

Since our iPhones are always with us, the Calendar app tends to have our most current schedules. Sometimes, you might want to share or sync your calendar with other calendars or devices. For instance, you might want to combine your personal schedule with your professional commitments.



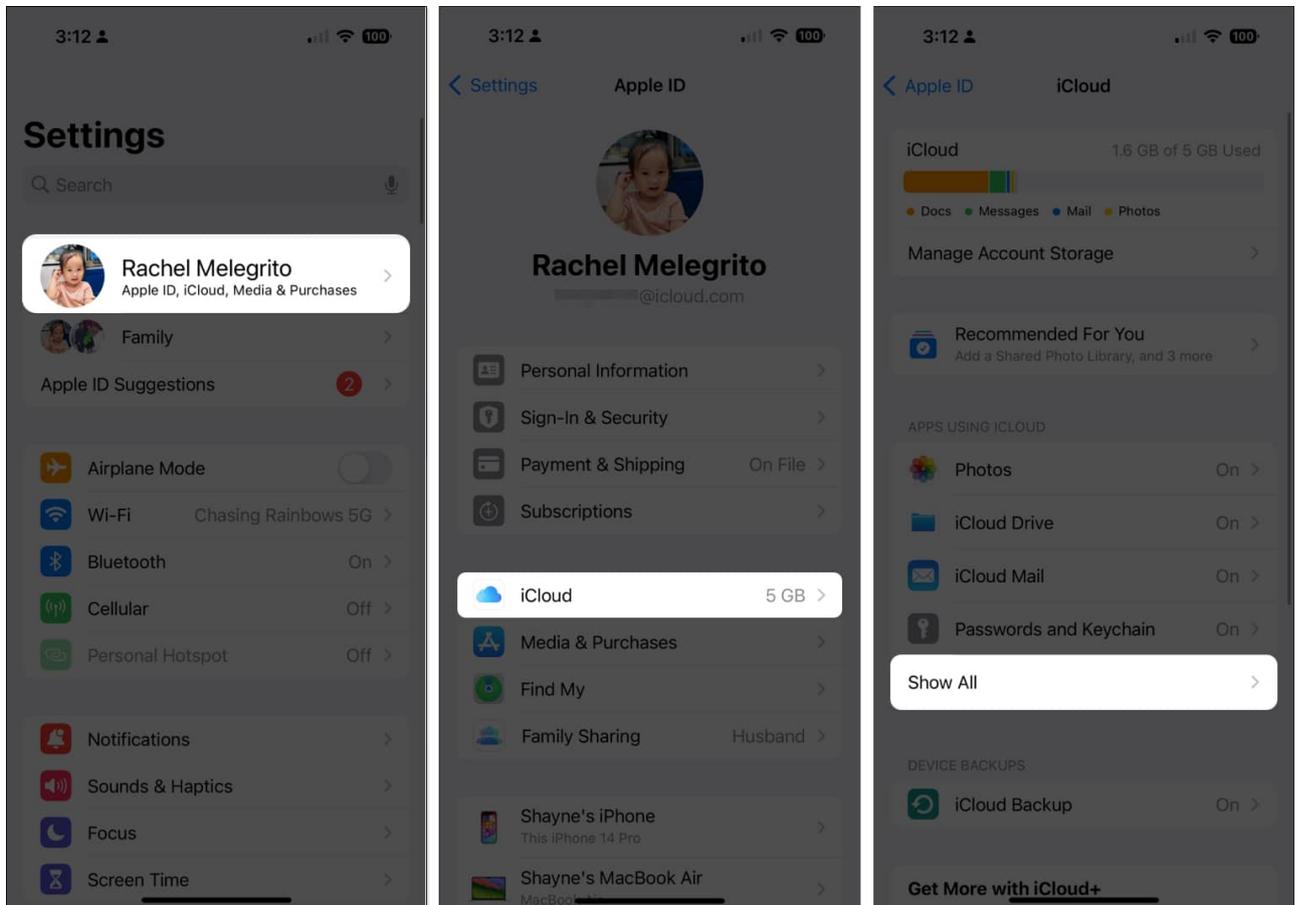
Using iCloud, sharing your calendar from your iPhone or iPad with other Apple folks is super simple. Let's learn some [tricks to share your Apple Calendar](#) on your iPhone or iPad.

## How to share Calendar on iPhone or iPad

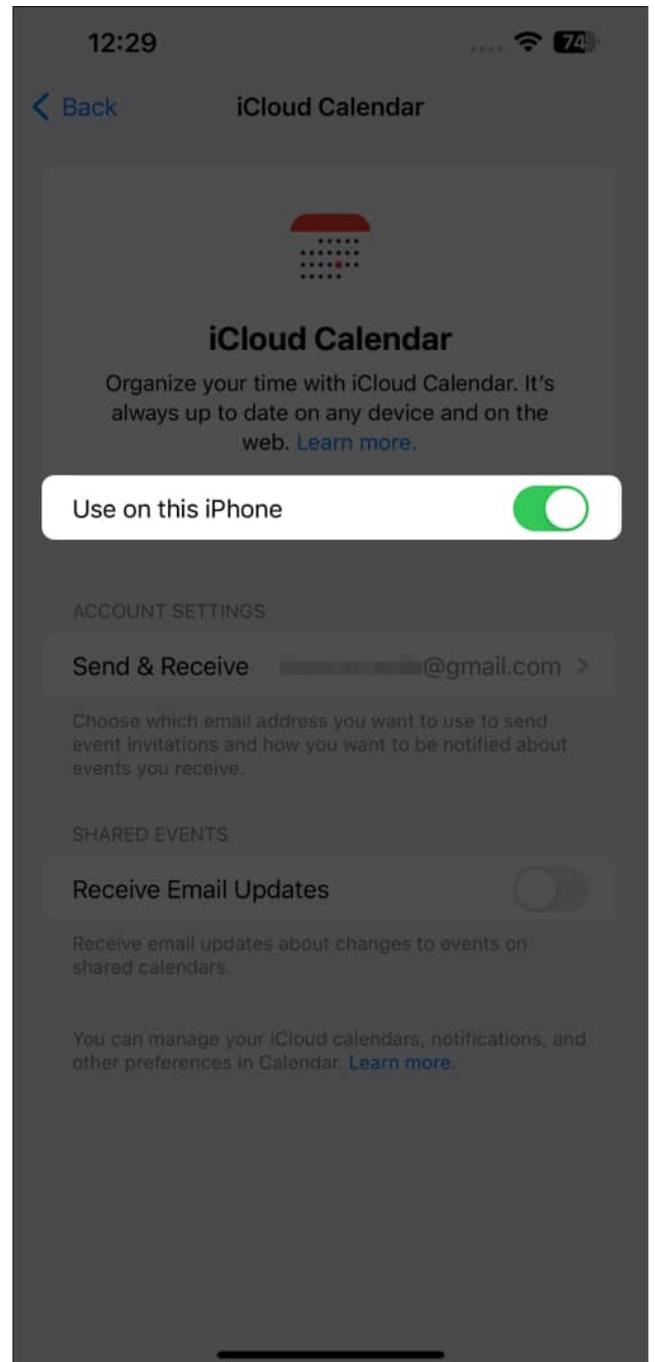
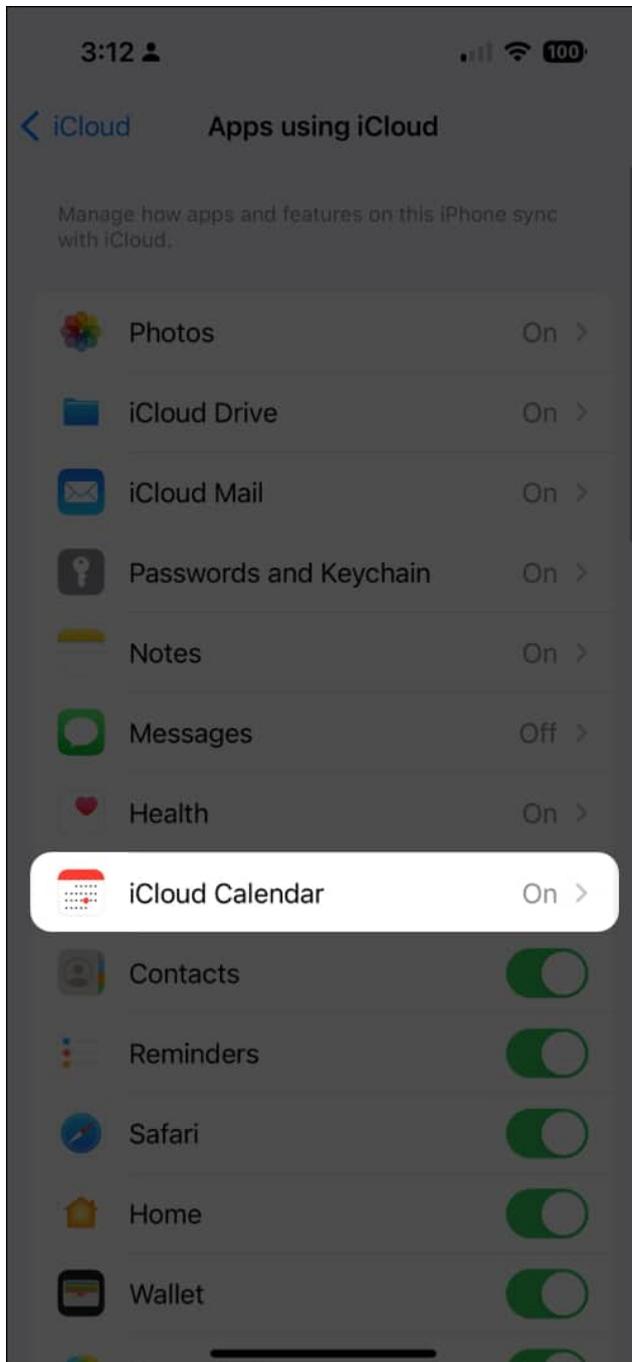
If you want to export your Calendar to another tool or device, the only way is through iCloud.

