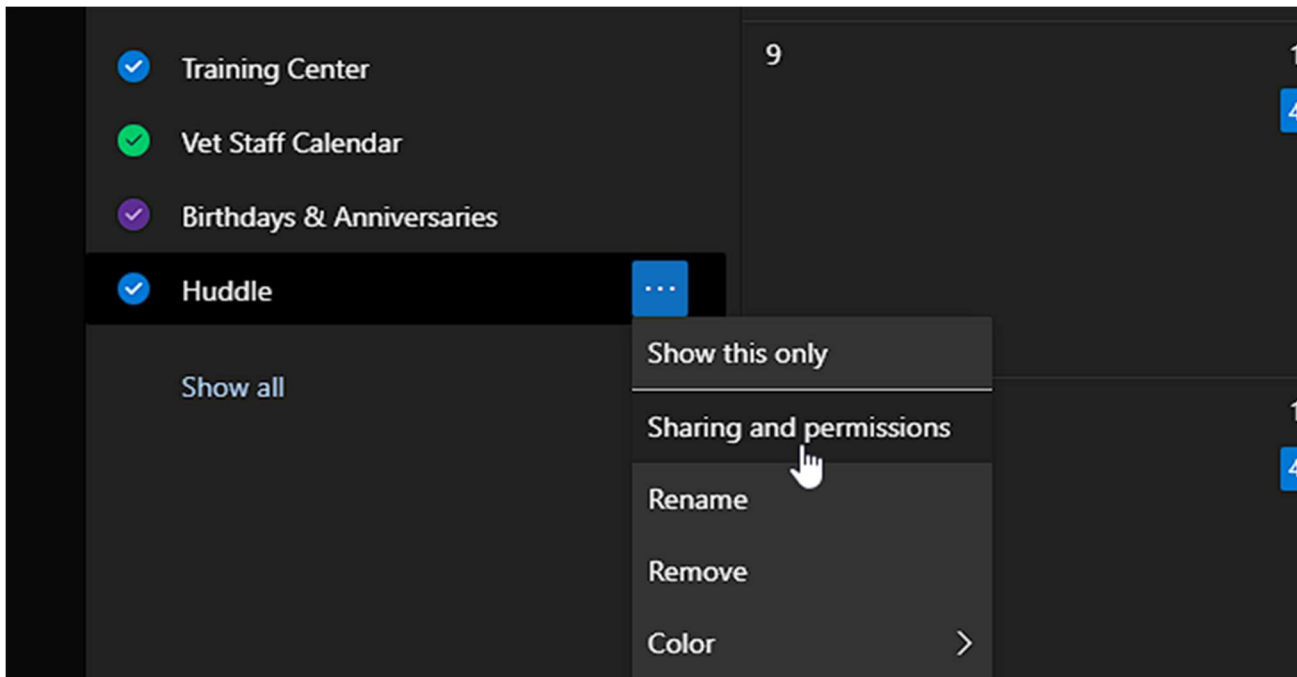
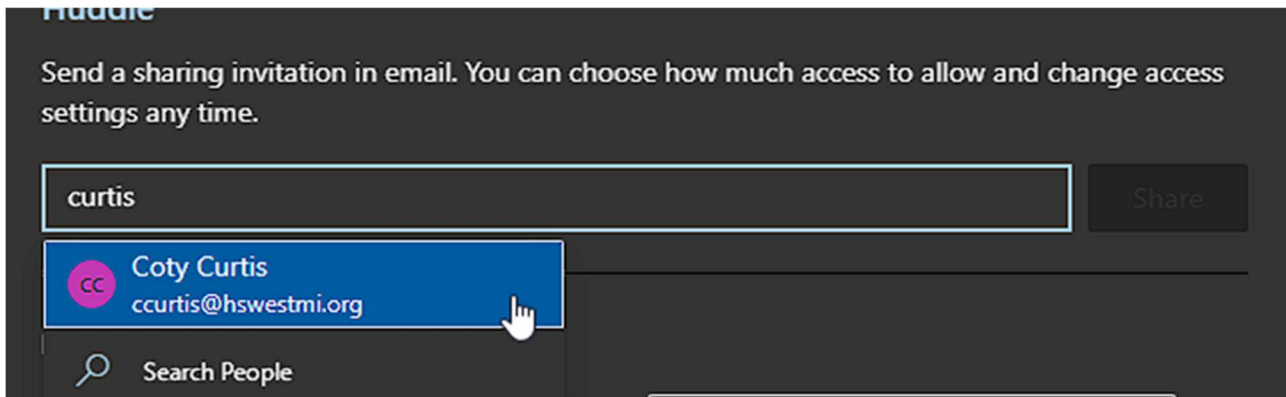


