

Sharing your Calendar from Outlook Web

Sharing a Calendar.

1. From Outlook Web select  on the left-hand side to open Calendar.
2. While hovering over the calendar you wish to share select Menu "... "and select **Sharing and Permissions**

▪ **Note:** You can't share calendars owned by other people.

3. Enter the name or email address of the person you want to share your calendar with.
4. Choose how you want the person to use your calendar:
 - **Can view when I'm busy** lets them see when you're busy but doesn't include details like the event location.
 - **Can view titles and locations** lets them see when you're busy, as well as the title and location of events.
 - **Can view all details** lets them see all the details of your events
 - **Can edit** lets them edit your calendar.
 - **Delegate** lets them edit your calendar and share it with others.
5. Select **Share**. If you decide not to share your calendar right now, select 

Edit Shared permissions

1. From Outlook Web select  on the left-hand side to open Calendar.
2. While hovering over the calendar you wish to share select Menu "... "and select **Sharing and Permissions**
3. Select the arrow in the dropdown menu across from the user you wish to edit and select the new option described in step 4 of **Sharing A Calendar**.