First, you'll need to sync your iPhone Calendar to iCloud. Then, you may share an existing or new iCloud Calendar. Don't worry, we have detailed all the steps below:

1. Head to **Settings** → **[your name]** → **iCloud**.
2. Tap **Show All**.



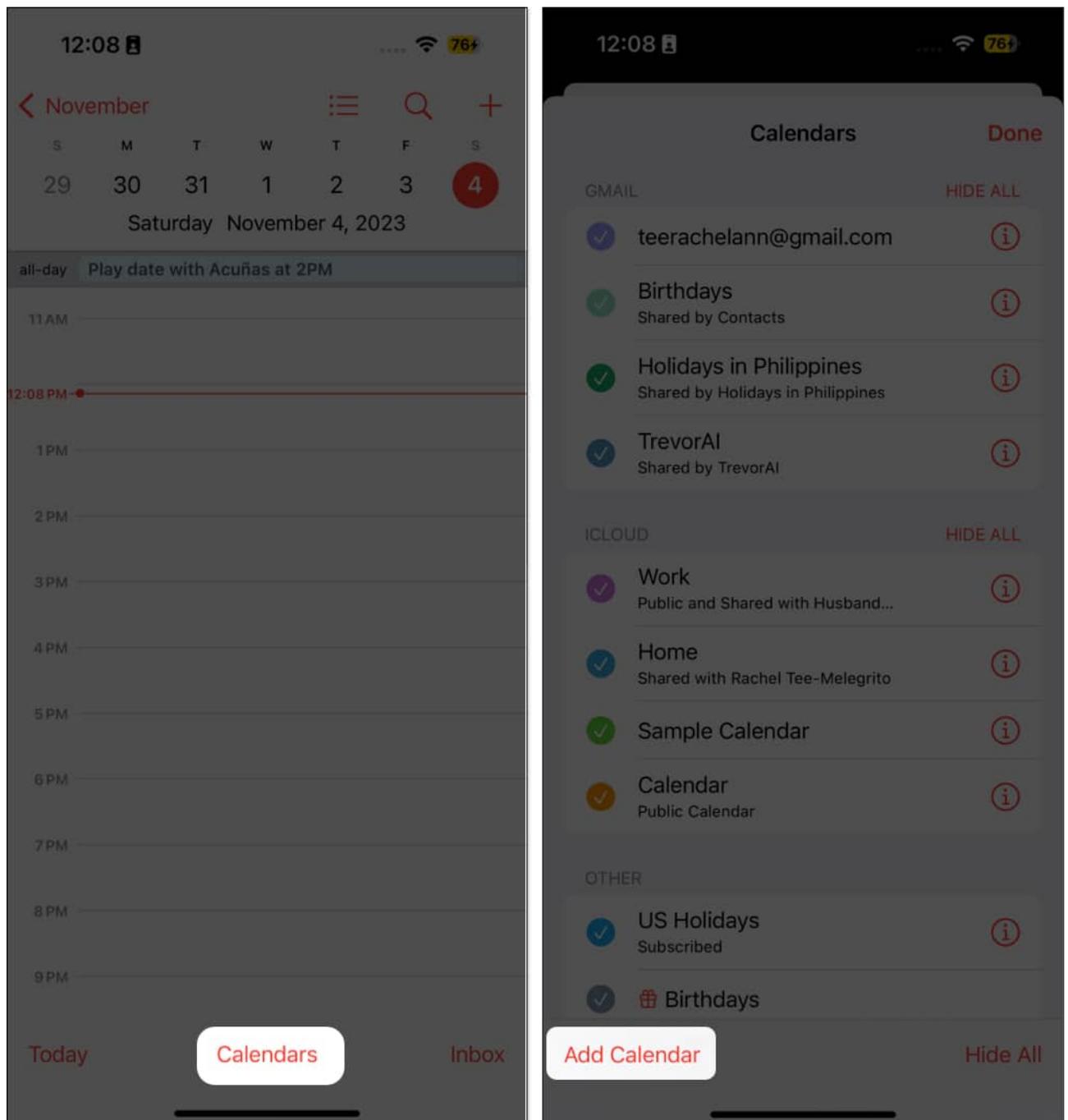
3. Select **iCloud Calendar** → Toggle on **Use on this iPhone**.



Now that you've enabled iCloud Calendar, you can create a new calendar or share an existing iCloud calendar.

