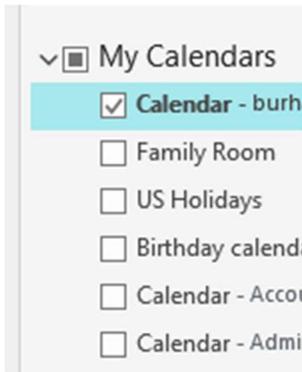


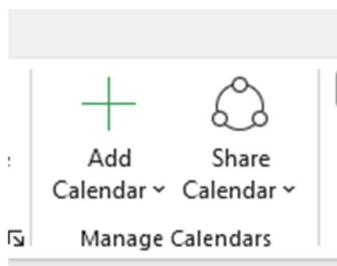
## Sharing your Outlook Desktop Calendar

Share your Microsoft 365 or Outlook.com calendar with people inside or outside your organization

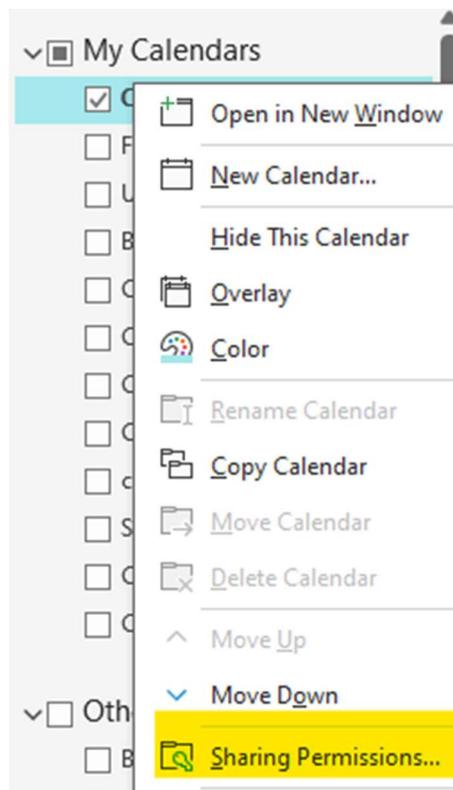
1. First from your **Calendar** folder, on the **Home** menu, select the **Calendar you wish to share**.



2. Then from the ribbon menu at the top select **Share Calendar** and select the one you wish to share, or you may right-click the calendar and select **Sharing permissions...** from the list of calendars on the left.

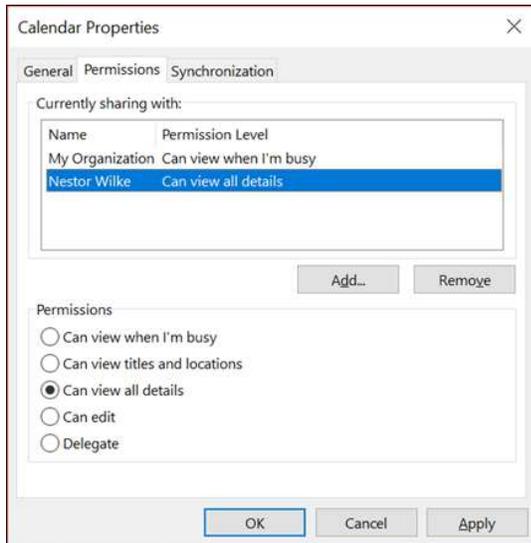


**or**



## Sharing your Outlook Desktop Calendar

3. In the **Calendar Properties** dialog box, click **Add**.
4. You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the **Add Users** dialog box, click **OK**.
5. Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.



6. The person you've shared your calendar with will receive a sharing invitation by email.
7. Once the recipient clicks **Accept**, they'll see your shared calendar in their calendar list.

### **I see a "This calendar can't be shared" error**

If you see a message that says **This calendar can't be shared**, there are three possible reasons.

- The email address is invalid.
- The email address is an Microsoft 365 Group
- The email belongs to an external user who isn't part of your organization.

### **What permissions people have to your calendar**

You can choose from several different permission levels when sharing your calendar.

- **Can view when I'm busy.** Those sharing your calendar with this permission level can only see which times you're available, like this:

## Sharing your Outlook Desktop Calendar

SUNDAY	MONDAY	TUESDAY
18	19	20
Free	7:00am	
	Free	Tentativ Tentativ
		Busy

- **Can view titles and locations.** Those sharing your calendar with this permission level will see availability and the subject and meeting location, like this:

TUESDAY	WEDNESDAY	THURSDAY
20	21	22
Office Hours at the Microsoft Tom W...	Brown B Skype m Jim Mart	BP Tech Online Meeting Ignacio
Help with StaffHub;		Keeping Skype Meeting Andre
		weekly revi Skype Meeting; TBD Diane
		Job Role discussion Skype Meeting; Con Diane

- **Can view all details.** Those sharing your calendar with this permission level will see all details of your appointments, just like what you see.

## Stop sharing your calendar

At any time you can revoke access to your calendar. Note that it may take a while for Microsoft 365 and the user's Outlook to sync and remove the view to your calendar.

1. Click **Calendar**.
2. Click **Home > Calendar Permissions**.
3. On the **Permissions** tab, click the user's name and then choose **Remove**.
4. Click **OK**.

### Fix issues sharing your calendar

If you don't have the option to share your calendar (it's greyed out), it's because the admin/IT support for your business has set a policy to prevent the people from sharing calendars.