

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

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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**.

Calendar Properties ×				
General	Permissions	Synchronization		
Currently sharing with:				
Name		Permission Level		
My Organization Can view when I'm busy				
Nest	tor Wilke	Can view all details		
			A <u>d</u> d	Remo <u>v</u> e
Permissions				
Can view when I'm busy				
Can view titles and locations				
Can view all details				
🔿 Can edit				
ODelegate				
		ОК	Cancel	Apply

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.