

# Set calendar sharing options

This article describes the domain-wide sharing options for administrators in the Google Apps control panel. See [Share your calendar](#) for personal calendar sharing options.

These sharing options affect primary, [secondary](#), and [resource](#) calendars.



Administrators with full administrative rights ('Super Admins') have full access to all calendars in a domain, and can see all event details, regardless of whether individual users have shared calendars.

To manage calendar sharing options for your domain:

1. In the Google Apps control panel, click the **Settings** tab and then select **Calendar** in the left column.
2. Click **General** and scroll to the **Sharing options** section.
3. Under **Outside this domain - set user ability**, select one of the following levels of sharing you want to allow users:
  - **Only free/busy information (hide event details)**: Users can allow people outside your domain to know when they are busy or available, but event details are hidden. Private addresses are hidden from users' calendars.
  - **Share all information, but outsiders cannot change calendar**: Users can share their calendar information with people outside your domain. This includes guest list, location, and description. Private addresses are hidden from users' calendars.
  - **Share all information, and outsiders can change calendars**: Users can fully share their calendar information with people outside your domain. This includes guest list, location, and description. Private addresses are displayed.
4. Under **Within this domain - set default**, select one of the following default levels of sharing you want to allow users:
  - **No sharing**: Calendars aren't shared by default, but users can change the settings.
  - **Only free/busy information (hide event details)**: Only free/busy information is displayed by default, but users can change the settings.
  - **Share all information**: All information is public by default, but users can change the settings. Users can also make particular events private.

**Note:** If sharing within the domain is not set to **Share all information**, users can't view availability of resources (meetings rooms, etc) unless you [share each resource](#) manually.