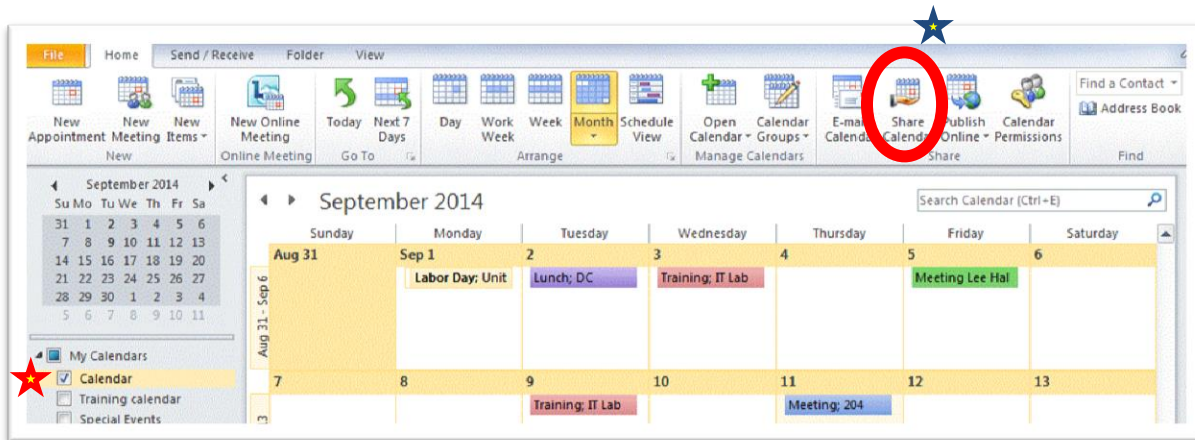
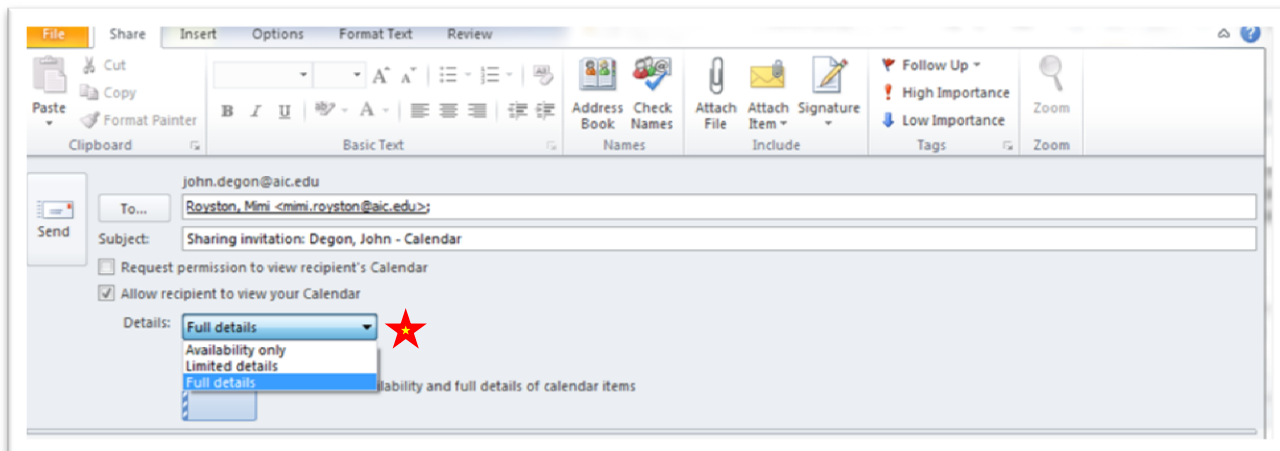


Sharing Outlook Calendars

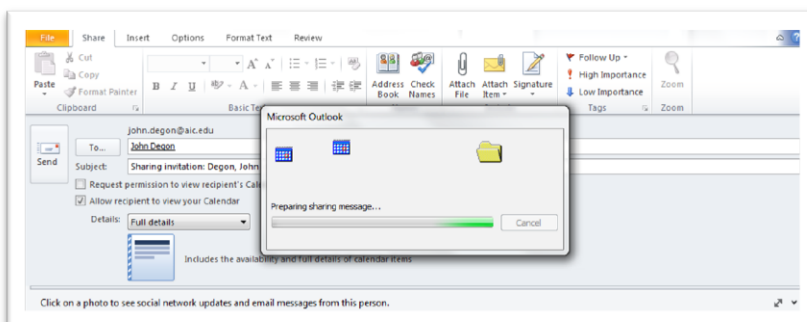
- Select a calendar from the view pane. ★
- Click on **Share Calendar**. ★



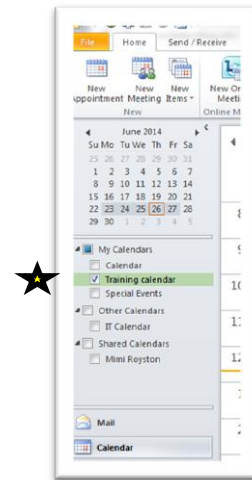
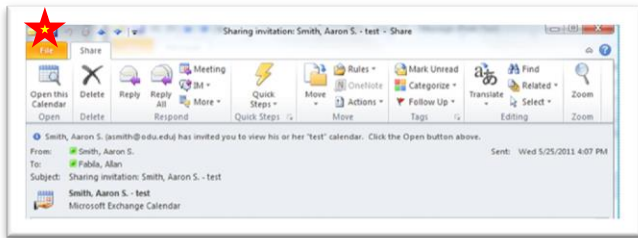
- Enter the recipient address.
- Choose level of shared **Details**. ★
 - Availability only: “Free,” “Busy,” “Tentative,” or “Out of Office”
 - Limited Details: Availability and subjects of calendar items
 - Full details: Availability and all details of calendar items



- Send



- The invitation arrives in the recipient's Inbox
- Click **Open this Calendar**  to view it and add it to **Shared Calendars list**. 



You may have to close out of Outlook and restart before you can view the shared calendar.