Sharing Your Calendar

1. Open the app launcher tool in the top left of your Outlook Web App window and select Calendar from the list of available apps.

2. Click the Share icon near the top of the Calendar view.

3. The Share properties window appears. In the Share with section, enter the name of the person that you want to share your calendar with.
   a. You can add as many additional individuals that you chose to share your calendar with.

4. Next to the individual’s name, there is a drop down menu that allows you to determine how much you are sharing with that person.
   a. **Availability only**: Only show the individual your available times.
   b. **Limited details**: Only show the subject and location of an appointment.
   c. **Full details**: Show all information about calendar events.
   d. **Editor**: Give individual the ability to read, write, and modify your calendar.
   e. **Delegate**: Give individual the ability to edit your calendar and can send/respond to meeting requests on your behalf.

5. You can edit the message **Subject** if you choose.

6. If you have more than one calendar, choose the appropriate one from the Calendar drop down.

7. Once you’ve entered in the appropriate information, click **Send** to send the invitation, or **Discard** to cancel.
Delegate Your Calendar

Delegate access for your calendar is an Outlook feature that enables one person to act on behalf of another Outlook user. This is most commonly used when one person manages the calendar of another (supervisor and/or assistant).

1. Click the Calendar by opening the app launcher tool.
2. Click the Share icon near the top of the Calendar view.
3. The Share properties window appears. In the Share with section, enter the name of the person that you want to share your calendar with.
   a. You can add as many individuals that you choose to share your calendar with.
4. Next to the individual’s name, there is a drop down menu that allows you to determine how much you are sharing with that person. Choose Delegate from the list.
   a. Be sure to set whether or not this individual should be able to view appointments that you set to private by selecting the Allow viewing of private appointments checkbox.
5. You can edit the message in the Subject line if you wish.
6. If you have more than one calendar, choose the one you wish to share from the Calendar drop down.
7. Click Send to send the invitation, or Discard to cancel.
   a. The individual will receive an e-mail notifying them that they have been granted access to your calendar.
After delegating your calendar, you must also specify how meeting request and meeting response messages will be handled.

1. Click the **Calendar** by opening the app launcher tool.
2. Right-click the calendar you want to modify.
3. Select **Permissions**.

4. If you want to modify the default notification settings for your delegate(s), within the **GLOBAL DELEGATE OPTIONS** section, select the desired option.
   a. **Delegate only. Send me notifications**: Your delegate will receive your meeting requests, while you only receive a notification of a meeting request or response.
   b. **Delegate only**: Only the delegate will receive meeting requests and notifications. You can only see these items by checking your calendar.
   c. **Both delegate and me**: Both your delegate and you will receive meeting requests and notifications.

5. Select **Save**. This will save your settings and return you to your calendar access.
Sharing and Delegating Your Inbox

1. Select **Mail** by opening the **app launcher** tool.

2. Right-click on the **Inbox** under your folder name (not under Favorites) and choose **Permissions…**

3. The permissions window will appear. Click (+) in the upper-left of the window.
   
   a. As you begin typing in the name of the individual you want to share with, their name will appear from the directory. Once you have found the individual, click their name and click the **Add** button.

   b. You can also revoke access by clicking **Delete** (trash icon) to delete names.

4. In the **permissions** section, use the drop down menu to choose a level of access that you want to provide the individual with.

5. Once you have made your selections and added as many individuals as you’d like, click the **OK** button.