Add Editor permission for someone to the MFM web calendar

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On your Microsoft Edge browser, to access the MFM Google Calendar to “Make changes and manage sharing” do the following:

1. Enter “calendar.google.com” in your browser.
2. At the top left, beside the large calendar date and three horizontal short lines; look downward to find the "My calendars" section. Then to expand it, click the arrow on the right.
3. Hover over the calendar name (“Midlothian Friends”), click on the three vertical dots beside it, and then click “Settings and sharing”.
4. Scroll the screen down to "Share with specific people"; then click “Add people”, or change the wording for someone, or delete someone.
5. Add a person’s email address. Under their email, use the drop-down menu to set their permission settings to “Make changes to events”.
6. Click Send. Any person added will need to click the emailed link to add the MFM calendar to their list.