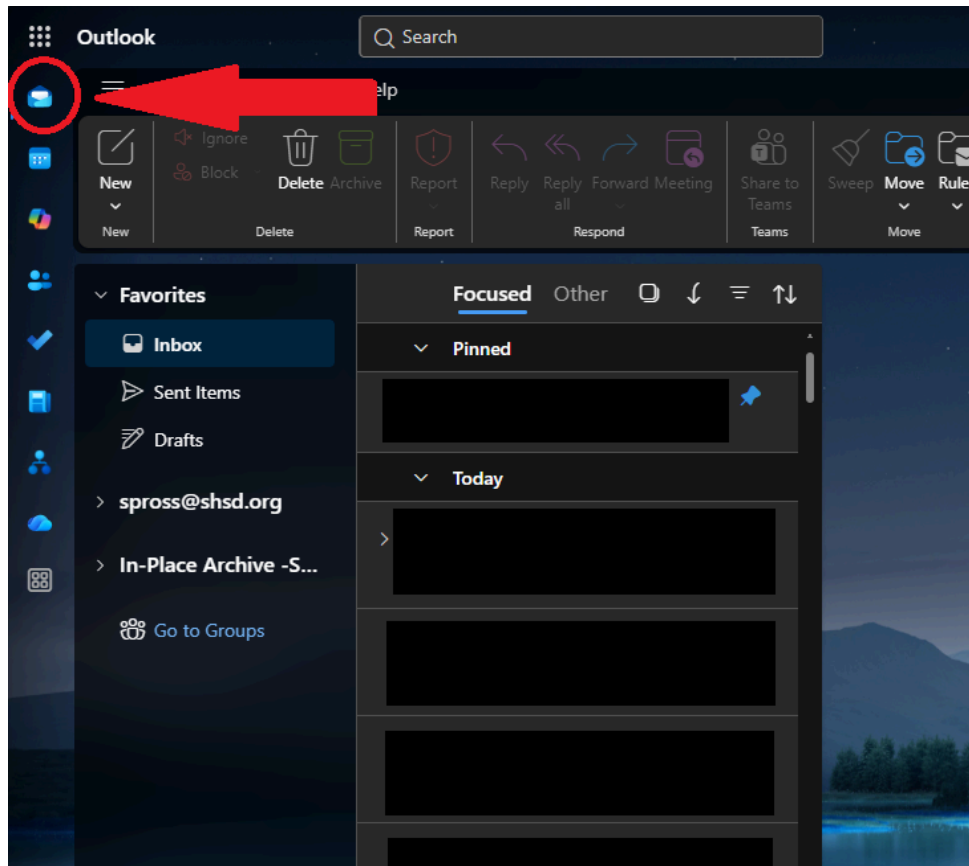


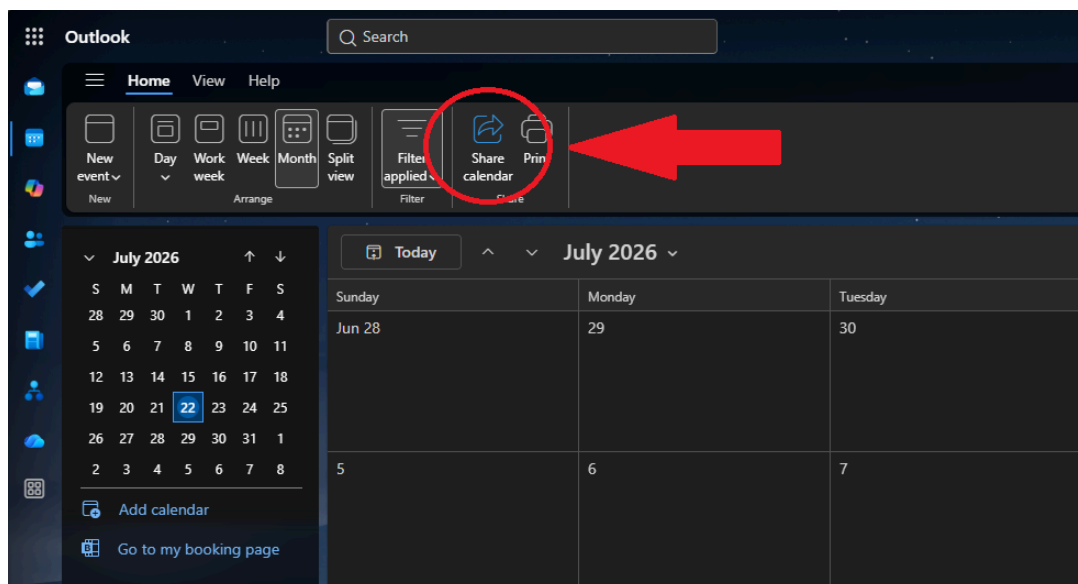
Microsoft Outlook Calendar Sharing

Just like with Google Calendars, you can share your new Microsoft calendars with anyone within our district.

