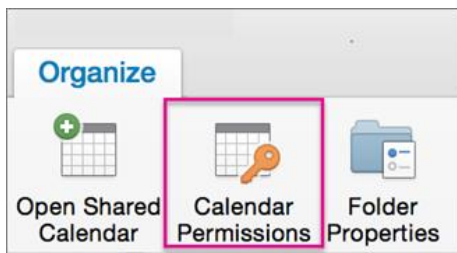
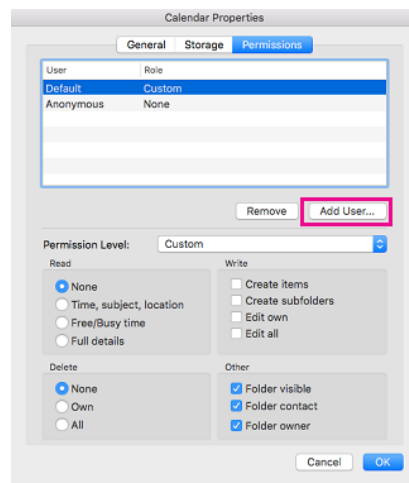


How to share your office 365 calendar outlook for Mac

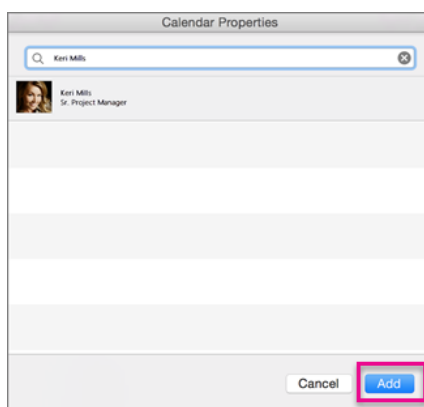
1. Select the calendar you would like to share, On the organise tab choose calendar permissions



2. In the Calendar Properties box, choose Add User. In the Search box, enter the name of the person you want to share your calendar with.



3. When you see their name appear in the list, select it, and then choose Add.



4. In the Calendar Properties box, select the Permission Level down arrow, and choose the permission level to assign to the person you added. *Note that the settings for Read, Write, Delete, and Other options change based on the permission level you choose.*

