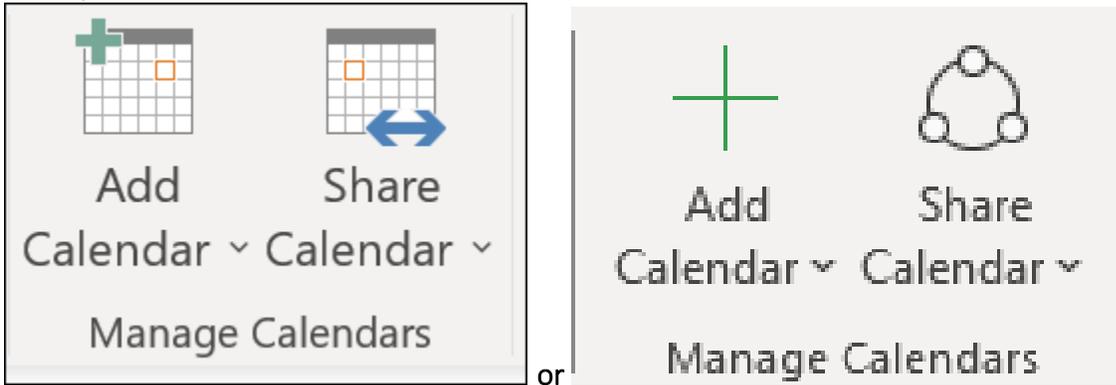
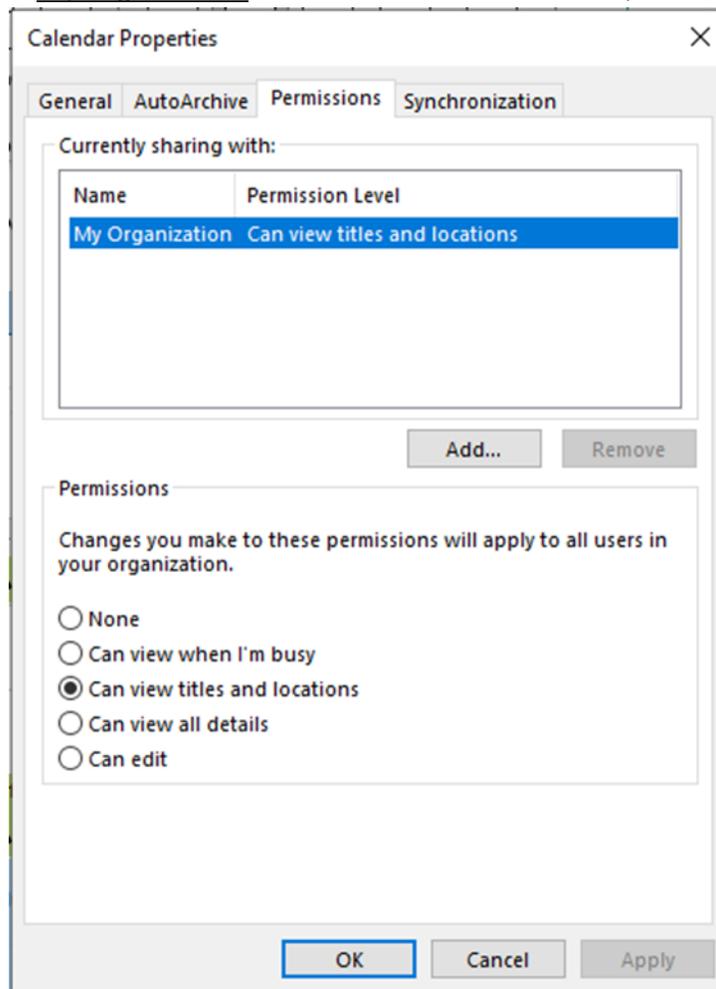


## Share your Microsoft 365 or Outlook.com Calendar

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



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 My Organization 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:

The screenshot shows a calendar for Diane from Sunday, 18th to Tuesday, 20th. The calendar is mostly green, indicating availability. On Monday, 19th, there is a green block from 7:00am onwards. On Tuesday, 20th, there are two green blocks with diagonal hatching, labeled 'Tentative', and one solid green block labeled 'Busy'.

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

The screenshot shows a calendar for Diane from Tuesday, 20th to Thursday, 22nd. It displays several meetings with titles and locations. On Tuesday, 20th, there is a meeting titled 'Office Hours at the Microsoft' with location 'Tom W...'. On Wednesday, 21st, there is a meeting titled 'Brown B Skype m' with location 'Jim Mart'. On Thursday, 22nd, there are two meetings: 'BP Tech Online Meeting' with location 'Ignacio', and 'Keeping Skype Meeting' with location 'Andre'. There is also a meeting titled 'Help with StaffHub;' on Tuesday and 'weekly revi Skype Meeting; TBD' on Thursday.

**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.