Google Gmail Share Calendar

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Share a calendar with specific people
1. On your computer, open Google Calendar. You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. To expand it, click the Down arrow .
3. Hover over the calendar you want to share, and click More   Settings and sharing.
4. Under "Share with specific people," click Add people.
5. Add a person's or Google group's email address. Use the drop-down menu to adjust their permission settings. Share your calendar with someone - Google Calendar Help
6. Click Send.
7. The recipient will need to click the emailed link to add the calendar to their list. Learn how to add someone else's calendar.