## Calendars in Outlook

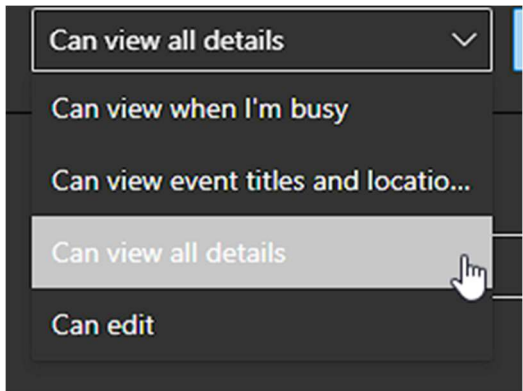
1. Go to your Outlook Calendar or <https://outlook.office.com/calendar>
2. Find the Calendar you would like to share and click the 3-dot menu on the right, then select "Sharing and permissions"



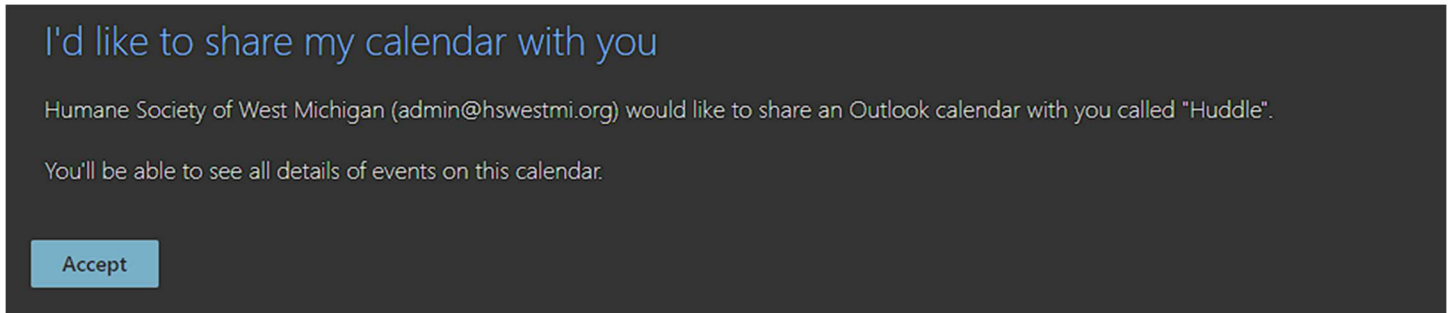
3. Now you can search for the people or group you would like to share the calendar with.



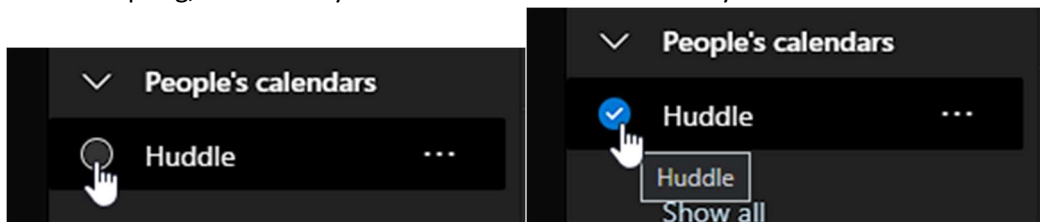
4. You can select what permission to give them, if you want the person to have the ability to edit or just view.



5. Then click Share and the people/group selected will be notified. The notification will look like this:



6. After accepting, make sure your new calendar is selected in your calendar view.



7. Any events added to this calendar will now be visible to everyone who it has been shared with, regardless of if they were sent an invite.