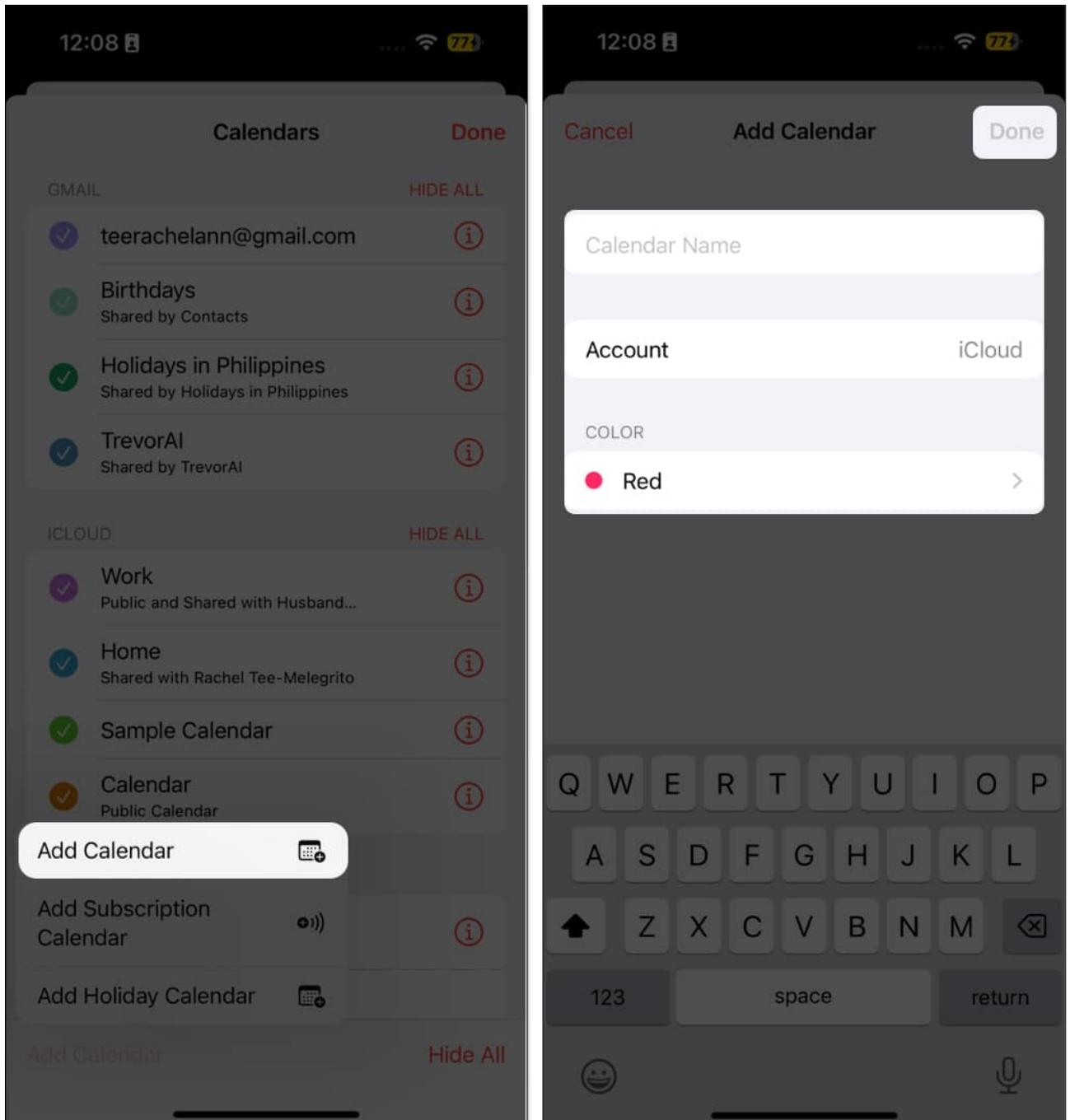
## Create a new iCloud Calendar

1. Open the **Calendar** app → Select **Calendars** at the bottom → Tap **Add Calendar**.



2. Select **Add Calendar**, enter a **name**, and choose a **color** for your new calendar.  
*Be sure to use **iCloud** for the account if you have several accounts.*

