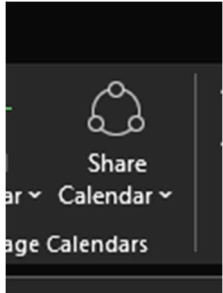


Sharing Outlook Calendar

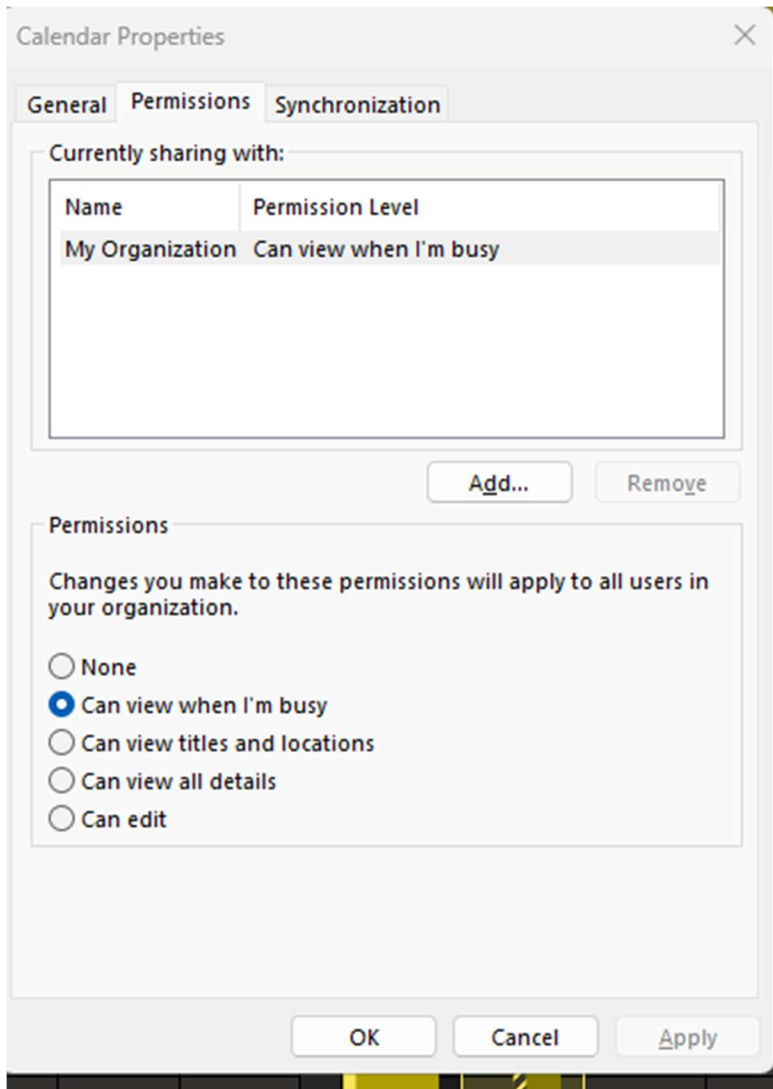
Select a calendar from the View pane

Click on Share Calendar



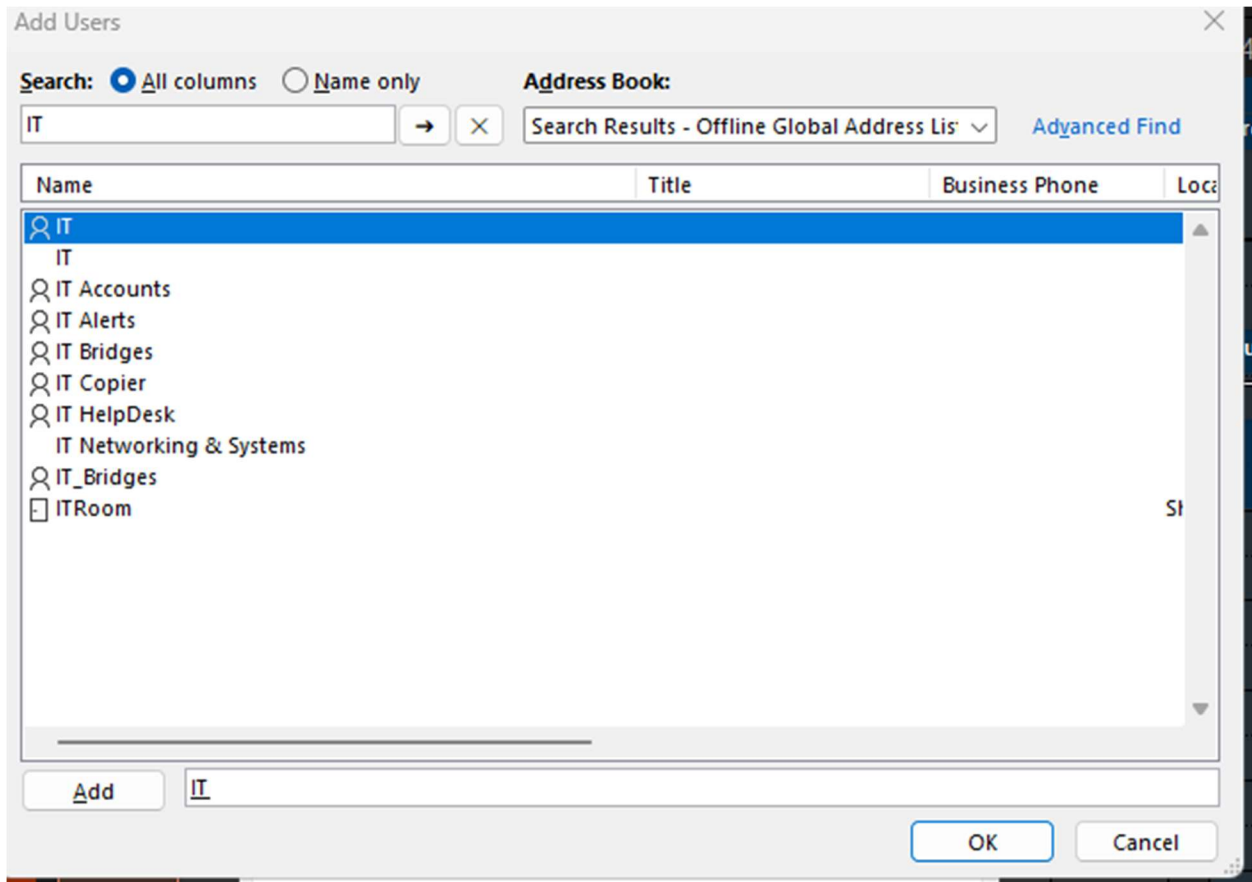
In the drop down select which calendar you would like to share

