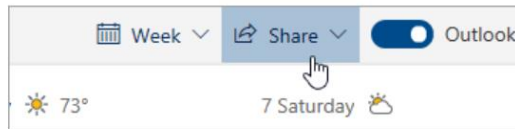# CALENDAR DELEGATION IN OUTLOOK ON THE WEB

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1.   **Assign an Editor or Delegate:**

i.   In Outlook on the web, select ▦ at the bottom of the page.

ii.   At the top of the page, select **Share > Calendar.**

i.   In the **Sharing and permissions** page, type the name or email address of the person you want to share your calendar with. Though you can share your calendar with more than one person, you can only add one person at a time from Outlook on the web.

ii.   After you've added the person you want to manage your calendar, select the drop-down list next to their name, and choose the level of access you want them to have.

- Select **Can edit** to give them permission to make changes to your calendar.
- Select **Delegate** to give them the same permission as an editor, plus they will receive meeting requests and responses on your behalf.

2. **Set meeting request and response options**

i.   In Outlook on the web, select 📅 at the bottom of the page.
ii.   At the top of the page, select **Share** > **Calendar**.
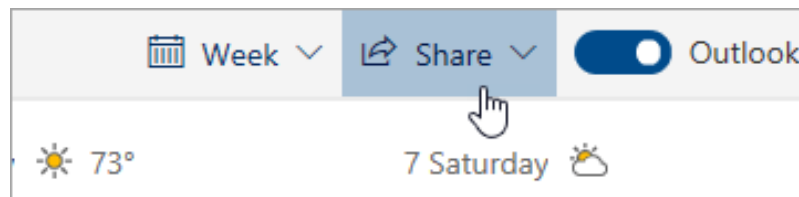
i.   Under **Delegates**, next to **Send invitations and responses to**, select one of the following options:

▪   **Delegate only** Meeting requests and responses go only to your delegates.
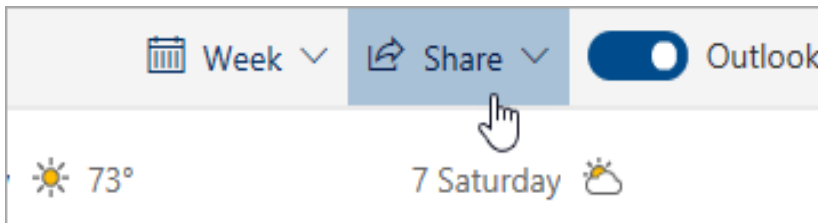
CALENDAR DELEGATION IN OUTLOOK ON THE WEB

▪ **Delegate and send me a copy** Meeting requests and responses are sent to you and your delegates. Only your delegates see the option to accept or decline a meeting request, and the notification sent to you will appear like a normal email message. You can still respond to the meeting by opening the calendar item and responding.

▪ **Both my delegate and me** Meeting requests and responses are sent both to you and your delegates. Either of you can respond to the meeting invitation.
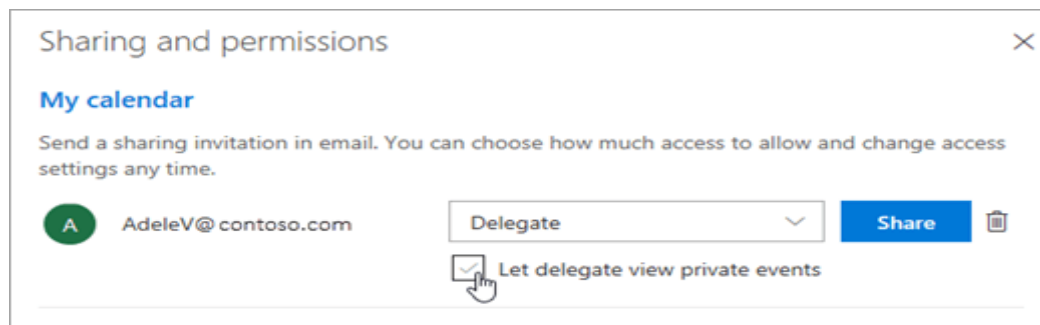
3. Let delegates see details of private items

In Outlook on the web, select [calendar icon] at the bottom of the page.

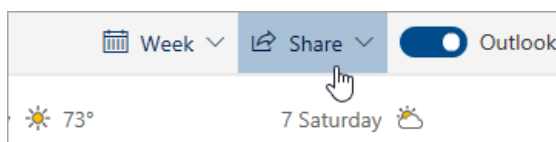1. At the top of the page, select **Share** > **Calendar**.

2. Next to the delegate you want to give permission to see private appointments, select the check box for **Let delegate view private events**.

4. Stop sharing a calendar

1. In Outlook on the web, select [calendar icon] at the bottom of the page.

2. At the top of the page, select **Share**, and choose the calendar you want to stop sharing.

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By default, your primary calendar is called "Calendar". If you created other calendars, you can select one of them instead. You cannot remove sharing permissions from calendars owned by other people.

3.   Select 🗑 **Remove** next to the person with whom you want to stop sharing your calendar