

## Creating Calendar Shares in the Outlook Web App

### 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. In the *Navigation Bar*, click the **Calendar**.

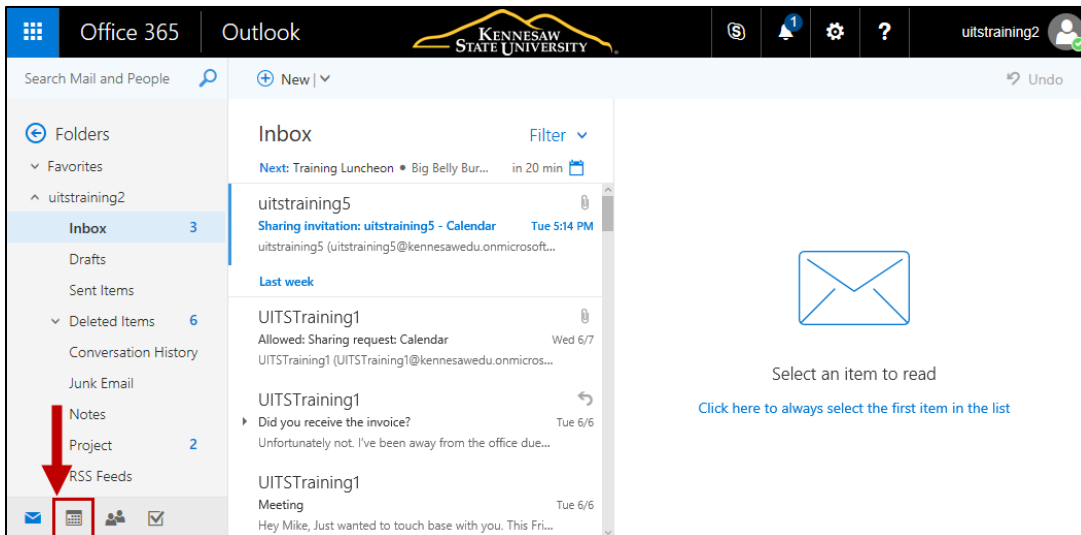


Figure 1 - Calendar View

2. The *Calendar* view opens. On the *Command bar*, click **Share** (See Figure 2).
3. From the drop-down, select a **calendar** you wish to share (See Figure 2).

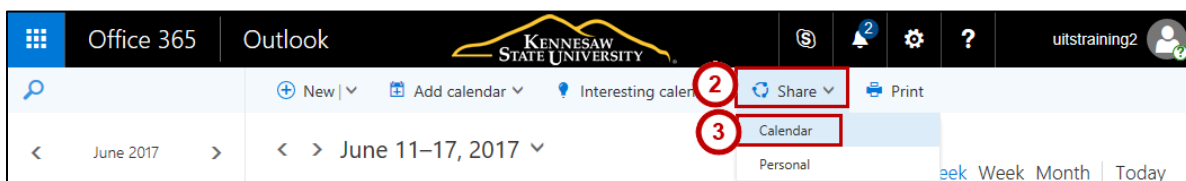


Figure 2 - Share Calendar

4. The *Share this calendar* sidebar will display. Under *Send a sharing invitation in email*, type the name of someone you wish to share with.

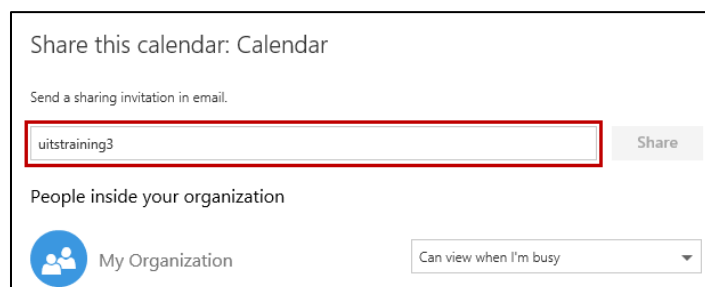


Figure 3 - Share This Calendar

- The search results will auto-populate below. Click the **name** of the person you wish to include in the calendar share.

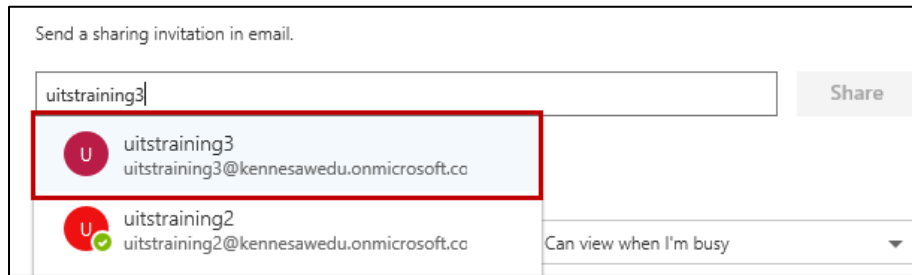


Figure 4 - Search Results

- The person will be included in the *Share*. Next to their name, select a **permission level** from the drop-down (See Figure 5).
- Click **Share** (See Figure 5).

