

# Technology: Privacy and Sharing Settings in the Events Calendar

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## Who will see your events?

As a logged-in user, your posted events will only appear in your own calendar unless you add "Campus-wide events" to the sharing field at the bottom of the submissions page. There may be some events for only your group to see on an internally shared view of the calendar, so this is not a mandatory step, but for the most part, the intention of this calendar is to house all UWEC events to be visible to all.

To add this Campus-wide Event group, click the **Show all** option in the Sharing and Privacy selector box.

RSVP

### Sharing and Privacy

Suggest this event to the following group(s):

Select all | Select none

Show all

Auto-accept as live

Privacy options

Who can see this event on the public web site?

Everyone

This group (Public) only

Any logged-in user

Anyone with the link

Save Save and Go To Event

