**How To Share Your Calendar in Outlook**

1. Click on the Calendar icon – (To Open Calendar View)



1. Click on Share Calendar – (To share this calendar with other people)

Click Share 🡪 E-mail Calendar



1. Enter Email Address or Click ‘To…’ – (Select Recipient inviting to share your calendar)

Select Details Option – (Defaults to ‘Availability only’)

Click Send

Example Below: Elden Inviting Matthew to View Elden’s Calendar Full Details.



1. Recipient will Click Open this Calendar button – (To view the shared calendar)

Example Below: Tia invited Elden to view her calendar ‘Availability only’.

