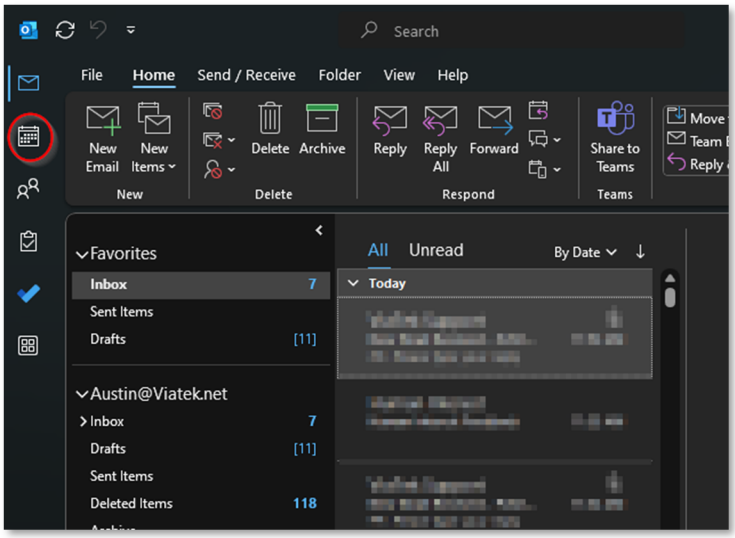
How to share your Outlook calendar

This document will cover how to share your Outlook calendar with your co-workers. This can be done from the Outlook desktop app or Outlook online (OWA). Be sure to skip to the section that applies to you. To complete these instructions, you will need access to Outlook (Desktop or OWA).

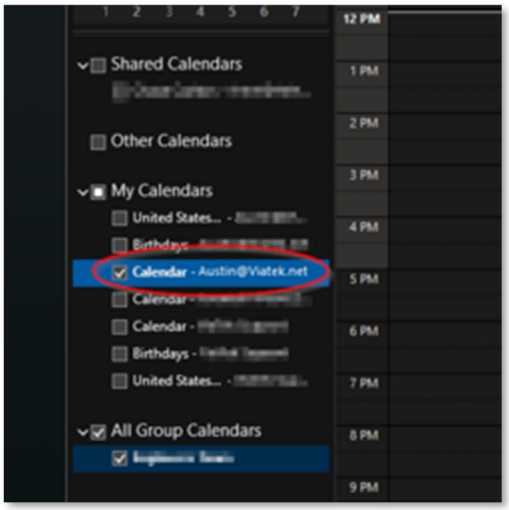
If you run into problems, please reach out to ViaTek by sending an email to support@viatek.net or call 303-664-1182.

Sharing Calendar - Outlook Desktop

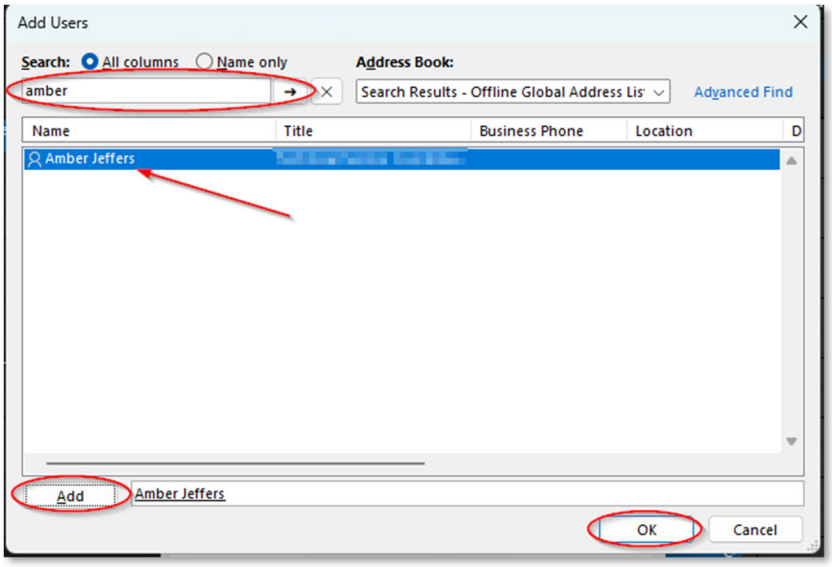
- Open Outlook on your desktop.
- Locate and navigate to your calendar. It will be located in the top left corner of your screen.



