Creating Calendar Shares in Microsoft Outlook 2016 for Mac

Sharing a Calendar

You can share your calendars with others when you want others to have access to your schedule. When sharing, you can determine the level of control others will have over your calendar. To share a calendar with a colleague:

1. With your calendar open, on the Tools menu, click Accounts.

2. The Accounts window appears. Click Advanced.

3. When the Advanced window appears, click Delegates (See Figure 3).
4. Under Delegates who can act on my behalf, click the Add (+) button (See Figure 3).
5. The *Choose a Person* window appears. Enter a **NetID** or **Name** to search (See Figure 4).

6. When you find the correct name, click **Add** (See Figure 4).

![Figure 4 - Search & Add](image)

7. The **Permissions** window appears to allow you to set permissions for item types in your *Navigation Bar.* Select one of the following delegate permission levels for your calendar and/or any other item type to which you wish to grant permissions (e.g., Calendar, Tasks, Inbox, Contacts, Notes) (See Figure 5):
   - **Editor:** Can read, create, and modify items.
   - **Author:** Can read and create items, and modify and delete own items created.
   - **Reviewer:** Can read items.
   - **None:** Prevents access to the item.

8. To send an email message with a summary of assigned permissions to the delegate, click the **Send permissions summary** checkbox (See Figure 5).

9. If you want the assigned delegate to be able to view items marked private, click the **Delegate can see my private items** checkbox (See Figure 5).

10. Click **OK** (See Figure 5).

![Figure 5 - Set Item Type Permissions](image)
11. The *Delegates* window appears with the name and email address of the delegate you added. To exit, click **OK**.

![Delegates](image)

**Figure 6 - Delegates**

**Accepting Access to a Shared Calendar**

When you are sent a calendar share, you will receive an email in your inbox with an option to accept the share.

1. From your *Inbox*, select the email with the sharing invitation (See Figure 7).
2. At the top of the email, click **Accept and view calendar** (See Figure 7).

![Calendar Share](image)

**Figure 7 - Open this Calendar**

3. You are routed to Office 365 to view the calendar in the Outlook Web App (OWA).
4. To view the calendar in Outlook 2016 for Mac, click **Open Shared Calendar**.

![Figure 8 - Open Shared Calendar](image)

5. The *Open Calendar* window appears. Enter a **NetID** or **Name** to search (See Figure 9).
6. Click the **account calendar** you want to open (See Figure 9).
7. Click **Open** (See Figure 9).

![Figure 9 - Select Calendar](image)

8. The shared calendar now appears in *Navigation pane*.

![Figure 10 - Shared Calendar](image)
Removing a Shared Calendar

To remove a calendar that has been shared with you:

1. Access the Calendar view.
2. In the Folder Pane under Shared Calendars, right-click the Calendar to be removed (See Figure 11).
3. Click Remove From View (See Figure 11).
4. The shared calendar will be removed.

Changing Permissions on a Shared Calendar

The following will show you how to adjust Calendar access and permissions to an existing calendar share you have sent to another person:

Access Calendar Permissions

1. From the Calendar View, click on Calendar Permissions under the Home tab in the Ribbon.
Remove Someone from a Calendar Share

1. After accessing the Calendar Properties, select the user name you wish to remove (See Figure 13).
2. Click **Remove**. The selected user name will be removed from the list (See Figure 13).
3. Click **OK** to close the window (See Figure 13).

![Figure 13 - Calendar Properties: Remove](image)

Alter Permissions on a Calendar Share

1. After accessing the Calendar Properties, select the user name you wish to alter (See Figure 14).
2. In the **Permission Level** drop-down, select a **permission level** to apply (See Figure 14).
3. Click **OK** to close the window (See Figure 14).

![Figure 14 - Calendar Properties: Permission Level](image)
Note: The list of Permission Levels available include:

<table>
<thead>
<tr>
<th>Permission Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>No permissions will be set.</td>
</tr>
<tr>
<td>Owner</td>
<td>Create, read, modify, and delete all items and files, and create sub-folders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates.)</td>
</tr>
<tr>
<td>Publishing Editor</td>
<td>Create, read, modify, and delete all items and files, and create sub-folders. (Does not apply to delegates.)</td>
</tr>
<tr>
<td>Editor</td>
<td>Create, read, modify, and delete all items and files.</td>
</tr>
<tr>
<td>Publishing Author</td>
<td>Create and read items and files, create sub-folders, and modify and delete items and files you create. (Does not apply to delegates.)</td>
</tr>
<tr>
<td>Author</td>
<td>Create and read items and files, and modify and delete items and files you create.</td>
</tr>
<tr>
<td>Nonediting Author</td>
<td>Full read details. Create items. Delete own items. Folder visible.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Read items and files only.</td>
</tr>
<tr>
<td>Contributor</td>
<td>Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)</td>
</tr>
<tr>
<td>Free/Busy Time Only</td>
<td>Show Free/Busy Time only.</td>
</tr>
<tr>
<td>Free/Busy Time, Subject, Location</td>
<td>Show Free/Busy Time, Subject and Location information only.</td>
</tr>
</tbody>
</table>