3. Tap **Done**.

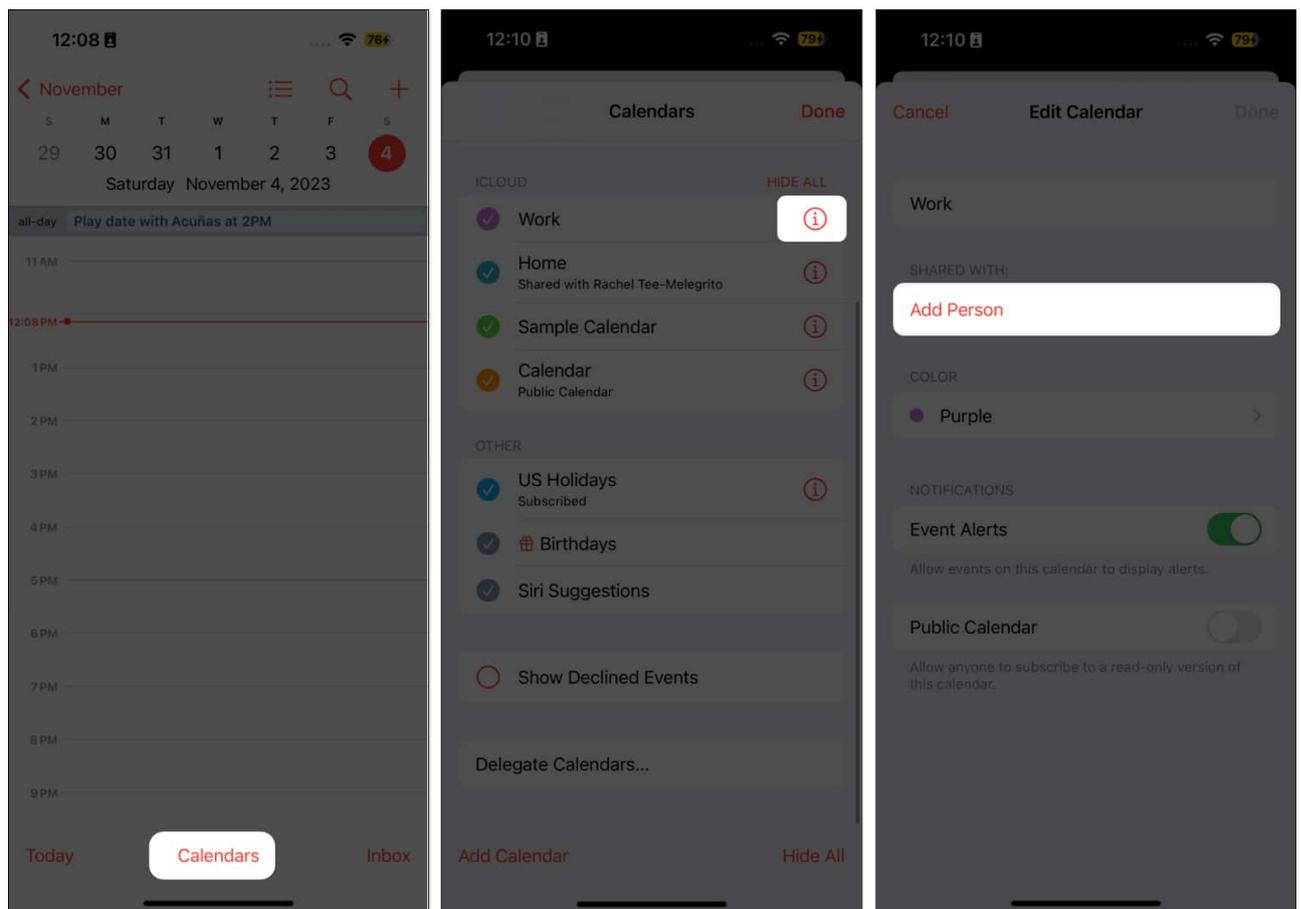


## Share an iCloud Calendar

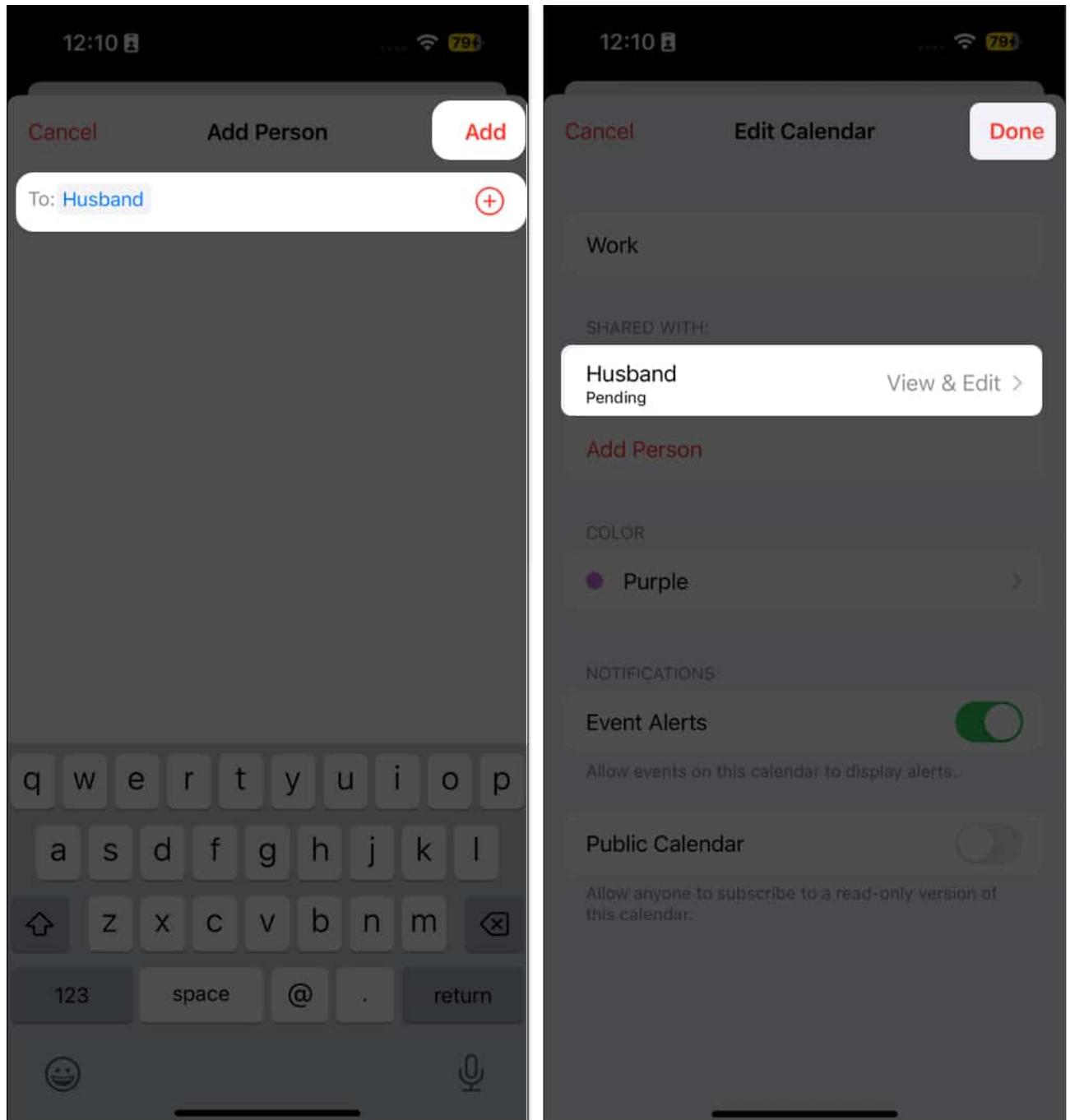
Now that you have a calendar to share, you can add one or more people to it in iCloud.

Shared calendars are very useful and quite flexible when you're working on a calendar that needs to be edited by multiple people.

1. Tap **Calendars**, tap the **Info (i) button** beside the calendar you want to share.
2. Then select **Add Person**.



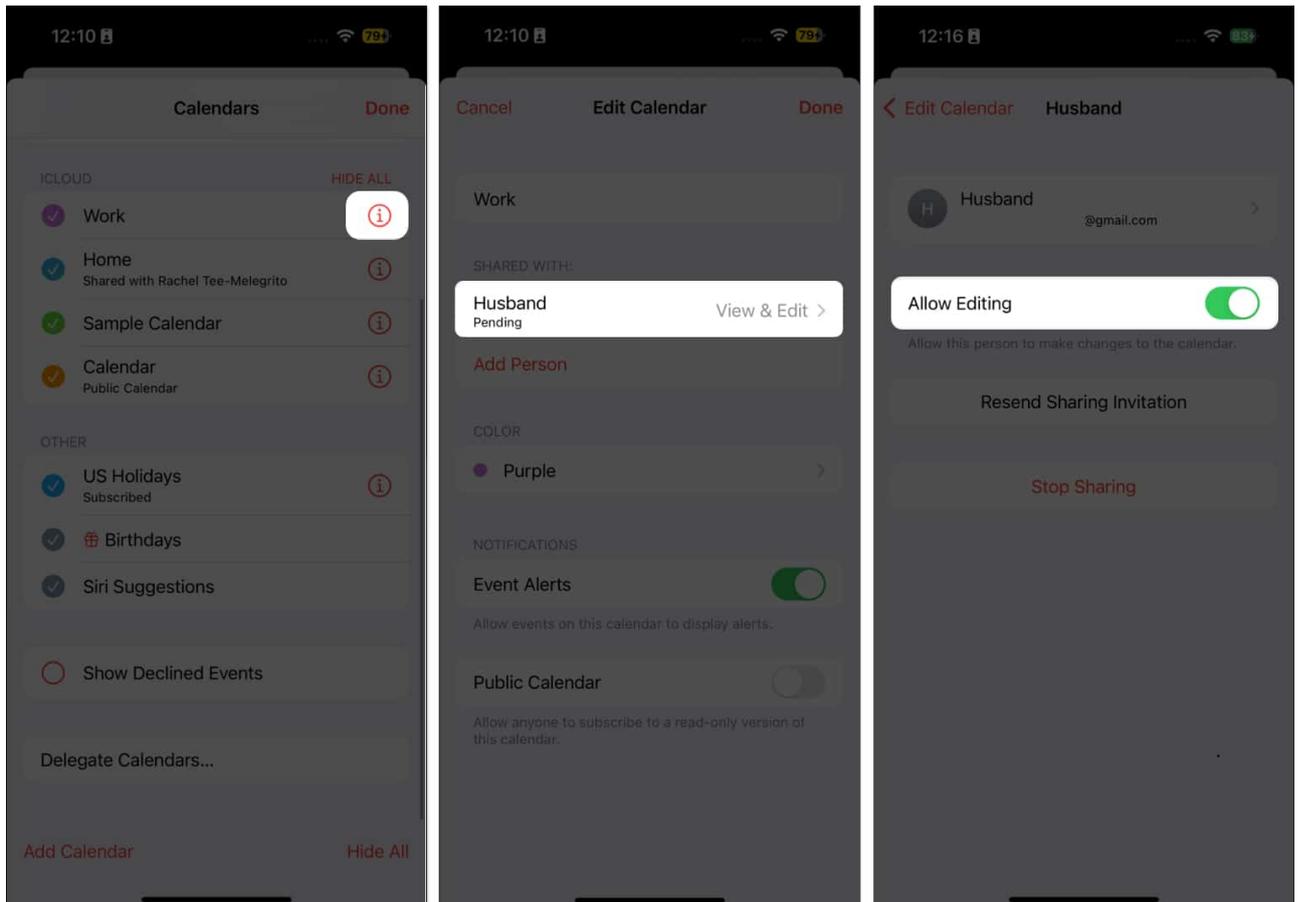
3. Enter their **name** or **email** address, or tap **(+)** to browse names from your contacts list.
4. Tap **Add → Done**.



