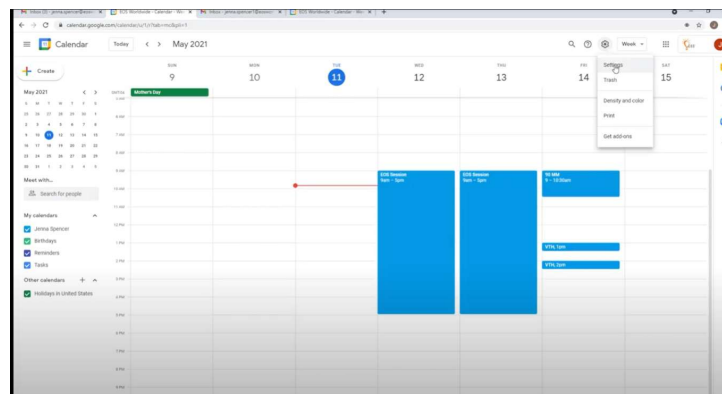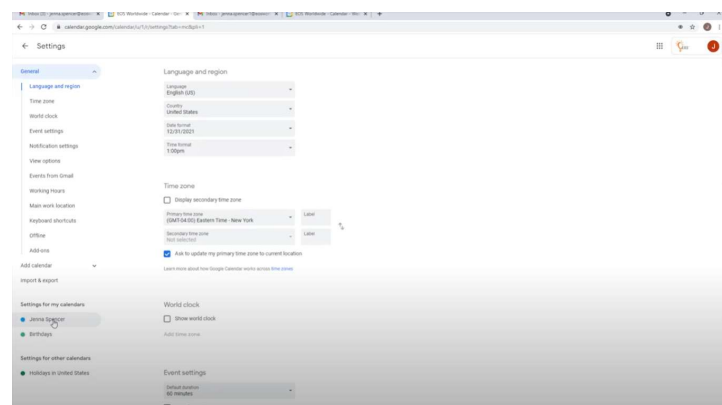1. From your email, click on the 9 dot grid at the top right corner of your screen and select calendar.
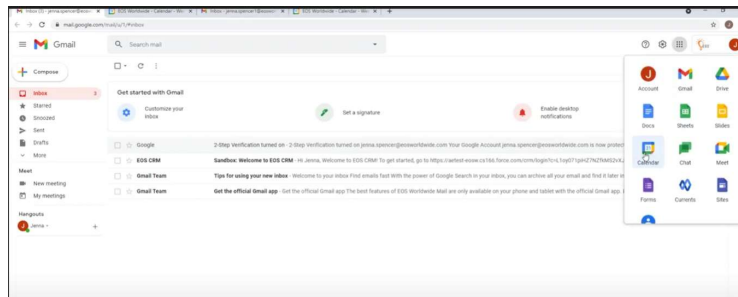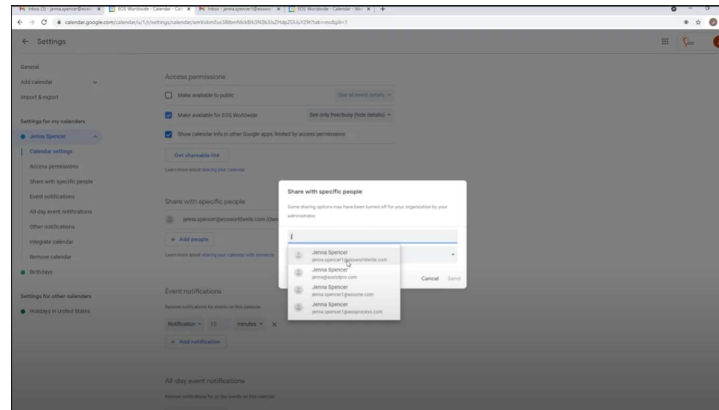

2. Once in your calendar, click the gear at the top right corner of your screen, then click Settings.
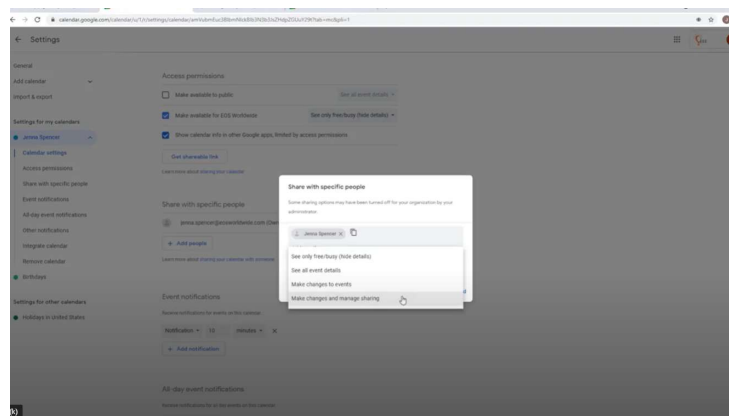

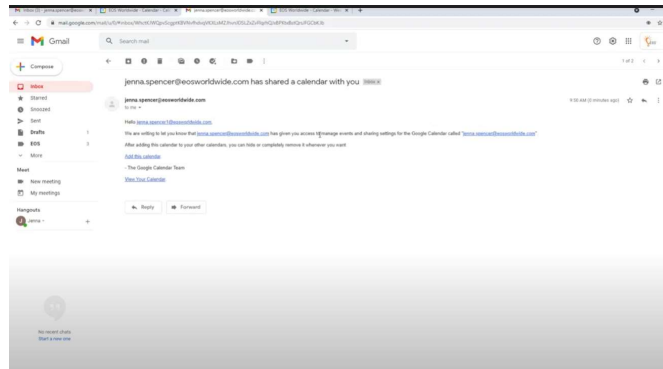
3. On the bottom left, click on your name.

4. Here you will see permissions and share with specific people. Add your assistant's email address.

5. Select either Make changes to events or Make changes and manage sharing. Click Send Access.

6. In your assistant email and you will see that the implementor has shared a calendar.

7. Select Add this Calendar.