



How do I share my calendar?

1. In Outlook Web App, click  **Calendar** in the Navigation Pane.
2. Click **Share** in the Calendar toolbar.
3. Click  **Share This Calendar**.
4. Enter the names of the people you want to share your calendar with on the **To** line, the way you would address a message.
5. Under **Share**, click one of the following buttons to set how much information you want to share:
 - **Free/busy information** Shares only free/busy information.
 - **Free/busy information including subject and location** Shares free/busy information, as well as the subject and location of calendar items.
 - **All information** Lets the recipient see your free/busy information, subject, location, and other calendar details.
6. If you want to automatically request permission to view the recipient's Calendar folder, select **I want to request permission to view the recipient's Calendar folder**.
7. Add any information you want to the body of the request, as you would with any other message.
8. Click **Send** to send your request.

What else do I need to know?

- Calendar entries marked as private will display only free/busy information, no matter what permissions you've given.
- **To view a calendar that someone else has shared with you:**
 1. Click **Share** on the Calendar tool bar, and then click **Add Calendar**.
 2. If the person whose calendar you want to open is in your organization, enter their name, and then click **OK**.