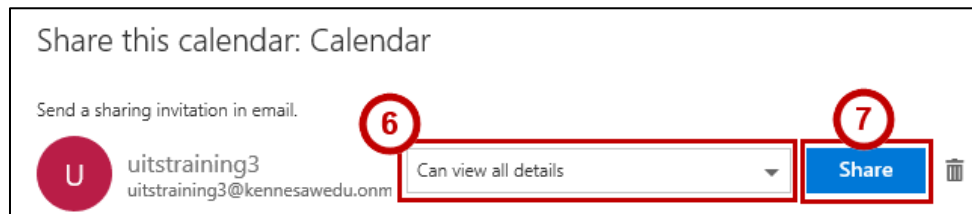


Figure 5 - Set Permission Level

**Note:** Permission levels include:

<b>Can view when I'm busy</b>	People you share with can only see the time you have blocked out as busy.
<b>Can view titles and locations</b>	People you share with can only see the title and location of an event.
<b>Can view all details</b>	People you share with can see all the details including description or attendees
<b>Can edit</b>	People you share with can view, edit, and delete events.
<b>Delegate</b>	Delegates can view, create, modify and delete items. Delegates can also create meeting requests and respond to meeting invitations on your behalf.

Figure 6 - Permission Levels Explained

**Note:** When granting permissions for others to access your calendar, *View* or *Can Edit* access are recommended. *Read only* allows others to simply view the calendar. For instance, *Can view all details* allows others to view all details of the calendar. *Can Edit* allows others to add/edit events on your calendar.

**Note:** If you select *Delegate* access, the delegate will be given permission to view, edit, and delete events, including private events, on your behalf. They will also receive invitations and responses for meetings sent to you.

- The calendar will be shared with the selected person. If you wish to share the calendar with more people, repeat steps 4 through 7.

9. When finished adding people to the calendar share, click **Done**.

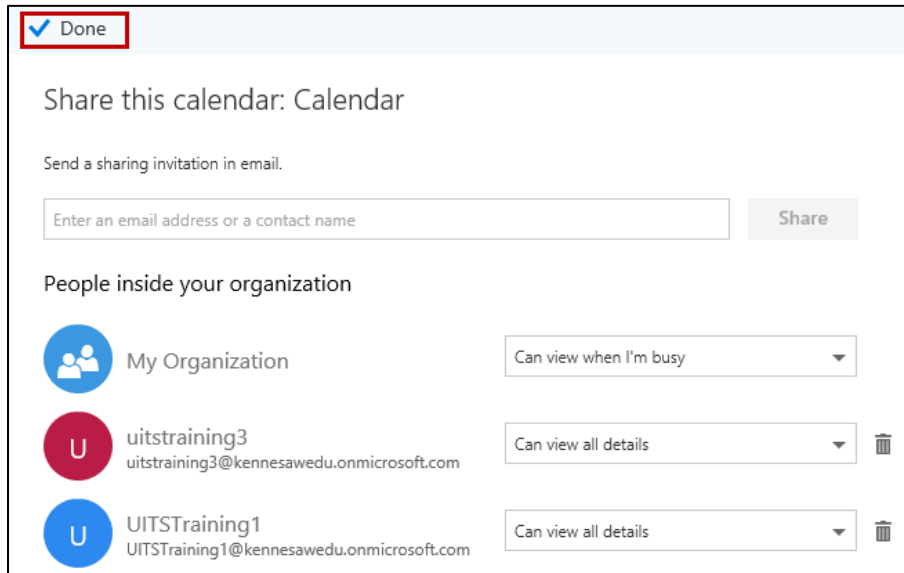


Figure 7 - Finished Setting Up Shares

10. Recipients will receive an email notification with information on the share, and be able to add it to their calendar view by clicking the **Accept and view calendar** button.

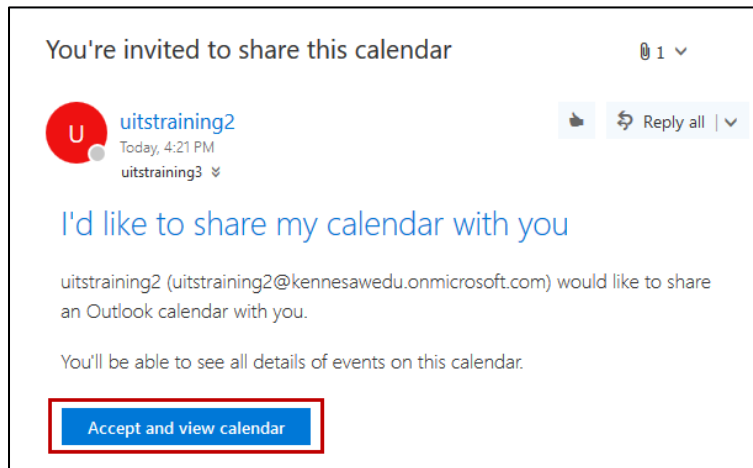


Figure 8 - Sample Email Notification