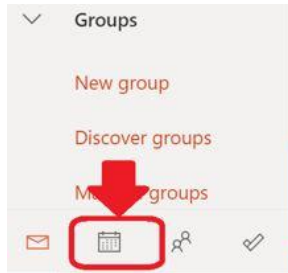
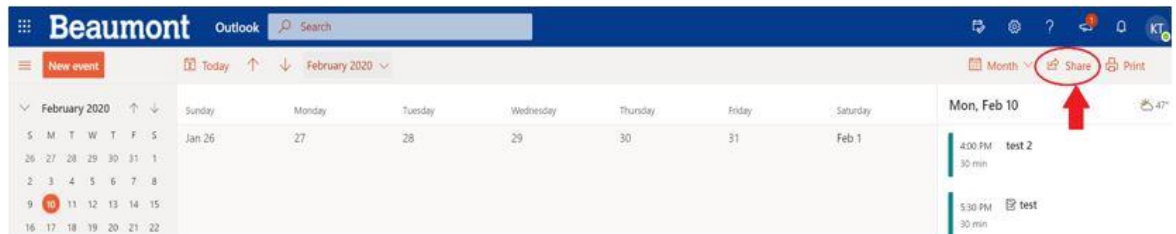


Microsoft Outlook 365: Share Calendars with Others

1. Login into <https://outlook.office365.com/>
2. Click on the **Calendar** icon located on the bottom left.

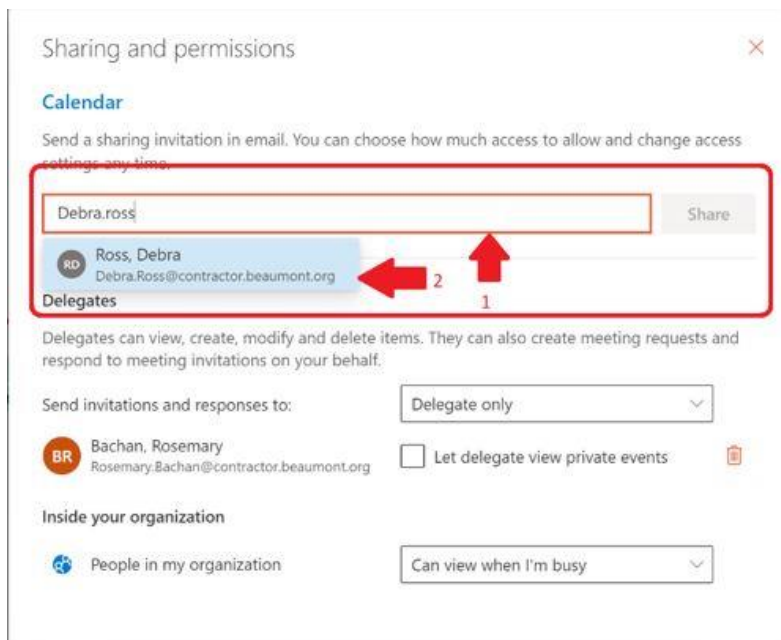


3. Click on **Share** located in upper right.

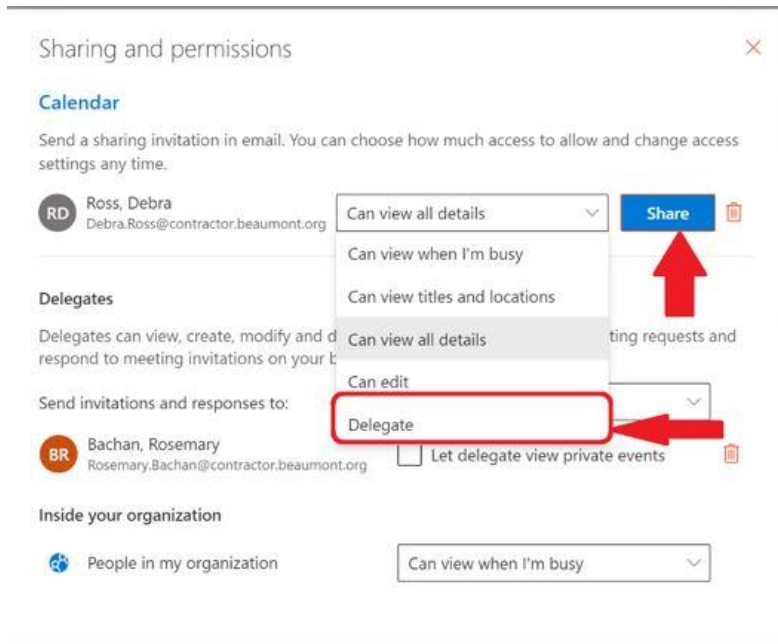


4. Type in the name of the **individual to share** with and select **their name**.

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.