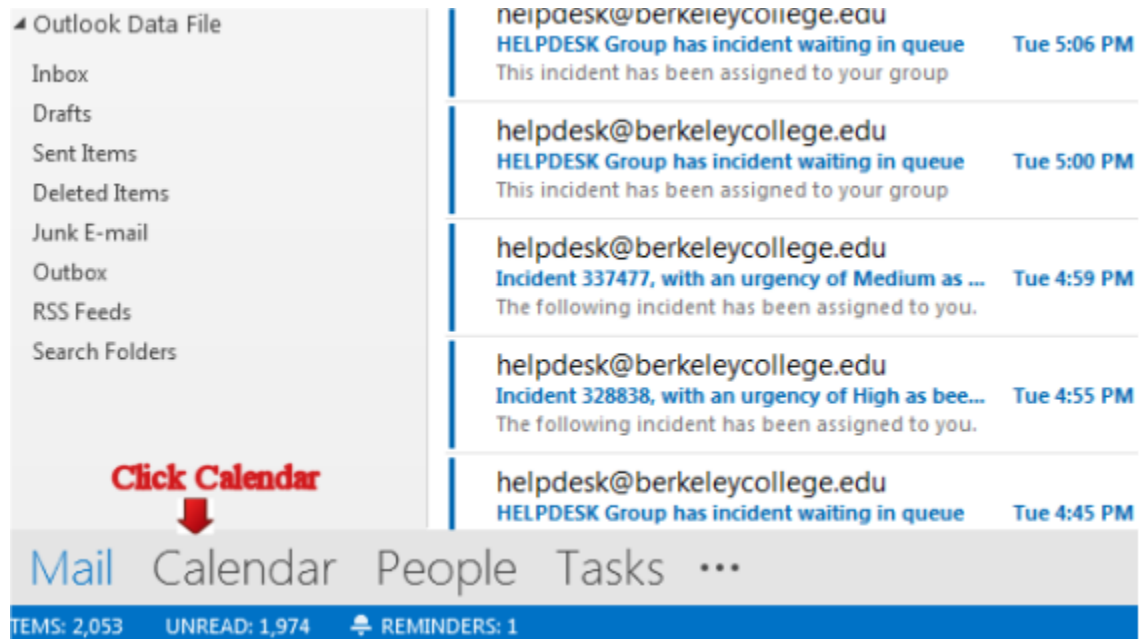


How to Share your Calendar in Outlook 2013

1. Click the **Calendar** link at the bottom left of your mail window.



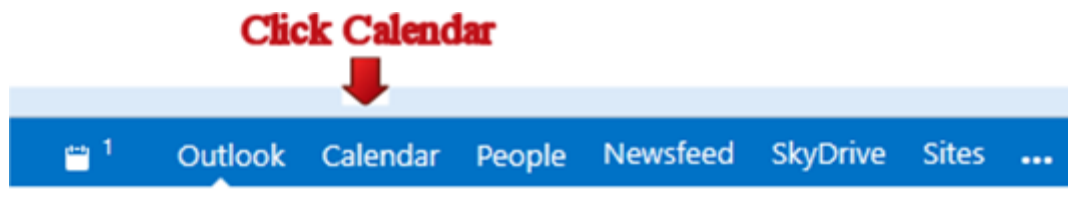
2. Click **Share Calendar** icon in the ribbon at the top of the screen.
3. Click **“To”** and select the person(s) and/or group that you would like to share the calendar with.
4. There will be an option for you to allow the user(s) to see a full detail calendar, limited details, or availability. Select the permission level you would like them to have.
5. There will also be an option to request permission to view their calendar. Choose if you would like to request permission to their calendar or not.
6. Click the **“Send”** button when you’re done.

Click "To" and select the person(s) and/or group

The screenshot shows an Outlook 'Send' dialog box for sharing a calendar. The 'To...' field contains the email address 'greg-matwijiszyn@berkeleycollege.edu'. The subject is 'Sharing invitation: Greg Matwijiszyn - Calendar'. There are two checkboxes: 'Request permission to view recipient's Calendar' (unchecked) and 'Allow recipient to view your Calendar' (checked). A red arrow points to the first checkbox with the text 'Check off if you would like to request permission to view recipients calendar'. Below the checkboxes is a 'Details' dropdown menu currently set to 'Availability only'. A red arrow points to this dropdown with the text 'Select the permission level'. The dropdown menu is open, showing options: 'Availability only', 'Limited details', and 'Full details'. Below the dropdown, there is a note: 'Shown as "Free," "Busy,"'.

How to Share your Calendar in OWA

1. Click the **Calendar** link at the top right corner of your mail window.



2. Right below your name click the **Share** icon



3. Under "**Share with:**" type the recipient's name or group. When you find the right name click the avatar icon.

SEND DISCARD

Share with:

Helpdesk **Type the recipient's name**

 HelpDesk Public
helpdesk@BerkeleyCollege.edu

Click Avatar to add name Search Contacts & Directory


4. Click the dropdown arrow and select your permissions, leave the “**Subject**” as is and leave **Calendar** selected. Click the “**Send**” button when you’re done.

SEND DISCARD



Click the “Send” button when you’re done

Share with:

 HelpDesk Public
helpdesk@BerkeleyCollege.edu

Leave Subject: as is

Subject:
I'd like to share my calendar with you

Calendar:
Calendar

Full details
Availability only
Limited details
✓ Full details
Editor
Delegate

Select Permissions

Leave Calendar selected