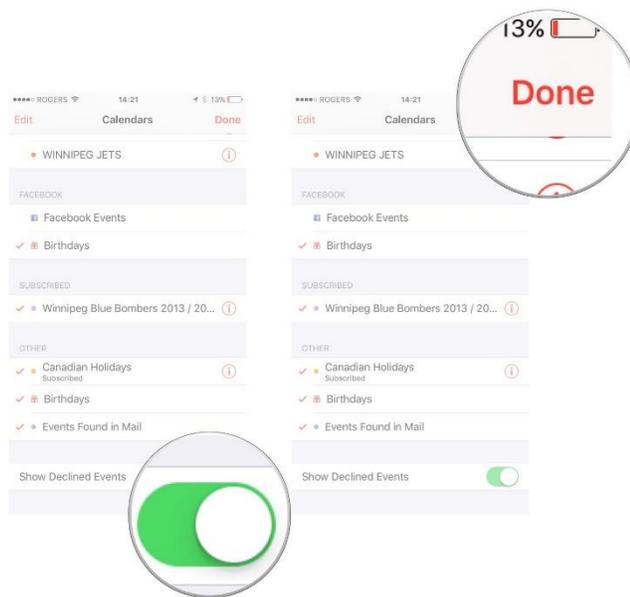
When you choose to show declined events in the Calendar app, you won't actually receive notifications for them. You'll simply see them in your Calendar app. You'll only ever receive notifications if you change your RSVP to either maybe or attending.

How to see shared events you previously declined in Calendar for iPhone and iPad



1. Launch the **Calendar app** from your Home screen.
2. Tap on **Calendars** at the bottom of the screen.
3. Swipe **up** to scroll all the way to the bottom.

4. Turn **On** the option for **Show Declined Events**.
5. Tap **Done** at the top right.



How to manage all shared calendar events on iPhone and iPad

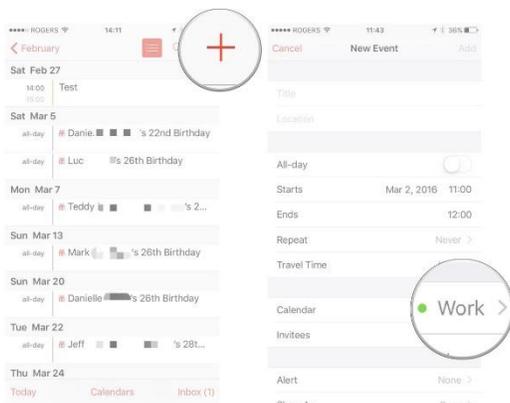
1. Launch the **Calendar app** from your Home screen.
2. Tap on **Inbox** in the bottom right corner.



3. Tap on **Replied** at the top of the screen. You'll see an entire list of shared events.
4. Tap on any **shared event** to view more details or tap on any **action button** to change your reply quickly.

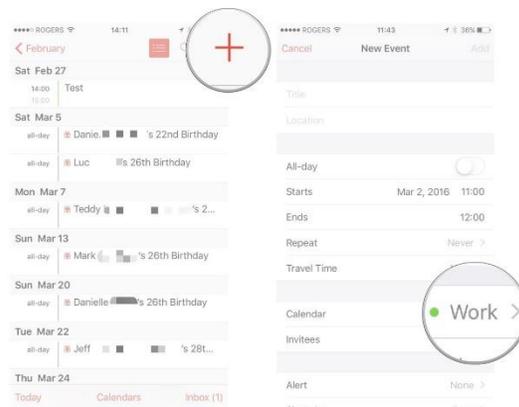
How to use Family Sharing with the Calendar app

1. Launch the **Calendar app** from the Home screen of your iPhone or iPad once you've [enabled and set up Family Sharing](#).



2. Tap the **plus sign** in the top right corner to create a **new event** or tap on an existing one that you'd like to appear on the **family calendar**.
3. Tap on **Calendar**.

4. Tap the calendar labeled **Family**.
5. Fill out and save your event just as you normally would.



That's all there is to it! Everyone that's in your Family Sharing group will see anything that is added to the Family calendar via the Calendars app. They'll also receive any notifications linked to events so everyone can stay on top of who needs to be where, and when.

Essentially the Family calendar is simply a shared calendar similar to what's always been available in iOS. Family Sharing just takes the grunt work out of creating and sharing it for you.