Creating Calendar Shares in Microsoft Outlook 2016 for PC

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. From the Calendar view, select a calendar from the folder pane (See Figure 1).
2. In the Ribbon under the Home tab, click Share Calendar (See Figure 1).

3. The Sharing Request window will appear. In the To… field, type the name of the individual(s) you wish to send the calendar share to.

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Figure 1 - Share Calendar

Figure 2 - Sharing Request Window: Part 1
4. Click **Request permission to view recipient’s Calendar** if you wish the recipient to share their calendar with you as well (See Figure 3).

5. Make sure the **Allow recipient to view your Calendar** box is checked (See Figure 3).

6. In the **Details** field, select one of the following options (See Figure 3):
   a. **Availability Only**: Time on your calendar will only be shown as Free, Busy, Tentative, Working Elsewhere, or Out of Office to the recipient (See Figure 3).
   b. **Limited Details**: Will include the availability and subjects of calendar items only (See Figure 3).
   c. **Full Details**: Will include the availability and full details of calendar items (See Figure 3).

7. If you wish to send a **message** along with the share, enter it in the message field below (See Figure 3).

8. Click **Send** to send the calendar share to the individuals listed in the To... field (See Figure 3).

9. A confirmation message will appear. Click **Yes**.
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 5).
2. At the top of the email, click Open this Calendar (See Figure 5).

3. The Calendar view will open and the shared calendar will be added to your Shared Calendars in the Folder Pane.

![Figure 5 - Open this Calendar](image)

![Figure 6 - Calendar Share Added](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 7).
3. Click Delete Calendar (See Figure 7).

![Figure 7 - Delete Shared Calendar](image)

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.

![Figure 8 - Calendar Permissions](image)

Remove Someone from a Calendar Share
1. After accessing the Calendar Properties, select the user name you wish to remove (See Figure 9).
2. Click Remove. The selected user name will be removed from the list (See Figure 9).
3. Click Apply to apply the change(s) (See Figure 9).
4. Click OK to close the window (See Figure 9).

![Figure 9 - 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 10).
2. In the Permission Level drop-down, select a permission level to apply (See Figure 10).
3. Click Apply to apply the change(s) (See Figure 10).
4. Click OK to close the window (See Figure 10).

![Figure 10 - Calendar Properties: Permission Level](image)
Note: The list of Permission Levels available include:

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<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, Subject, Location</td>
<td>Show Free/Busy Time, Subject and Location information only.</td>
</tr>
<tr>
<td>Free/Busy Time</td>
<td>Show Free/Busy Time only.</td>
</tr>
<tr>
<td>None</td>
<td>No permissions will be set.</td>
</tr>
</tbody>
</table>