1. From your inbox page on Outlook, you can access your calendar by clicking on the **Blue Calendar icon** in the **top left corner** of the page.



2. On the **top** of the calendar page, there is a **Share Calendar** button. Click on that button.



3. Once you click on the **Share Calendar** button, you will receive a pop up as seen in the image below. Enter the email of the person that you would like to share the calendar with in the text box.

Sharing and permissions

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Enter an email address or contact name

Share

Inside your organization

People in my organization

Not shared

4. Once you type the email of the person into the text box, it may give you a suggestion. You can either type the entire email in and hit the **Enter key**, or click on that suggestion.

Sharing and permissions

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

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Share

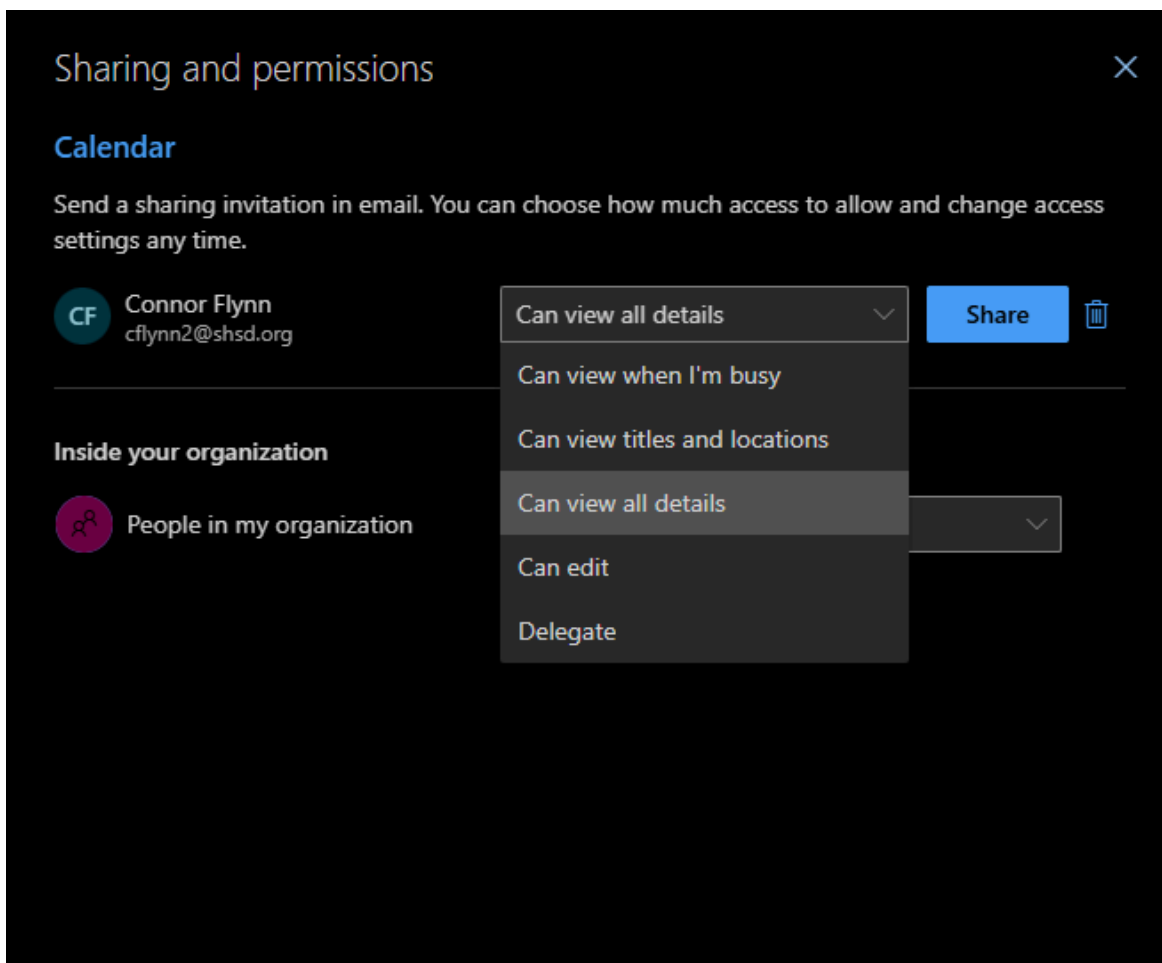
CF Connor Flynn
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Search People

