

Outlook: Sharing Personal Calendar in OWA

Introduction	1
Sharing a personal calendar	1

Introduction

The Outlook Web App allows users to share their calendar with people within your organization. Depending on the permission you give them, they can view your calendar, edit it, or act as your delegate for meeting requests. The following steps will walk you through how to share your personal calendar in OWA.

Sharing a personal calendar

1. Sign into <u>MyApps</u> using your full SCSU email address and password, and authenticate your account if prompted. Launch the Outlook app.



2. Selecting the calendar icon from the bottom, left-hand corner.



3. Select "Share" in the upper, right-hand corner.

	Outlook		100	1.5	B			9 01 🕏	_ @ ? <	2 ⁵ Otus Owl OO
=	New event	🗊 Today 1	N ↓ Dece	ecember 2020 🗸					Month 🗸 🖻	Share 🛱 Print
\sim	December 2020 $\uparrow \downarrow$	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Tue, Dec 29	
S	M T W T F S	Nov 29	30	Dec 1	2	3	4	5		
29	30 1 2 3 4 5									
6	7 8 9 10 11 12									
20	14 15 10 17 10 19	6	7	0	0	10	11	12		
27	28 29 30 31 1 2	0	7	0	9 30 AM Test	10	.11	12		
3	4 5 6 7 8 9									
Ē	Add calendar	13	14	15	16	17	18	19		
\sim	My calendars									
0	Calendar								Nothing planned	for the day
	United States holidays	20	21	22	23	24	25	26	Enjoy!	
	Birthdays									

4. Enter email address or name of the user you wish to share the calendar with, then select.

Sharing and permissions Calendar Send a sharing invitation in email. You can choose how much access to allow and change access
settings any time. Indisay Wargo
Share Wargo, Lindsay M. WargoII@southernct.edu Same Can view all details Same Share Share

5. Set their permission level by selecting the drop-down menu next to "Share".



6. Select "Share" when complete.

Sharing and permissions

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.



 \times