





Sharing Your Calendar with Read/Write Access

You can share your calendar and allow the person to read, create, change, or delete your calendar items. These instructions will guide you in this process.

1. Open Outlook 2016	
2. To switch to your calendar, click the Calendar icon,  (lower left corner of your screen)	
3. From the Home tab, click Calendar Permissions	
4. When the Calendar Properties open, click Add	
5. On the Add Users page, <ul style="list-style-type: none"> In the Search, enter your search criteria From the results, select the desired person Click the Add -> button Click OK 	
6. In the Permissions section, <ul style="list-style-type: none"> Change the Permission Level to Editor Click OK 	
7.  After you change the permissions for a person, the person will need to restart Outlook to use their new permissions.	