Tip of the Week

You can allow others to see your free and busy times in your calendar when scheduling events.

1. While in calendar select the settings gear and **Settings**.
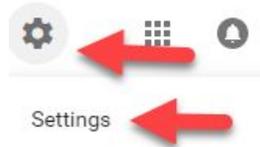
2. **Select** the calendar that you would like to share from the panel on the left.
3. In the **Access permissions** section check the box in front of '*Make available for Clark County School District'*.

4. Use the **dropdown** to choose '*See only free busy (hide details)'*.

Note: Choosing the 'See only free/busy' option allows others to see when you have a conflict or if you are free, but does not give them access to see any of the event details.

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.