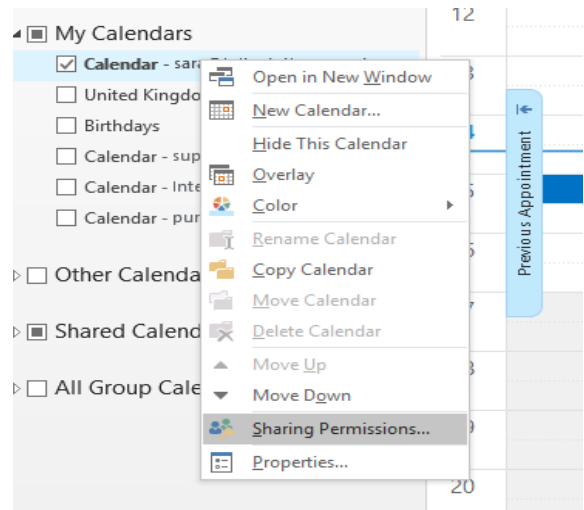


## How to share your office 365 calendar

To share a calendar in Outlook, follow these steps.

1. Right click on your calendar and select Share > Sharing Permissions.



2. From here you can share your calendar with multiple users, request access to theirs and also change what details you want them to see.

