Mac Outlook 2016

Calendar Sharing
Highlight calendar to share then click “Calendar Permissions”
“Permissions” tab > “Add User...”
Search for person to share with
Choose permissions level

Calendar Properties

Permissions

User | Role
---|---
Default | Free/Busy time
Finlay, Patrick | Publishing Editor
Prysock, Sean | Reviewer
Thao, Aly sia | Reviewer
Buny, Fatimaa lzh... | Reviewer
Lester, Jason | Reviewer
Christensen, Ma... | Reviewer

Permission Level:

<table>
<thead>
<tr>
<th>Read</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Time, subject, location</td>
<td>Time, subject, location</td>
</tr>
<tr>
<td>Free/Busy time</td>
<td>None</td>
</tr>
<tr>
<td>Full details</td>
<td>All</td>
</tr>
</tbody>
</table>

None
Owner

- Owner
- Publishing Editor
- Editor
- Nonediting Author
- Author
- Reviewer
- Contributor
- Free/Busy Only
- Free/Busy, Time, Subject, and Location

Cancel | OK

Owner
Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)

Publishing Editor
Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)

Editor
Create, read, modify, and delete all items and files.

Author
Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)

Contributor
Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)

Reviewer
Read items and files only.

Custom
Perform activities defined by the folder owner. (Does not apply to delegates.)

None
You have no permission. You cannot open the folder.
Success! Simply highlight and click “Remove” to stop sharing.