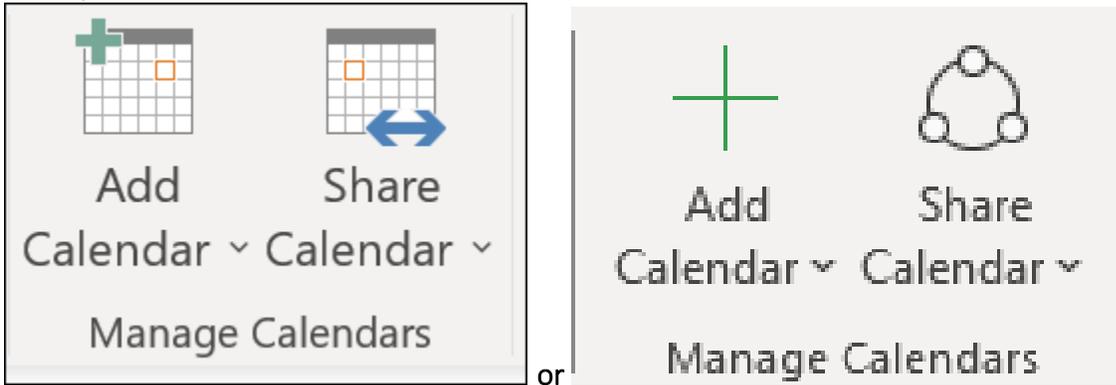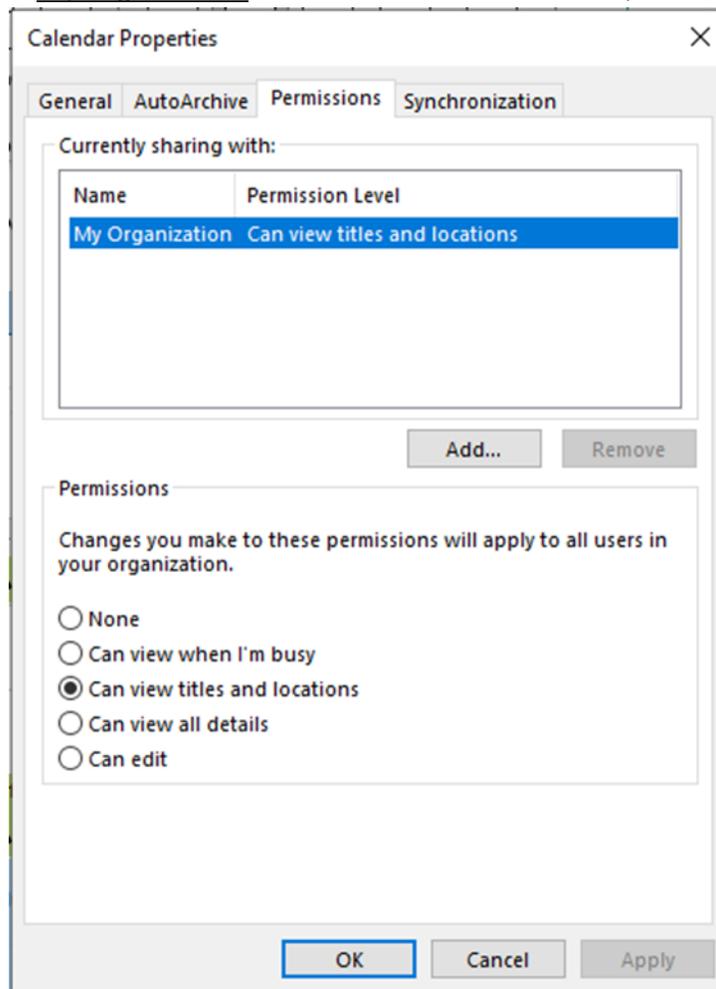# Share your Microsoft 365 or Outlook.com Calendar

1. From your **Calendar** folder, on the **home** tab, select **Share Calendar.**

   or

2. From the drop-down menu, choose the calendar you want to share.

3. The **Calendar Properties** dialog box will pop up,
   Change permission for <u>My Organization</u> to **Can view titles & locations**, click **Apply**, then click **OK**

4. All Done!

Bonus Content!

You can also add specific individuals to specific calendars and give the "view all details" permission which would allow for them to make changes/updates.

This could be helpful for managing joint calendars such as for Remote Services, Outings, Programmatic Activities etc.

To do this, search for people from your address book or type in their email addresses in the **Add** box. When you're done adding names in the **Add Users** dialog box, click **OK**.

Back in the **Calendar Properties** dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.

The person you've shared your calendar with will receive a sharing invitation by email. At any time you can revoke access to your calendar. Note that it may take a while for Microsoft 365 and the user's Outlook to sync and remove the view to your calendar.

To do this click **Calendar**, on the ribbon, select the **Folder** tab, then select **Calendar Properties**. Select the **Permissions** tab, and under **Currently sharing with**, select the user's name and then choose **Remove**. Click **OK**.

When sharing your calendar, you can choose from several different permission levels:

Can view when I'm busy. Default calendar permission level, can only see which times you're available, like this:

Can view titles and locations. PAI required permission setting, can see availability, the subject and meeting location, like this:

Can view all details. Optional to enable for your supervisor or as needed for shared calendars, can see all details of your appointments, just like what you see.

If you see a message that says **This calendar can't be shared**, there are three possible reasons:

- The email address is invalid.
- The email address is a Microsoft 365 Group
- The email address belongs to an external user who isn't part of PAI.