

Steps to Share a Calendar in SOGo

- Log in to your [SOGo Webmail](#) interface and click the **Calendar** icon.
- Look at the left sidebar and find the calendar you want to share (such as your *Personal Calendar*).
- Click the **three vertical dots** (or right-click) next to the calendar name.
- Select **Sharing...** from the menu.
- To share with everyone on the system, double-click **Any Authenticated User**. To share with a specific person, click the **green plus icon**, type their name or email, and select them.
- Choose the access rights you want to grant (such as viewing date and time, viewing all details, or modifying entries) and save your changes

Adding Google/Gmail Calendar to SOGo in Read Mode:

How to Get Your Google Calendar Link

1. Open Google Calendar.
2. Click the **Gear icon** (Settings) in the top right, then select **Settings**.
3. On the left sidebar, click the name of the calendar you want to add.
4. Scroll down to the **Integrate calendar** section.
5. Copy the **Secret address in iCal format**.

How to Add It to SOGo

1. Log into your **SOGo webmail** and go to the **Calendar** view.
2. Look at the left sidebar under the **Calendars** section.
3. Click the **plus (+)** icon or right-click to add a new external/subscribed calendar.
4. Paste the **iCal URL** you copied from Google Calendar.
5. Save the calendar.

Adding Google/Gmail Calendar to Outlook in Read Mode:

Get the iCal Link from Google Calendar

1. Open Google Calendar in your web browser.
2. Find **My Calendars** on the left side.
3. Click the three dots next to your calendar name and choose **Settings and sharing**.
4. Scroll down to the **Integrate calendar** section.
5. Copy the URL labeled **Secret address in iCal format**.

Add the Calendar to Outlook

1. Open Outlook on the web or your Outlook app.
2. Go to the **Calendar** view and click **Add calendar**.
3. Select **Subscribe from web**.
4. Paste your Google iCal URL, name the calendar, and click **Import**