

6.4 Using Multiple Calendars

Use separate calendars to group events by purpose, such as Personal, Family, School, or Work.

Select the plus control beside the calendar list to create one, give it a clear name, and choose its color. When creating an event, select the calendar that should own it.

Use the checkbox beside a calendar to show or hide all its events. Hiding does not delete or stop synchronization. Open the calendar's action menu to rename it, change its color, export it, or delete it. For deliberate sharing, use Sharing & invitations instead of the native sharing menu.

Deleting a calendar removes every event it owns. Export important events before deleting the calendar.

Share a separate calendar

In **Sharing & invitations**, you can offer another LightDrive account view-only access or permission to edit events. Public links, group sharing, account-directory searches, and calendar-sharing emails are not enabled. Sharing notices stay inside the Vault.

1. Open **Calendar → Sharing & invitations → New shared calendar**.
2. Name the calendar and confirm that you will put only events intended for recipients in it. Choose **Create empty calendar**. Nothing from your personal calendars is copied or shared.
3. Add the events you intend to share to **Shared — [calendar name]**. Review titles, times, descriptions, locations, attendees, and links before inviting anyone. Do not rely on an event's privacy label to protect information you place here.
4. Under **Shared by you**, enter the person's exact LightDrive ID, preserving case and omitting @lightdrive.one. Choose **View only** or **Can edit events**, then choose **Send**

invitation. LightDrive does not confirm whether that ID exists.

5. The recipient receives a Vault notification-bell notice that opens **Sharing & invitations** → **Invitations**. They review the offered permission and accept or decline it. Pending invitations expire after seven days. There is no access before acceptance.

Choose the permission deliberately

View only lets the recipient read the calendar without changing events. **Can edit events** lets the recipient create, change, and delete events for everyone with access. It does not allow calendar renaming or deletion, resharing, permission management, or moving events between this calendar and another calendar. To change an offered or accepted permission, revoke it and send a new invitation; the recipient must accept again.

Save any event draft before choosing **Refresh Calendar**. In Thunderbird or another CalDAV client, refresh the available calendars and select the new shared calendar for synchronization if necessary. Editable changes synchronize in both directions.

Show or hide without changing access

Click the shared calendar's name or checkbox in your Calendar sidebar to show or hide its events. This is your own display preference: it does not edit events, change the owner's view, stop synchronization, or revoke access. View-only access does not permit event changes. Edit access permits event changes but not management of the calendar or its sharing.

Leave or revoke

To end access, the recipient chooses **Leave calendar** under Invitations or the owner chooses **Revoke** under Shared by you. Future authorized reads stop, but requests already in progress may finish, and copies previously synced, downloaded, or exported cannot be erased remotely.

Vault notices and Activity History

The Vault notification bell alerts the recipient to a new invitation, alerts the owner after acceptance, and alerts the recipient if the owner revokes access. A revoked pending offer appears as an invitation withdrawal. Selecting a notice opens Calendar → Sharing & invitations. LightDrive does not send calendar-sharing notices by email.

Activity History records invitations, acceptance, decline, leaving, withdrawal, and revocation for both accounts. These entries identify the sharing calendar, the LightDrive IDs involved, and the offered permission; they do not include event details, recovery addresses, or credentials.

A new invitation requires a new acceptance. Revoke and reinvite to change a recipient between view-only and edit access. Revoke access before deleting a sharing calendar if access should end permanently: restoring a deleted calendar can restore access for recipients whose invitations are still accepted.

Current online article: <https://help.lightdrive.one/calendar/using-multiple-calendars>

Generated September 2, 2026