

How do I share my Calendar or Manage Calendar Permissions in Outlook

How to Share your Calendar

Open your *Calendar*

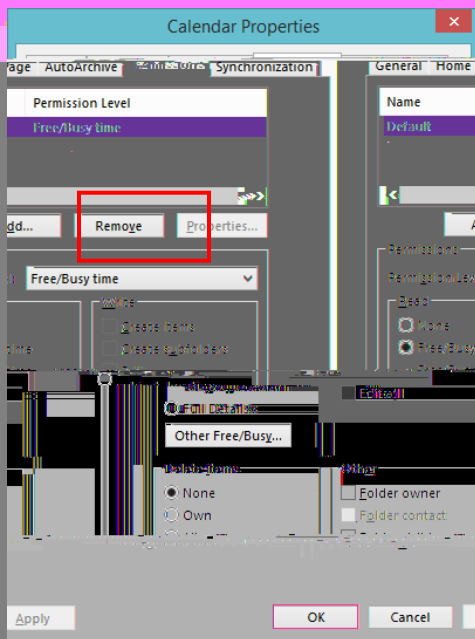
Select the *Calendar* that you would like to share

Right-click on that *Calendar* and choose *Share -> Calendar Permissions*

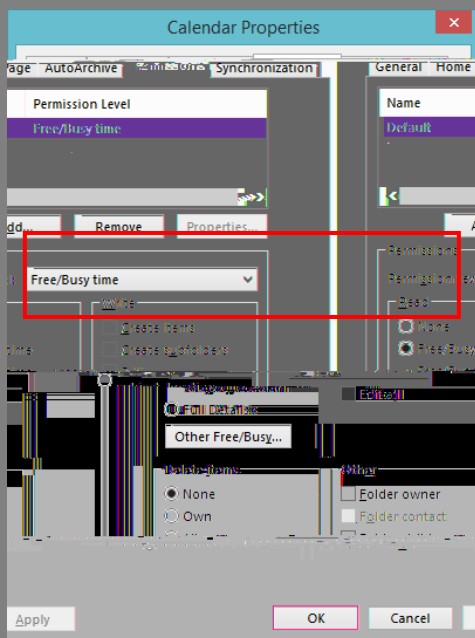
In the Calendar Properties window that opens, click on the *Permissions* tab

From here, you may add or remove users to whom you have or would like to delegate access to your

To add a new delegate, click on **Add...** and search for the desired user.



Under the *Permissions* section, choose the *Permission Level* of detail you would like to provide to the user.



Outlook Permission Levels

To remove a delegate, select the user and choose **Remove**.

Choose **Apply** -> **OK**.

