How to Share an Outlook Calendar

1. Go to outlook.office.com in a web browser
2. Enter your full email address for the username, then enter your career account password
3. Click Calendar icon in the bottom left portion of the screen

4. Click the 3-dot more options button to the right of the Calendar under the My Calendars section

5. Click Sharing and Permissions
6. From here, search for a user by name or email address

7. When the user is found, click the drop-down arrow next to their name, grant the appropriate permissions from the drop-down list, and click Share. Note: the user receives an email stating the calendar has been shared with them.

8. Repeat steps 6 and 7 for each user to be granted calendar share permissions.
9. Once all people are added and granted proper permissions, click the X in the upper right corner to close the Sharing and Permissions dialog box.