MAC OUTLOOK

Share your calendar in Outlook 2016, 2011

Share a calendar with someone
1. At the bottom of the navigation pane, click Calendar.
2. Select the calendar you want to share.
3. On the Organize tab, click Calendar Permissions.

Note If the Open Shared Calendar or Calendar Permissions buttons are unavailable, you might need to change one of your settings. See You cannot open a shared calendar in Outlook 2016 for Mac for instructions.

4. In the Calendar Properties box, click Add User.
5. In the Search box, type the name of the person you want to share your calendar with.
6. When you see their name appear in the list, click it and then click **Add**.

![Calendar Properties](image)

**Tip**  Their name will show up in the **Calendar Properties** box.

7. In the **Calendar Properties** box, click the **Permission Level** down arrow, and choose a level to assign to the person you added.

![Permission Level](image)

8. Check the boxes that apply in the **Read**, **Write**, **Delete**, and **Other** sections, and then click **OK**.

**Share your calendar with someone else Outlook 2011**

1. In the navigation pane, click **Calendar**.

2. On the **Organize** tab, click **Permissions**.

![Permissions and Properties](image)

3. Click **Add User**, type the name of the user, and then click **Find**.
4. In the search results, click the user's name, and then click **OK**.

5. In the **Name** list, click the user's name, and then on the **Permission Level** pop-up menu, click the access level that you want.

- To customize the user's permission levels, select or clear the check boxes. You can also change the options for **Edit Items** and **Delete Items**.
- **Note**  When you delegate or share an address book, calendar, or mail folder, delegates or users who share those folders could view your private contacts, events, or e-mail messages by using other software applications. To help protect your privacy, put private items in a separate, non-shared address book, calendar, or mail folder.

**View a calendar that someone has shared with you**

**Important**  To open another person's calendar, both you and the other person must have Microsoft Exchange account and the account owner must grant you permission.

1. Click **Calendar** on the navigation pane.
2. On the **Organize** tab, click **Open Calendar**.
3. Click **Find User**.
4. Type the name of the person who granted you access, click **Find**, click the person's name, and then click **OK**.
   
   If you have multiple Microsoft Exchange accounts, on the **Account** pop-up menu, click the account that you want to use to open the other user's calendar.
5. On the **Type** pop-up menu, select **Calendar**, and then click **OK**.

The shared folder appears in the navigation pane under the **Shared** heading.

**Notes**

- If you have a shared calendar selected in the navigation pane, new items that you create are saved in that shared calendar.
- To remove another user's shared calendar from your navigation pane, hold down **CONTROL**, click the folder, and then click **Remove from View**.
- Outlook 2011 & 2016 users must be granted "Reviewer" access to another person's calendar to be able open that calendar and view details. If a user sets permission levels only to allow free/busy or free/busy limited details, an Outlook 2011 & 2016 user will not be able to see any details of the shared calendar.