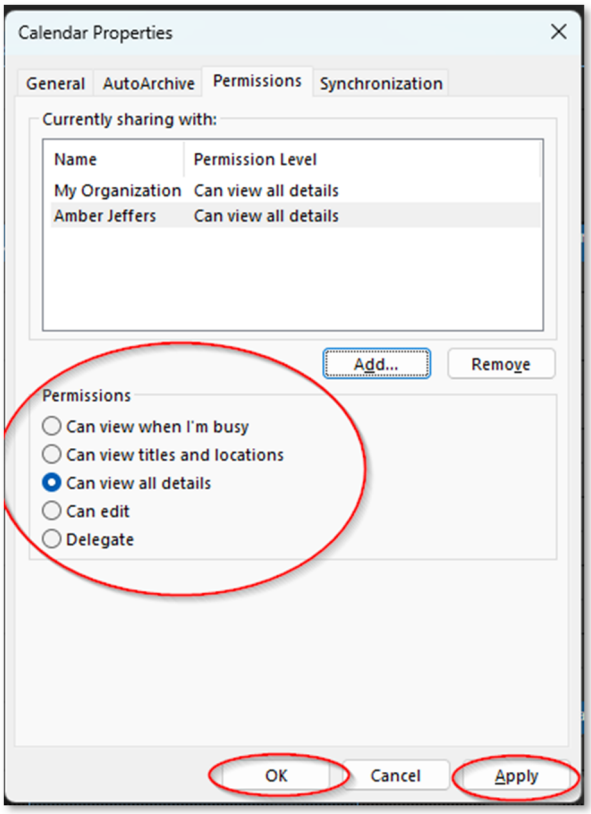
- Look in the bottom left corner to locate all your calendars on the calendar screen.
- Identify the calendar you would like to share (in this example, the main calendar for the user is being shared).



- Right-click the calendar and select “Sharing Permissions...”

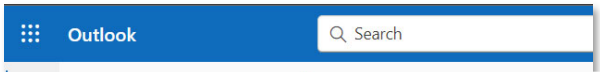


- Now you will see the user listed under "Currently sharing with."
- Below that, you can select the permissions you want the user to have.
- Next, you will click "**Apply"** and then **"OK**."



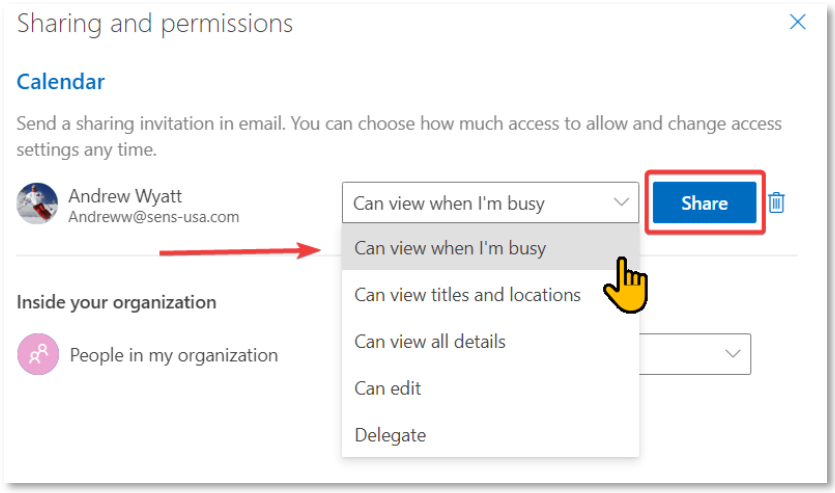
Sharing Calendar - Outlook for the Web

- Open Outlook on the Web by going to https://outlook.office365.com/
- Locate and navigate to your calendar. It will be located in the top left corner of your screen.

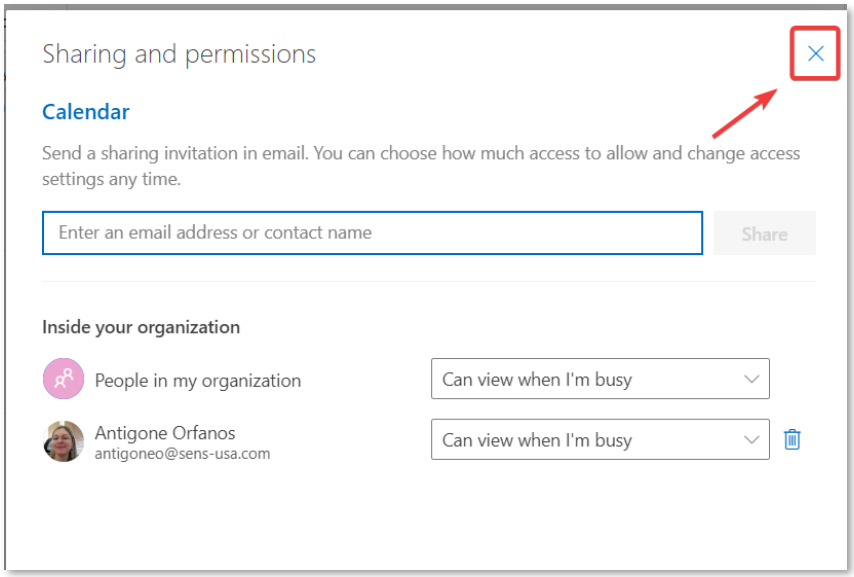


- Can view when I'm busy: Lets them see when you're busy but doesn't include details like the event location.
- Can view titles and locations: Let them see when you're busy and the title and location of events.
- Can view all details: Lets them see all the details of your events.
- Can edit: Lets them edit your calendar.
- Delegate: Lets them edit your calendar and share it with others.

- Click "Share":



- Once you have everyone you want selected, click the "X" at the top-right of the window:



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