### 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,
   - In the Search, enter your search criteria
   - From the results, select the desired person
   - Click the **Acc ->** button
   - Click **OK**

6. In the Permissions section,
   - 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.