

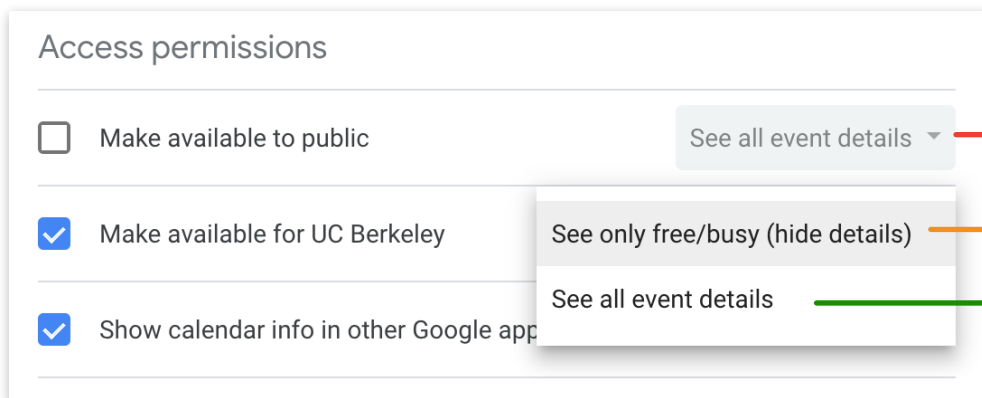
OWN YOUR PRIVACY:

# Google Calendar (bCal)

## Best Practices

When possible, only share with specific people or groups.  
Never share confidential or personal information in public calendars.

## Calendar Sharing Settings



### All Access

Not recommended for personal calendars, but can be used for Special Purpose Accounts (SPAs)

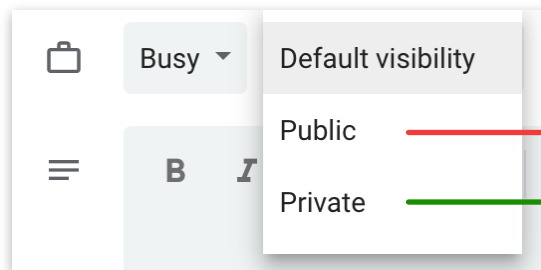
### Moderate Access

### Limited Access

## Event Privacy Settings

Your events have the same privacy settings as your calendar. However, you can change what others can see about certain events.

**Important:** Attendees invited to your calendar can change a private event to a public event on their own calendar.



### Public

Makes that event's details available to everyone who can view your calendar, regardless of your regular calendar settings!

### Private

Only you, meeting invitees, and people you have granted privileges can see the event and its details.