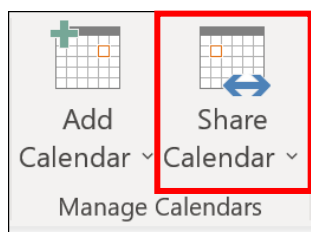


Share your Microsoft 365 calendar with people inside or outside your organization

Step 1: Click on calendar icon shows at the left bottom of your outlook home tab.



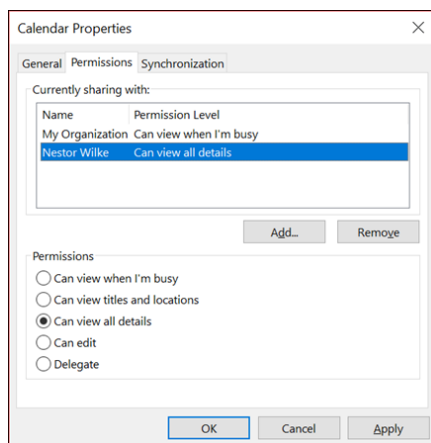
Step 2: From your **Calendar** folder, on the **Home** menu, select **Share Calendar**.



Step 3: In the **Calendar Properties** dialog box, click **Add**.

Step 4: You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the **Add Users** dialog box, click **OK**.

Step 5: Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.



Step 6: The person you've shared your calendar with will receive a sharing invitation by email.

Step 7: Once the recipient clicks **Accept**, they'll see your shared calendar in their calendar list.