## Share My Planner

1. In the bottom left corner under Planner Options, click Change My Settings.

2. Click Share My Planner.

3. Next click the Add a Teacher button to enter the teacher’s email address with whom you want to share My Planner.

4. Enter the LCISD email address of the person you want to share My Planner with. Click the Next button.

*Note: The teacher you are sharing with must have already created their schedule or he/she will not show up in your list.*
5. If you added the wrong teacher, you can highlight the name and click the Remove Teacher button to stop sharing with that teacher.

6. Repeat steps 3-4 to add more teachers to share My Planner with. When you are finished adding teachers, click the Next button.

7. You’re Done! Now any users with access to your planner will now be able to see your plans. Click the Return to My Planner button.

8. The teacher you shared with will now see your planner in his “My Lesson Plans” list.