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.

LightDrive supports two kinds of calendar sharing. You can share a calendar with another LightDrive user for view-only or editing access, or create a public read-only share for people and calendar apps outside LightDrive.

Sharing with another LightDrive user

In **Sharing & invitations**, you can offer another LightDrive account **View only** or **Can edit events** access. The recipient signs in and accepts inside Vault before access begins. Group sharing, account-directory searches, federation, and calendar-sharing emails remain disabled. Internal sharing notices stay inside the Vault. Public links use the separate read-only workflow below and do not require an invitation or a LightDrive account.

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**, open **Invite a LightDrive user** on the calendar card. Enter the person's LightDrive ID or full `@lightdrive.one` address, preserving the ID's case. 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.

Your sharing overview

Shared by you brings both sharing types together. Each calendar appears once, with a **LightDrive share** section for internal recipients and a **Public read-only share — Active** status when a public link is enabled. Pending invitations do not grant access; revoked and expired invitations appear under **Past invitations — no current access**. Calendars kept ready for internal invitations are clearly marked when they have no accepted recipients. Disabled public-only shares no longer appear as active.

Subscription links are not shown in this overview. Choose **Manage public share** to open the detailed **Public read-only share** tab for Copy link, Replace link, or Disable public share.

Share an existing calendar with a LightDrive user

Some calendars are configured for both events and Tasks. They are listed separately and cannot be shared with a LightDrive user, even when they contain no Tasks. Removing Tasks does not change this restriction. Choose **New shared calendar** to create an empty event-only calendar, then add the events you want to share and invite recipients. Each recipient must accept. Your original calendar and Tasks are not changed or copied. Otherwise eligible mixed calendars can still use **Public read-only share**; that feed includes only shareable events, never Tasks.

For an eligible calendar you already own, open **Share with LightDrive user**, choose the calendar, review the disclosure, and enable sharing. Then open **Shared by you → Invite a LightDrive user** on its calendar card to send an invitation. This does not enable a public link. **New shared calendar** instead creates a separate empty calendar for sharing with another LightDrive user. Neither workflow gives a recipient access before acceptance.

Public read-only share

A public read-only share creates a unique calendar subscription link for people and calendar apps outside LightDrive. No LightDrive account is needed. Anyone who has the link can view the shareable events in that calendar, but cannot create, change, or delete events or manage the calendar. Share the link only with people you trust: it can be forwarded.

For better privacy, create a separate calendar containing only the events you intend to share publicly. Sharing one calendar does not share your other calendars, Tasks, Contacts, files, mail, or account profile. Your Personal calendar is not included unless you deliberately select that exact calendar. Calendars shared with you by another account, subscribed calendars, birthday/contact-date calendars, and task-only calendars are not eligible.

1. Open **Calendar → Sharing & invitations → Public read-only share**.
2. Find the calendar you own that you want to share. Review its existing events and remember that future events added to it will also be shared.
3. Check the acknowledgement and choose **Create read-only link**.
4. Choose **Copy link** and give that subscription URL only to your intended recipients. Do not post it in a public directory, send it to an online validation tool, or include it in a support screenshot.

What the link can reveal

Ordinary events include their titles, descriptions, locations, start/end times, recurrence details and exceptions, organizer and attendee information, links, and attachment references or inline attachment data if present. Review those fields before sharing. An attachment reference does not grant permission to a protected LightDrive file, but an already accessible public link remains accessible.

The public feed follows Nextcloud’s read-only event privacy rules: private events are omitted, confidential events show Busy with timing and recurrence information, and event reminders are not exported. This does not change your original events or reminders. Use a separate calendar, rather than privacy labels alone, to decide what belongs in a public share.

Subscribe with Google Calendar, Apple Calendar, or another app

Use the copied HTTPS URL as a calendar subscription, not as a one-time file import. In Google Calendar on a computer, open **Other calendars → + → From URL** and paste it. On iPhone, open **Calendar → Calendars → Add Calendar → Add Subscription Calendar** and paste it. Other iCalendar-compatible apps usually offer a Subscribe or Add from URL option. The recipient does not enter a LightDrive password. The subscription is read-only; it is not editable CalDAV account access.

External apps fetch updates on their own schedule. Changes may take time to appear, especially in Google Calendar; this is not real-time synchronization. A refresh delay does not mean the owner needs to recreate the link.

Disable or replace a link

In the same public-sharing area, choose **Disable public share** to stop future reads using that URL. To issue a new URL, acknowledge the warning and choose **Replace link**. The old URL stops working and recipients must replace it in their subscription settings. Re-enabling a disabled share also generates a new URL.

Disabling or replacing a link cannot erase copies already fetched, downloaded, or exported; a request already being sent may finish. Hiding a calendar in your sidebar is not revocation. Disable the public share before deleting a calendar if access should end permanently: restoring a deleted calendar can make a still-enabled link work again. These controls do not revoke separate LightDrive-account invitations or accepted shares.

If the public-sharing tab is unavailable, the capability may not be enabled for your account. If a subscription stops loading, ask the owner whether the link was disabled or replaced. Do not share your account password to repair it. Very large calendars may need to be divided into smaller calendars.

Subscribe to public calendar

Add a read-only calendar from a public subscription URL. Updates are refreshed automatically, but timing depends on the source and refresh schedule.

1. In Calendar, open the **+** menu beside **My calendars** and choose **Subscribe to public calendar**.
2. Paste the public iCalendar subscription URL and submit it. Prefer an HTTPS URL. The subscribed calendar appears in your calendar list; you can view its events but cannot edit the remote source.

3. Updates are fetched on Nextcloud’s normal background refresh schedule, not instantly. If a source cannot be fetched or is not a calendar, it may remain empty or show previously cached events. Check the source with its provider without sharing a private URL in support logs or online validators.
4. To unsubscribe, use the subscribed calendar’s menu, open **Edit calendar**, and choose **Delete**. This removes your subscription, not the provider’s source calendar.

A subscription does not transfer ownership, grant editing rights, or create a public share of your LightDrive calendars. Local and private-network sources are not supported. Treat tokenized source URLs like passwords; do not include them in screenshots or support messages.

Import calendar

The existing **Import calendar** option imports an `.ics` file as a one-time copy into a calendar you can edit. It does not keep refreshing from the source. Use **Subscribe to public calendar** for ongoing read-only updates, or **Public read-only share** to let others subscribe to a calendar you own in LightDrive.

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

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