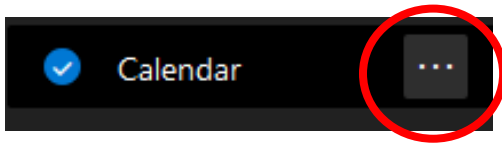


How to Share an Outlook Calendar

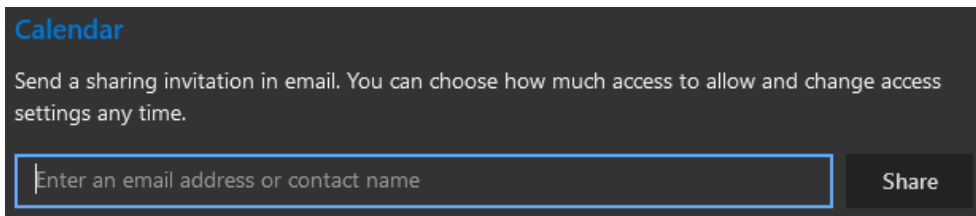
1. Go to outlook.office.com in a web browser
2. Enter your full email address and password followed by the Multi-Factor Authentication (MFA)
3. Click Calendar icon on the left portion of the screen



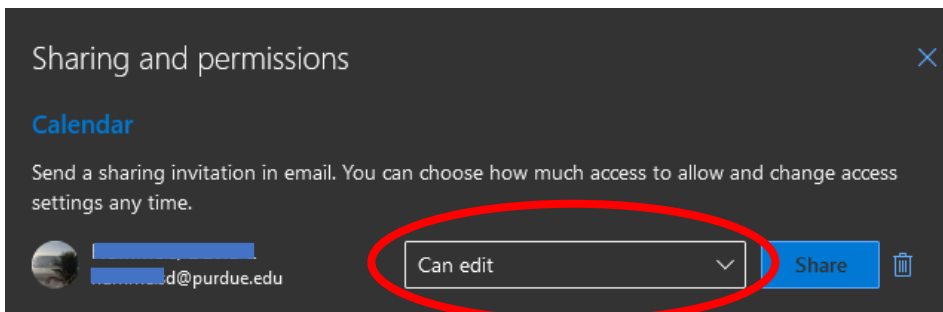
4. Click the 3-dot more options button to the right of the Calendar under the My Calendars section



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.