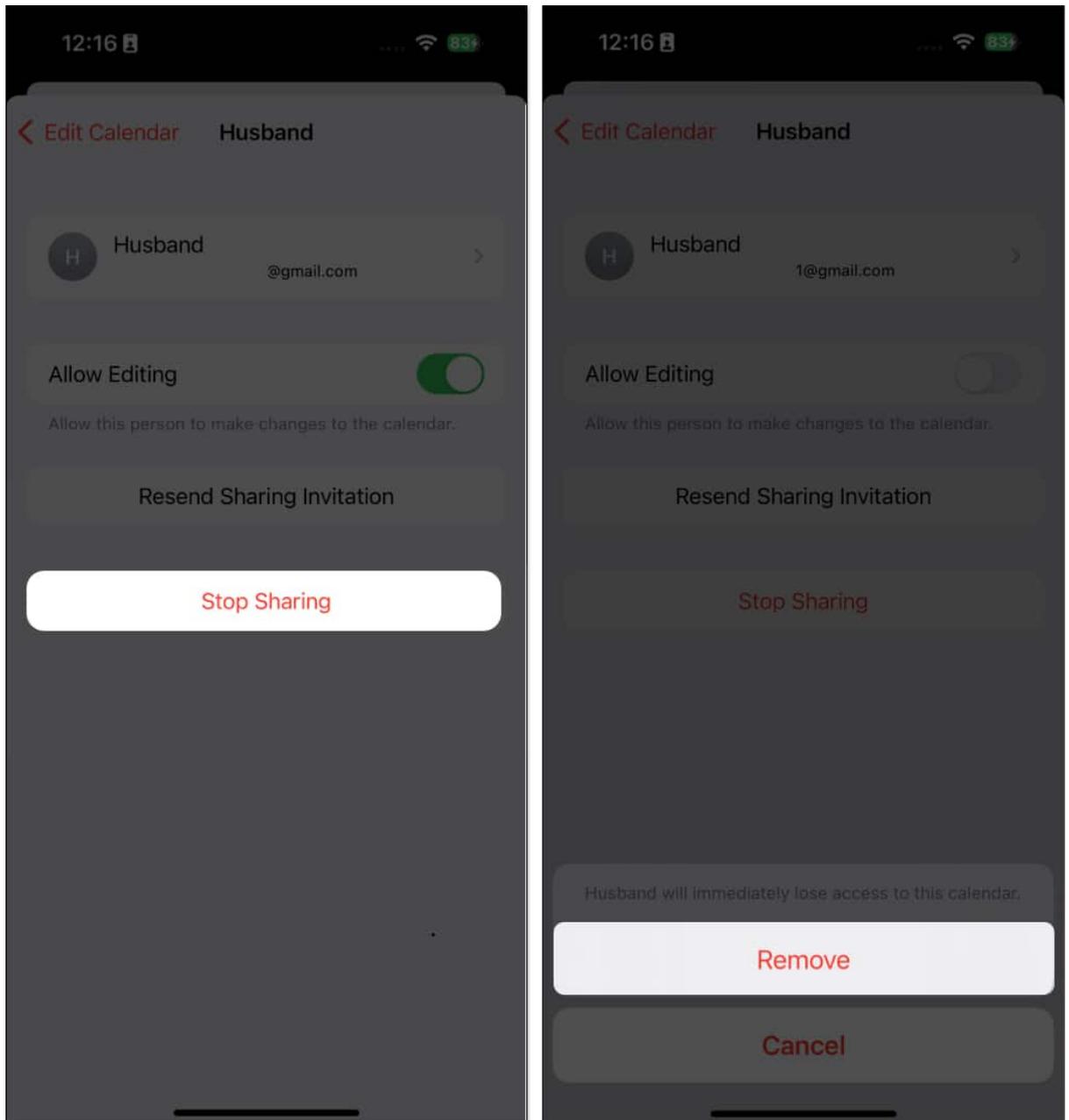
## How to manage Shared Calendar on iPhone or iPad

After you invite a person to share with your calendar, you can manage their access to it. To allow or disallow editing:

1. Go to the **calendar**.
2. Tap the **Info (i) button** → Select the person's **name**.
3. Toggle **Allow Editing** on or off, based on your requirement.

