Please follow the steps below to share your personal Outlook calendar with other users.

**Open the Shared Calendar**

1. Open Outlook
2. Click – Calendar at the bottom of your screen.

At the top of your screen under Share—

3. Click – Share Calendar

A *Sharing Invitation* screen will appear –

4. Click To
5. In the *Global Address List* box, type in the name of the person(s) or group you wish to share your calendar with. Make sure the name is highlighted, then
6. Click – To
7. Click – OK
8. On the Sharing Invitation screen, click the dropdown box next to Details.
9. Choose the amount of details you would like to share about your calendar.

Availability Only- allows the user to see your availability (i.e. Out of Office, Free, Busy, etc.).

Limited Details- allows the user to see availability plus the subjects of calendar items.

Full Details- allows the user to see all details of calendar items.

10. Make sure Allow Recipient to View Your Calendar is checked.
11. Click – Send

Set Permissions or Stop Sharing your Calendar:
1. Click – Calendar
2. On the left side of your screen, right click your personal calendar.

3. Click – Properties

4. In the Calendar Properties window, click the Permissions Tab.

5. Click on the name of the user you want to edit/remove.

6. To set permissions, click on the dropdown beside Permission Level and choose the level of permission for this user/group.
7. To remove the user from your calendar, make sure the name is highlighted and click **Remove**.
8. Click — **Apply**
9. Click — **OK**

**Please note:** When you remove a user from your calendar, it does not remove the calendar from that user's Outlook (it only removes all details from the calendar). The user you removed must delete the calendar from their Outlook by right clicking the calendar and clicking **Delete**.