The calendar properties window opens



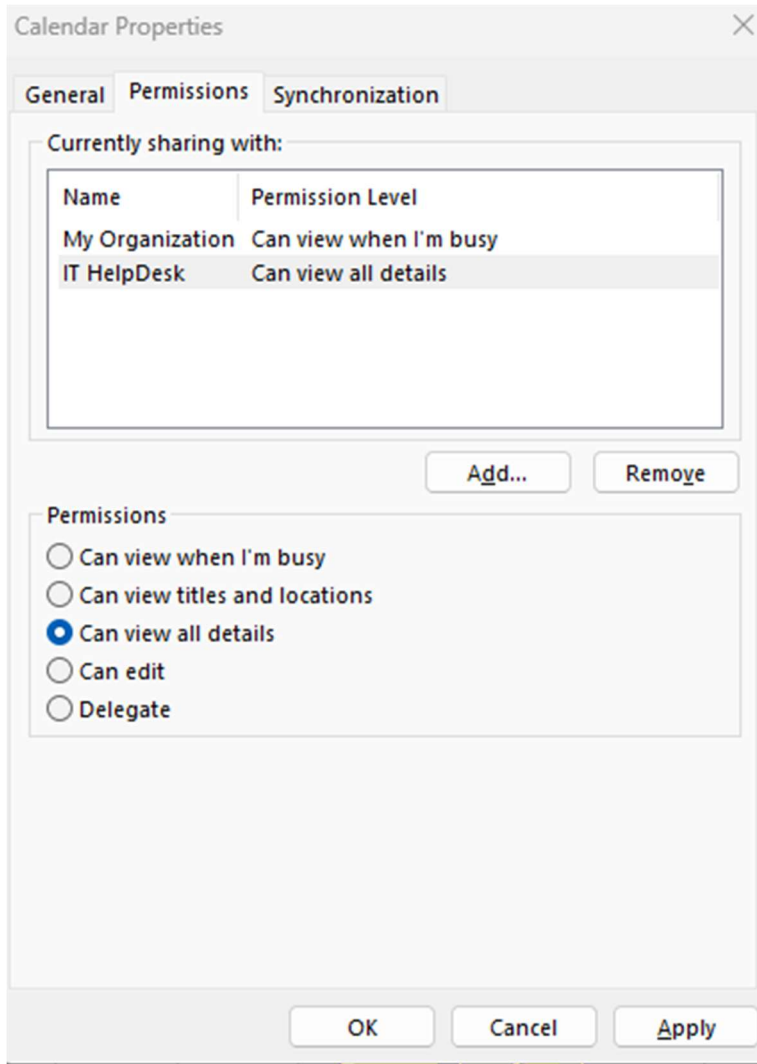
Click Add

Search for the user you would like to grant access to



Add the user and click OK

Grant the appropriate permissions as needed



Click Apply and OK

The user you granted access to will receive an email.

They will need to click Accept to see the calendar

File Share

Accept Delete Reply Reply All Meeting Quick Steps Move Send to OneNote Assign Policy Mark Unread Categorize Follow Up Find Related Select Editing Read Aloud Immersive Reader Zoom Switch Background Report Message Create Asana Task Open Asana Add-in

Tue 7/25/2023 9:39 AM

IT

You're invited to share this calendar

To IT HelpDesk

IT (IT@aic.edu) has invited you to view their Calendar. Click the Accept button above.

I'd like to share my calendar with you

IT (IT@aic.edu) would like to share an Outlook calendar with you.

You'll be able to see all details of events on this calendar.