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 (OPTION 1)**

1. Make sure you have Outlook 2016 launched and active. At the bottom of the navigation pane, click Calendar icon.

2. On the Home tab, click Calendar Permissions.

3. In the Permissions tab, click Add to add individuals to your calendar. You can also customize the permission level for each selected user either using Permission Level or manually selecting read/write options shown below.

4. Repeat Step 3 for each individual you wish to add/customize permissions for your calendar.
SHARING A CALENDAR (OPTION 2)

1. You can also share your calendar with others using the Share Calendar button under the Home tab.

![Share Calendar button](image)

2. A draft email will open with your calendar as an attachment. In the To field, you can customize who you wish to share your calendar with. Under Details, you can customize the permission level for the calendar access. Once you have everything configured correctly, click Send.

![Email draft with Share Calendar attachment](image)

3. The recipient will receive the sharing invitation via email. They should open your message and click Open this Calendar. It will now be listed in their Calendar listing.
**Removing Sharing Permissions from an Individual**

1. Make sure you have Outlook 2016 launched and active. At the bottom of the navigation pane, click the Calendar icon.

2. On the Home tab, click Calendar Permissions.

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

   Individuals that do not have an entry in your Calendar Permissions will automatically inherit the default calendar permissions.

**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 Home tab, click Open Calendar, then Open Shared Calendar.

3. In the window that opens, type the name of the person who has shared their calendar with you, or click Name to search the Global Address List (GAL). Click OK. The calendar will appear underneath the Shared Calendar’s section of their main Calendar window.