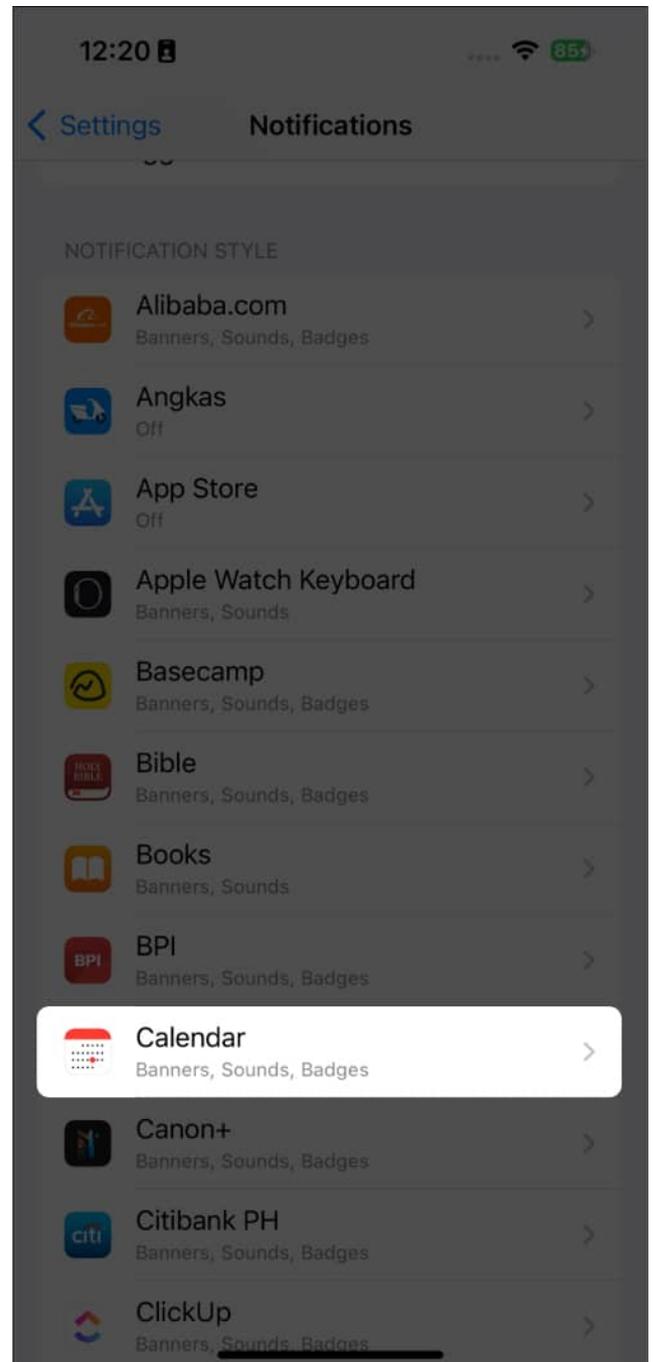
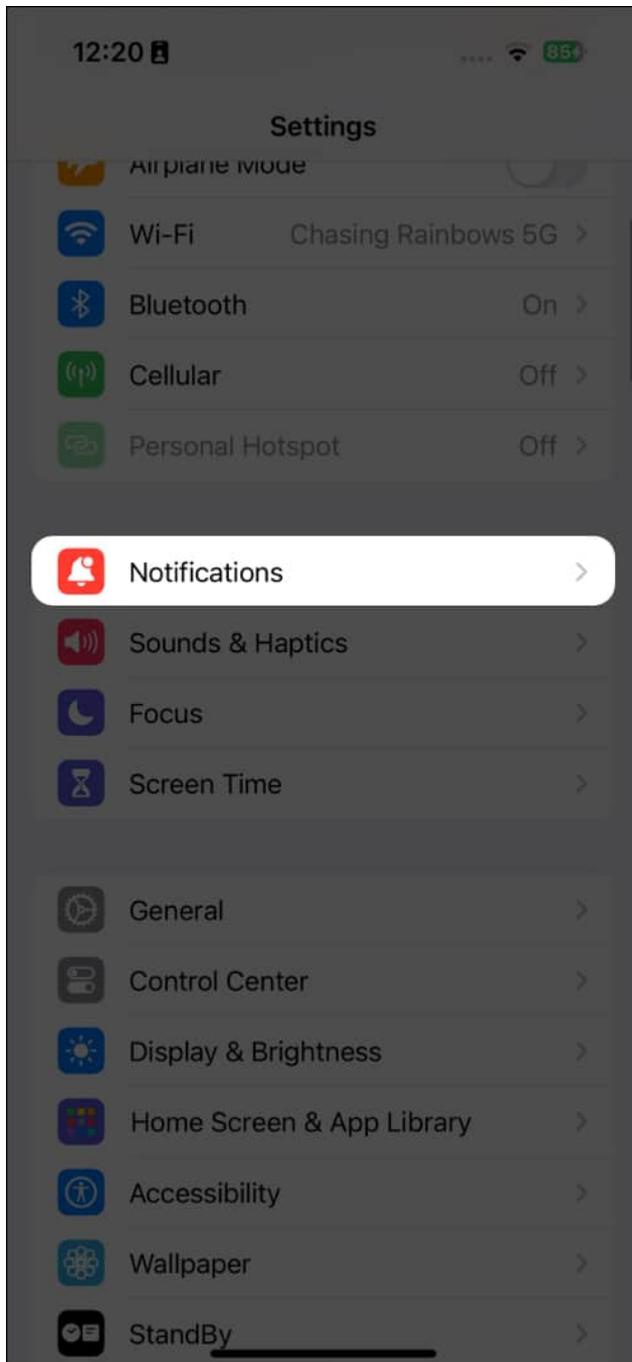


- If you decide to stop giving them access to your calendar, tap **Stop Sharing**.

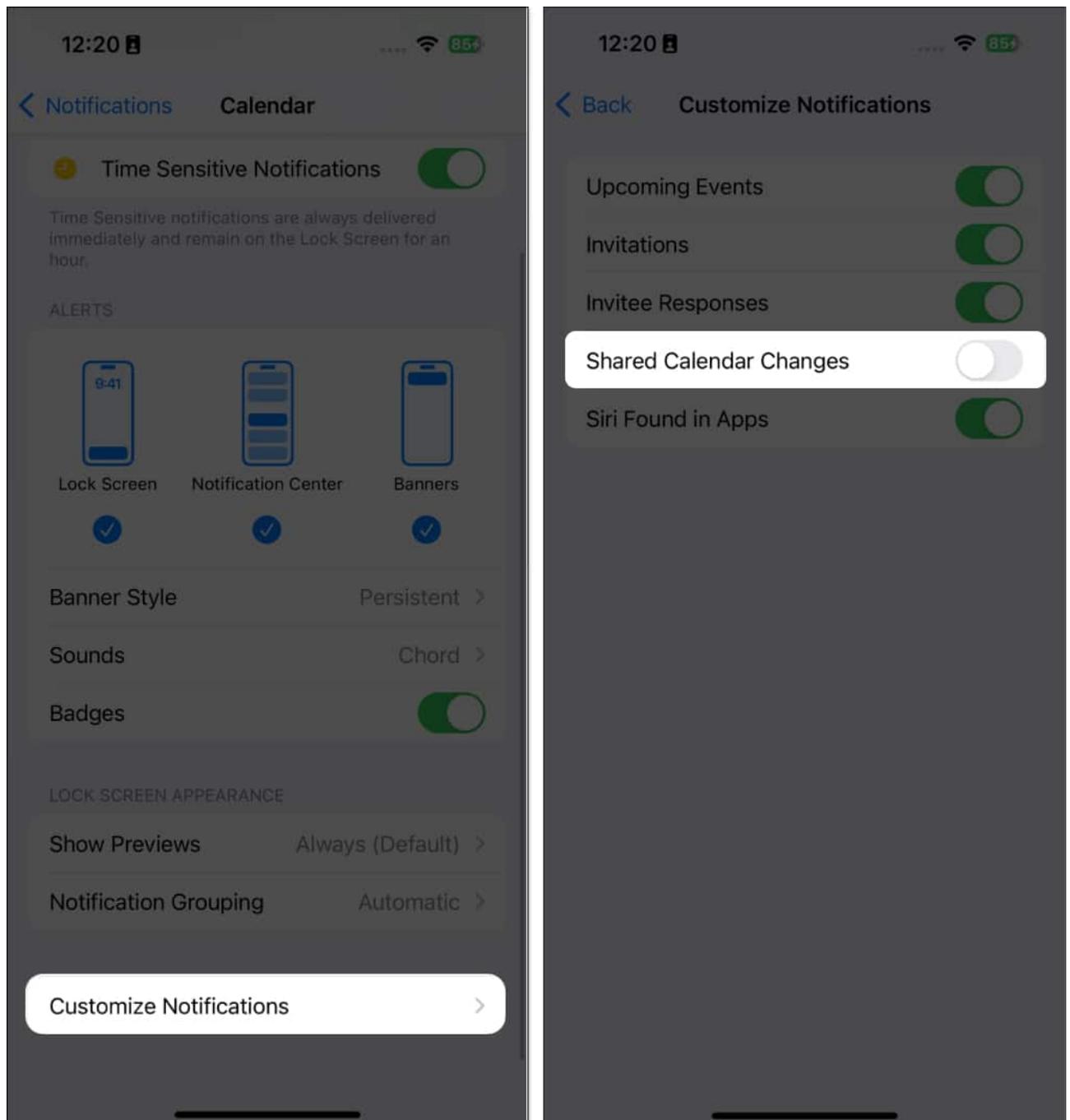


You'll receive notifications whenever someone modifies the calendar. If you don't want to receive them:

