Share a Calendar with Other People

You can share calendar information with other people both inside and outside the organization

Did You Know?

You Can Send People a Snapshot of a Calendar

Select a calendar in Outlook, click **E-mail Calendar**, select a **Date Range**, key in a list of recipients, and click the **Send** button.

Share a Calendar in Outlook

1. Open the calendar in Outlook you would like to share.
2. Click the **Share Calendar** button on the **Home** tab.
3. Type in the recipient names or e-mail addresses.
4. Select the level of calendar **Details** you would like to share.
5. Click the **Send** button to send the invite.

Share a Calendar in Office 365

1. Open the calendar in Office 365 you would like to share.
2. Click the **Share** button (upper right-hand corner).
3. Type in the recipient names or e-mail addresses.
4. Select the level of calendar details you would like to share.
5. Click the **Share** button to send the invite.

Tip:

Click the **Calendar Permissions** button in Outlook (right-click on the calendar's name in Office 365 and select **Permissions**) to edit sharing settings.

HUMBER