Microsoft Outlook 365: Share Calendars with Others

1. Login into https://outlook.office365.com/

2. Click on the Calendar icon located on the bottom left.

3. Click on Share located in upper right.

4. Type in the name of the individual to share with and select their name.

   **NOTE:** They may need to click Search People to find the individual to share with.
5. Click the **down arrow** and select **Delegate** and then Click on the **Share** button.

6. Once the delegate accepts the sharing invite, they will have access to the calendar.