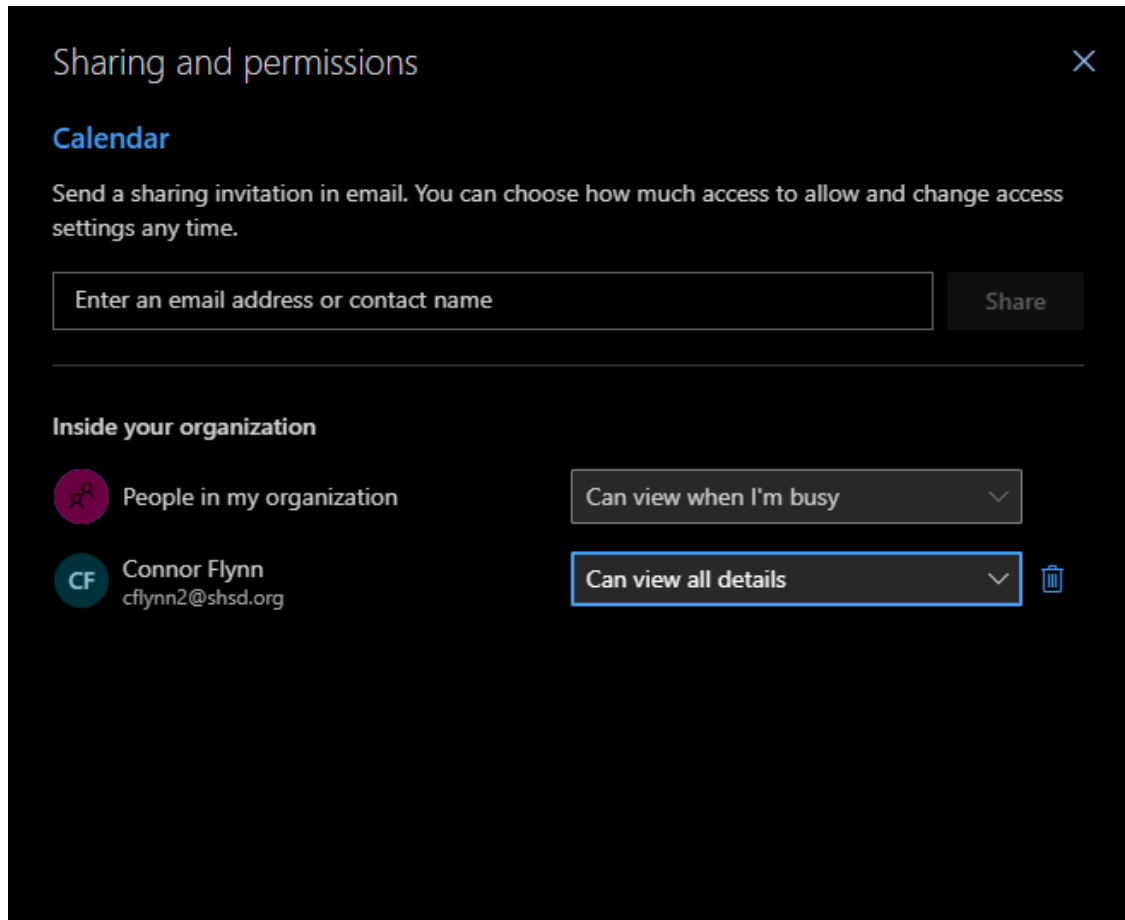
People in my organization

Not shared

5. Once you hit Enter or click on the suggestion, click on the dropdown to choose how much of your calendar that person can see. Once you choose the view option, click on the **Share** button on the right in order to save your changes.
- a. **Can view when I'm busy** means they only see blocks of time, not any details
 - b. **Can view titles and locations** means that they can see the blocks of time, along with the name of the event and where it is, but not any other details.
 - c. **Can view all details** means they can see every bit of your calendar (attendees, notes, etc).
 - d. **Can edit** means they can see all details and make changes.
 - e. **Delegate** means that they can create and edit events **as you**.



6. The page should now look like the image below, and the person you just added will now be in the list of people that can see your calendars.
7. However, you may notice that under **People in my organization** it is set to **'Can view when I'm busy'** by default. If you would like to change that, please click on the dropdown next to **People in my organization**



8. From here, you can choose what you would like to set your basic visibility to. If you only want people that you've shared your calendar to directly to be able to see any details at all, please choose **Not Shared**. Once you click on the option in the dropdown, it will automatically save.

Sharing and permissions

Calendar

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Share

Inside your organization

 People in my organization

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Can view when I'm busy

Not shared

Can view when I'm busy

Can view titles and locations

Can view all details

Can edit