

# Sharing Calendars in Outlook

## Sending Access

1. To share your calendar in Outlook, you'll need to open Outlook and select the Calendar portion
2. Across the top of the window select "Share Calendar"
3. Address the invitation to who(m) you'd like to share the calendar to
4. You can set the level of Details (Availability Only, Limited Details or Full Details) and request access to the recipients calendar

## Adding a Shared Calendar

1. To open a shared calendar in Outlook, you'll need to open Outlook and select the calendar portion
2. Across the top of the window tap either your photo or your initials, in the top left corner
3. From the calendar menu, tap the '+' icon in the top left corner
4. From the menu, tap "Add Shared Calendars"
5. A new window will open which you can type the name of the shared calendar you'd like to open.
  - a. if you are unsure of the exact name of the shared calendar, select "Name"
  - b. this opens the full Global listing of all Outlook accounts
    - i. click to select the desired shared calendar then click "OK" to finish the addition

## Removing a Shared Calendar

1. To remove a shared calendar in Outlook, you'll need to open Outlook and select the Calendar portion
2. From the left-side menu you'll see a "Shared Calendars" section
  - a. click the disclosure triangle to show all shared calendars
3. Right click on the shared calendar that you desire to remove
4. From the popup menu, select "Delete Calendar"