You can share your calendars in Outlook 2016 with anyone connected to O365 – you can also customize permissions on a per-user basis.

**SHARING A CALENDAR**

1. Make sure you have **Outlook 2016** launched and active. At the bottom of the navigation pane, click **Calendar** and select the calendar you wish to share.

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

3. In the **Calendar Properties** window, click **Add User**.

4. In the **Search** box, type the name of the person you wish to share your calendar with. You should see their name populate in the list. Click it and click **Add**.
5. In the Calendar Properties window, click the Permission Level down arrow, and select the permission level you wish to assign the person you added. Please note that the permissions for read/write/delete will change based on the permission level you set. Click OK when you are finished.

6. Repeat steps 3 thru 5 for each user you wish to share your calendar with.

**Removing Sharing Permissions from an Individual**

1. Make sure you have Outlook 2016 launched and active. At the bottom of the navigation pane, click Calendar and select the calendar you wish to remove permissions from.

2. On the Organize tab, click Calendar Permissions.

3. In the Calendar Properties window, find the individual you wish to remove permissions from, select their entry and click Remove. Click OK when finished.

**Opening a Shared Calendar**

1. Make sure Outlook 2016 is open and active. At the bottom of the navigation bar, click Calendar.

2. On the Organize tab, click Open Shared Calendar.
3. In the **Search** box, type in the name of the person who granted you access to their calendar and press enter. Their name should populate in a list below. Select their name and click **Open**.

4. Their calendar should show up under the left navigation pane under **Shared Calendars** with the person’s name who shared the calendar below it.

![](image1.png)

5. If you wish to remove another user’s shared calendar from your navigation pane, right-click the folder, and click **Remove from View**.

![](image2.png)