

Outlook: Sharing Personal Calendar in OWA

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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.

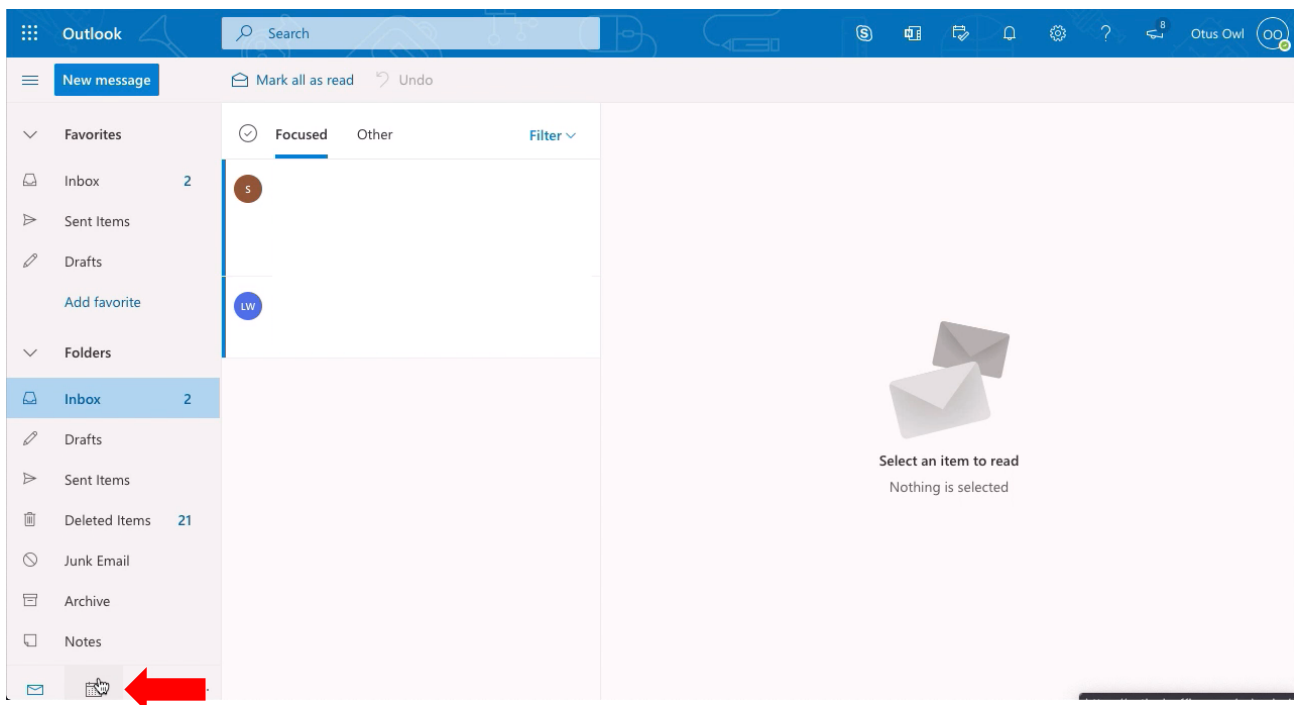
Sharing a personal calendar

1. Sign into [MyApps](#) using your full SCSU email address and password, and authenticate your account if prompted. Launch the Outlook app.

