You can share your calendars using the O365 web client with anyone connected to O365 – you can also customize permissions on a per-user basis.

**SHARING A CALENDAR**

1. Visit [https://mail.utoronto.ca](https://mail.utoronto.ca) and login using your UTORid credentials.

2. Click on the **Calendar** tab at the bottom left of the navigation pane. Find the calendar you wish to share (the default is called Calendar), right-click and click on **Sharing Permissions**.

3. On the right side of the screen, a window will appear – type in the name of the individual you wish to share your calendar with. If their name appears, click on them. You can now set their appropriate permission level for your calendar. Once you have the appropriate level of permissions selected, click **Share** to automatically send them a calendar invitation.

4. Repeat Step 3 for each individual you wish to add/customize permissions for your calendar.
OPENING A SHARED CALENDAR

1. Visit https://mail.utoronto.ca and login using your UTORid credentials.

2. Click on the Calendar tab at the bottom left of the navigation pane. Right-click on the heading People’s Calendars and select the option Open Calendar.

3. In the field From Directory, type in the name of the person you wish to share your calendar with. It should automatically populate with their contact card if the spelling is correct (and they have a O365 account). Their calendar will populate under the People’s Calendars heading – you will have access to whatever permissions the other person has setup for you on their calendar (default is free/busy access only).