1. Head to **Settings** → **Notifications** → Select **Calendar**.



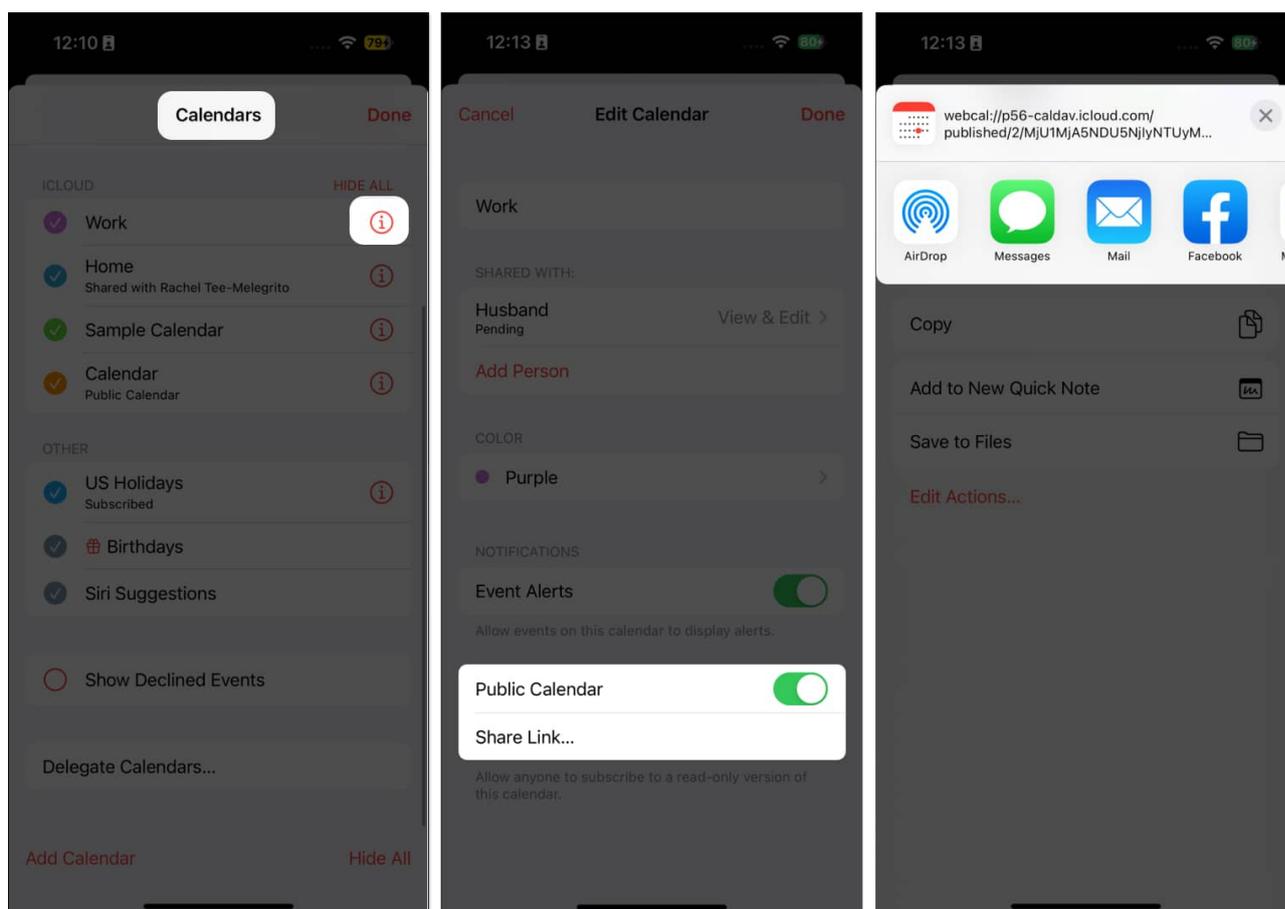
2. Tap **Customize Notifications**.
3. Toggle off **Shared Calendar Changes**.



## How to share a read-only calendar from iPhone

If you want to share your calendar with others but don't want to give them the freedom to alter anything, you can send them a read-only calendar. To do this:

1. Open the **Calendar** app on your iPhone → Go to **Calendars** at the bottom of the screen.
2. Tap the **info (i) button** beside the iCloud calendar you want to share.
3. Toggle on **Public Calendar**.  
A Share Link option will appear below it. Tap it and select how you want to forward it.



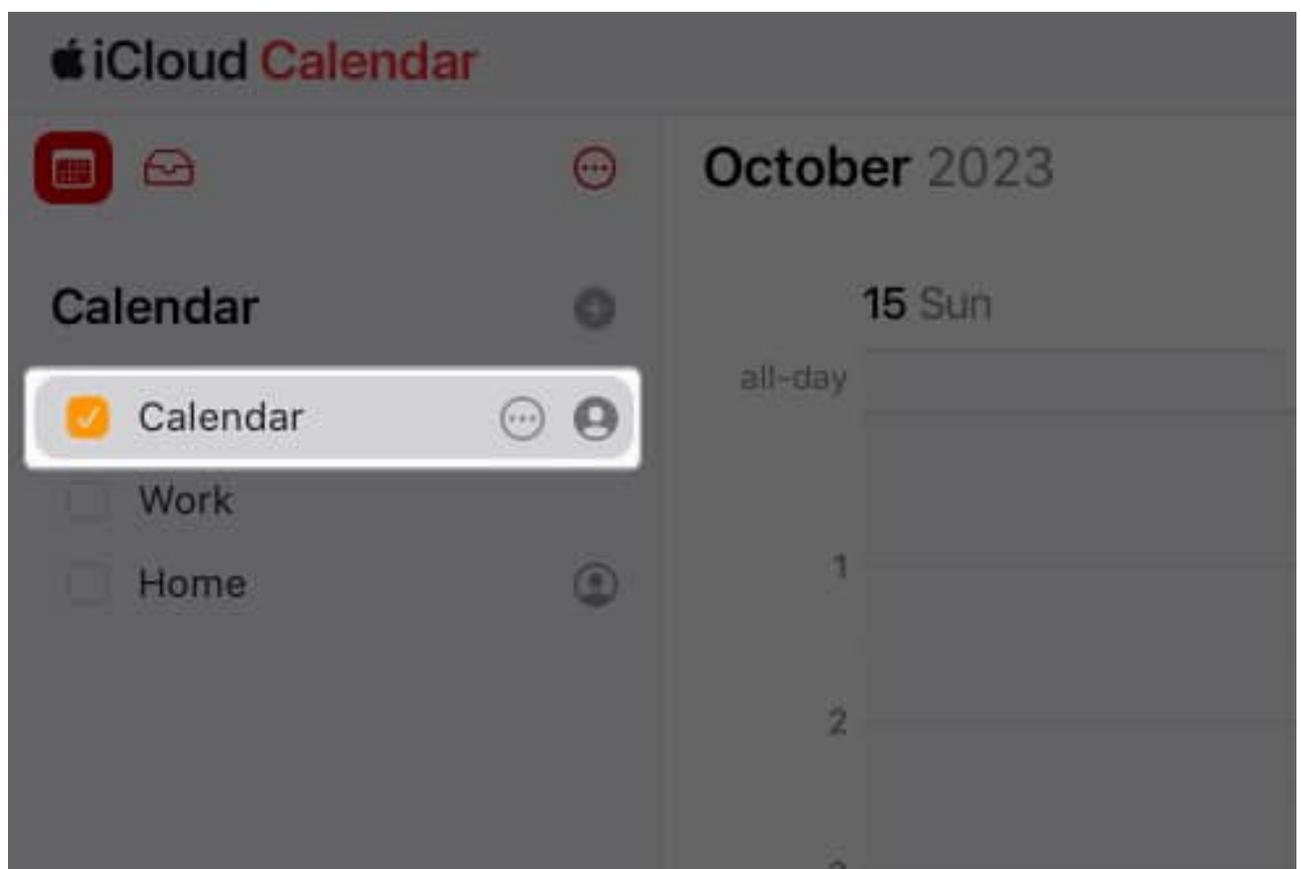
You can send it via **AirDrop**, **Messages**, **Mail**, or other messaging options like Facebook Messenger and Whatsapp.