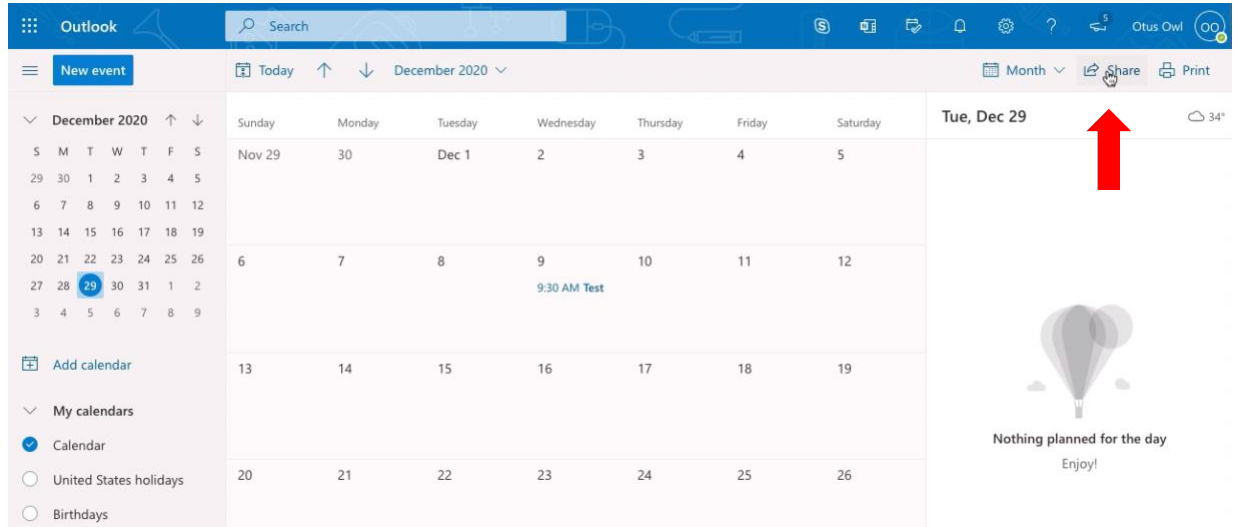


Outlook

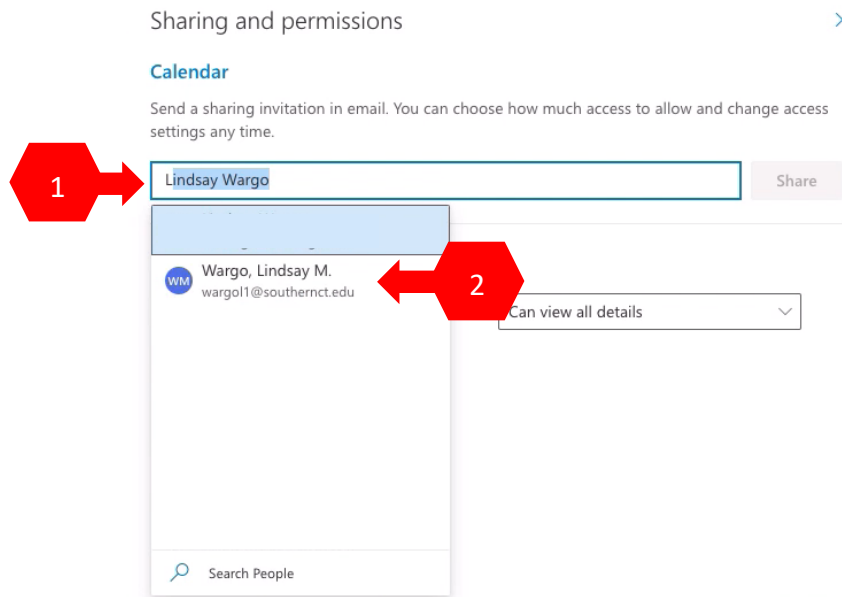
2. Selecting the calendar icon from the bottom, left-hand corner.



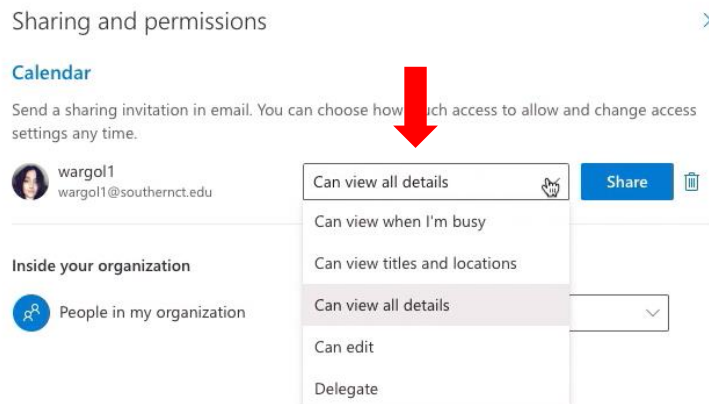
3. Select “Share” in the upper, right-hand corner.



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



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.



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Can view all details



Share

