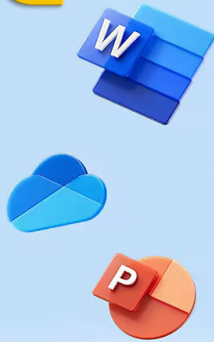




# Guides & Tutorials

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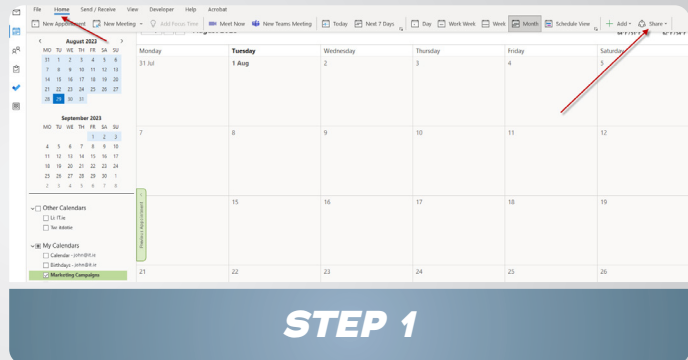
## Microsoft 365 Tips & Tricks

### How to Share Your Microsoft Outlook Calendar

# IT.ie Guides!

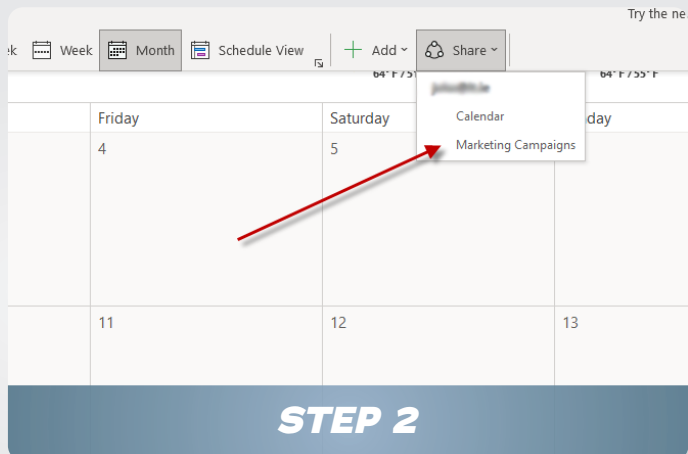
## STEP 1.

Open Outlook. Click on the Calendar icon in the lower left. Click Share calendar from the menu. You'll be presented with a list of calendars that can be shared – not every calendar you have configured in Outlook will be available.



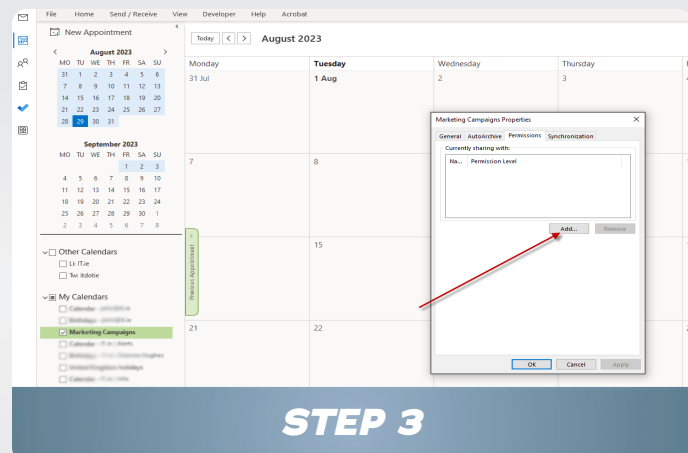
## STEP 2.

Select the calendar you would like to share.



## STEP 3.

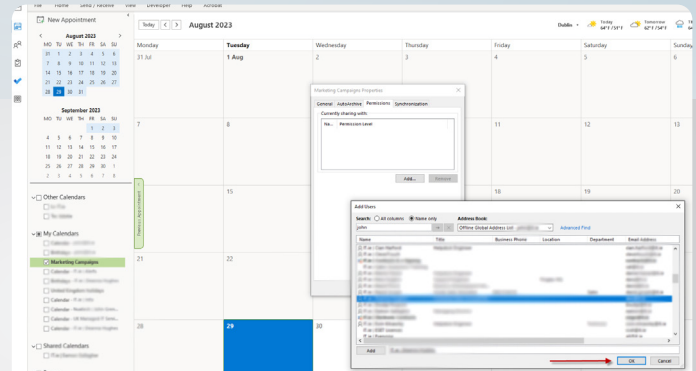
You'll be presented with the Permissions section of the calendar Properties dialog box. Click the Add... button.



# Share Outlook Calendar

## STEP 4.

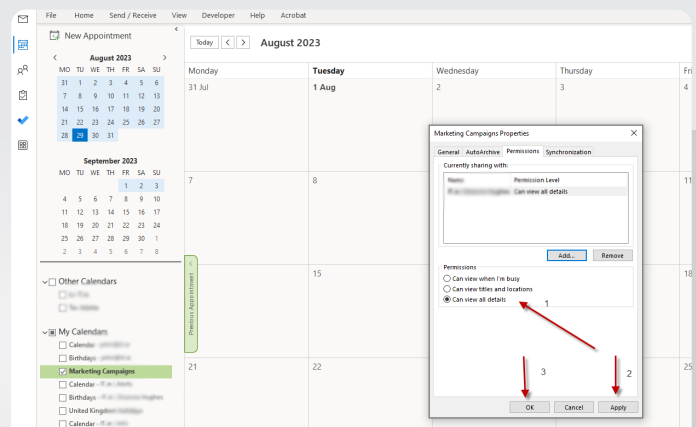
In the dialog that opens, you'll have access to your contact list to easily select a user to share with, or you can type an email address into the Add box. Add as many users as you'd like. Click on a contact(s) and then the Add button to add a user from your contacts.



## STEP 4

## STEP 5.

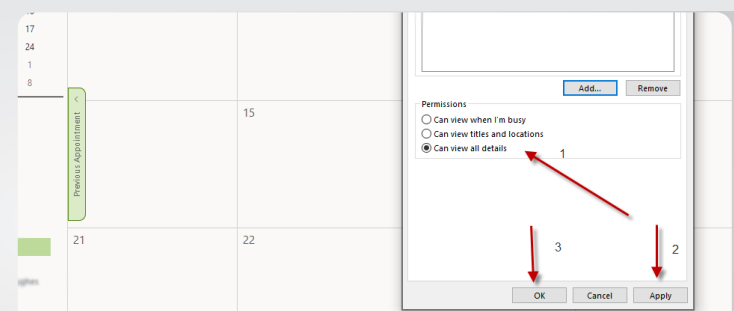
In your list of users, you'll see the permissions options. Here, we see Can view and Can edit. Select each user and then choose your desired level of permissions for each.



## STEP 5

## STEP 6.

When you're done, click the Apply button and then the OK button. This will send an email to each user, who can then accept or reject the calendar sharing invite.



## STEP 6



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