With this Public Calendar URL, you can share your iPhone calendar with Google Calendar or Outlook Calendar. You may also subscribe to others' shared calendars using their link. Simply head to **Calendars tab** → Select **Add Calendar** → **Add Subscription Calendar** → Paste the **link** → Tap **Subscribe**.

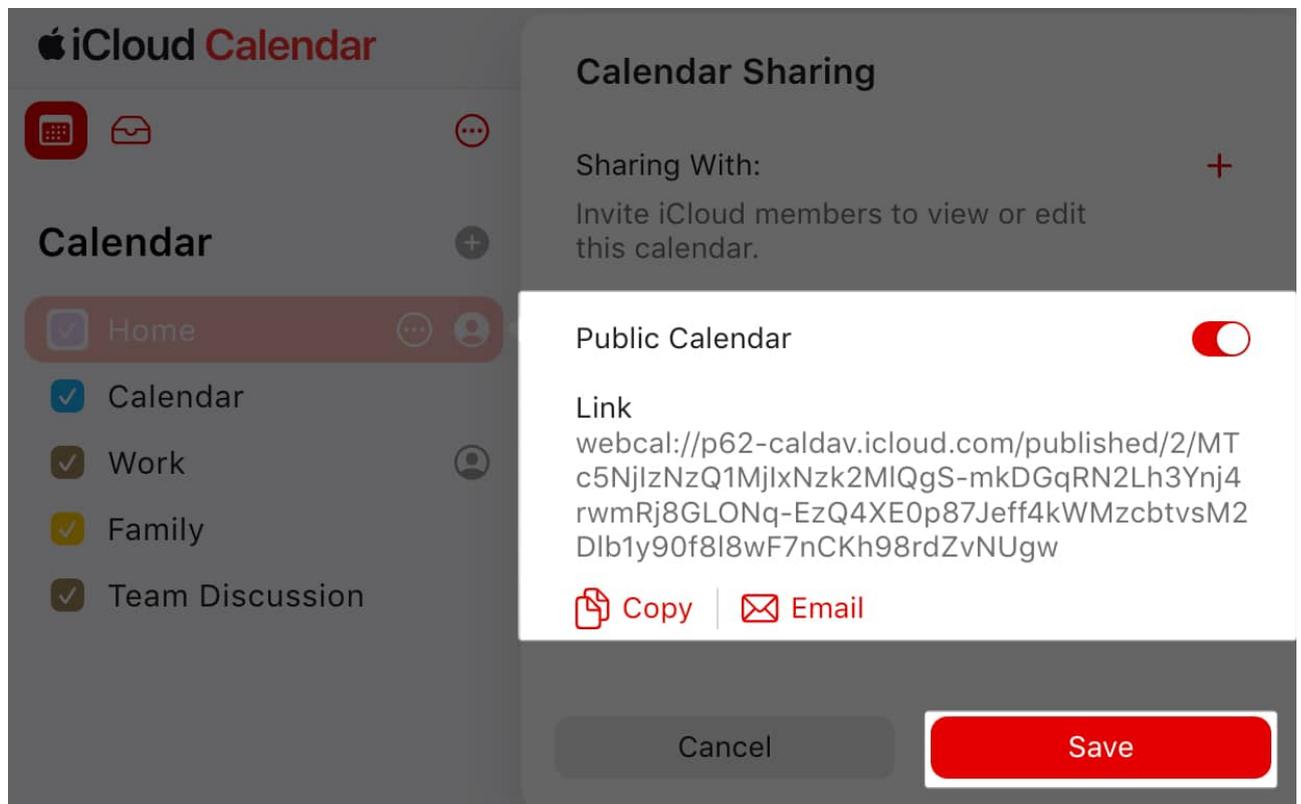
## How to export iPhone Calendar from iCloud.com

If sharing isn't possible or you want to merge your calendar to another calendar, you can export your calendar as an ICS file instead.

1. Go to [iCloud.com](https://iCloud.com) → **Sign in** with the same Apple ID on your iPhone → Select **Calendar**.
2. Hover your pointer over the calendar you want to share on the sidebar. Click the **Share (person) icon**.



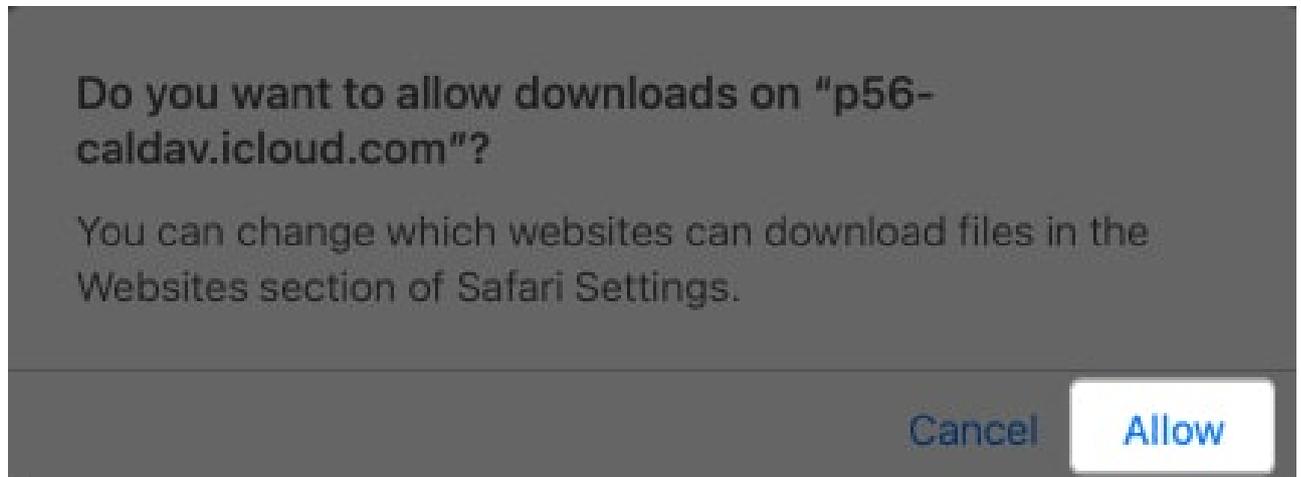
3. Toggle on **Public Calendar** and copy the **link** → Click **Save**.



4. Paste the **URL** of the shared calendar in your browser's address field, but do not click **Return** or **Enter**.
5. Change **webcal** at the leftmost portion of the URL to **http** and press **Return** or **Enter**.



6. A prompt asking permission to download an ICS file on your computer will appear. Select **Allow**.



7. Add the Calendar to your calendar client, such as Outlook or any other similar app.
8. Go back to **iCloud** and turn off **Public Calendar** sharing.

## Wrapping up...

Sharing your Apple Calendar with other Apple devices is straightforward. However, if you need to sync with a different calendar or a non-Apple device, you must export your calendar. This will take a few extra steps, but it's definitely possible.

Have any of these methods proven helpful for you? Please feel free to share your experiences and feedback below!

## Read more:

- [15 Useful iPhone Calendar app tips and tricks \(iOS 17\)](#)
- [How to Create Public Calendar on your iPhone Calendar App](#)
- [How to change Calendar color on iPhone, iPad, and Mac](#)