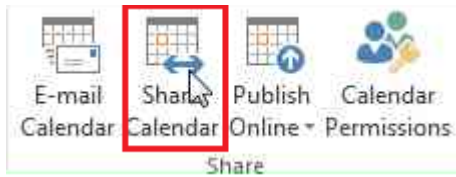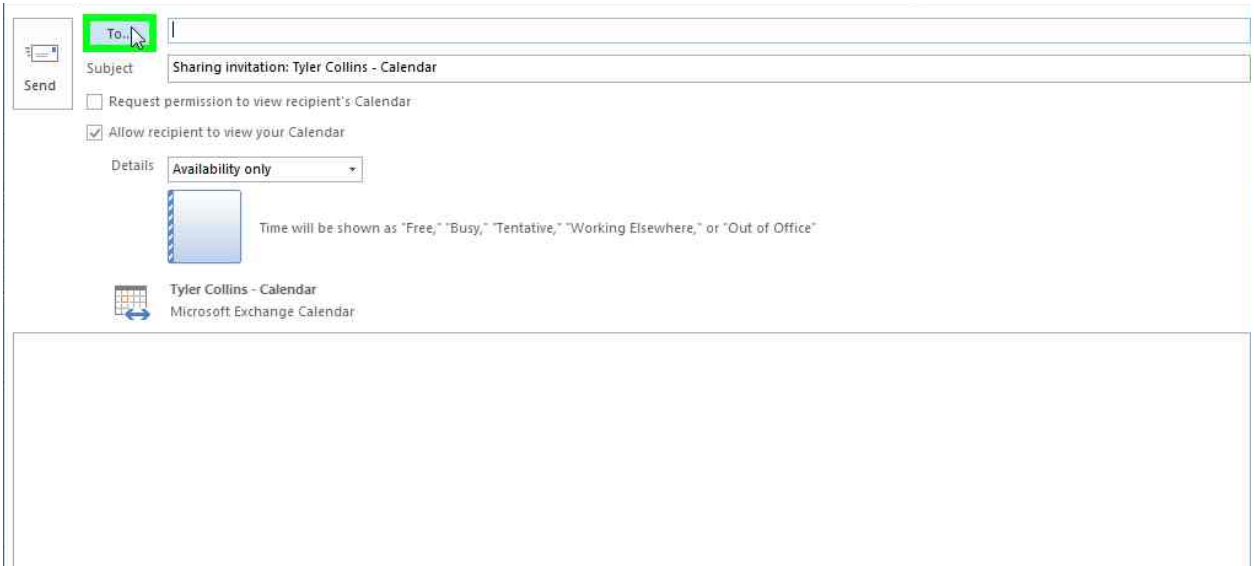1) Navigate to your calendar view and then click on the Share Calendar button in the top


right. As seen to the right :

2) From here click the to button and navigate to the user you wish to share with in the address book

3) After you have added the user you wish to share with in the address book and have added them to the to.. line select the Details dropdown menu. Here you will select what kind of details you want the person to be able to see. Availability only allows the user to only see if you are busy, free, Tentative, Working Elsewhere, or Out of Office. Limited details will show the user the Subject of the meeting or appointment only. And full details will give them the Subject and any details within the event. (As a note you can also select Request permission to view recipient's Calendar here this will send the person a request for them to share their calendar with you).
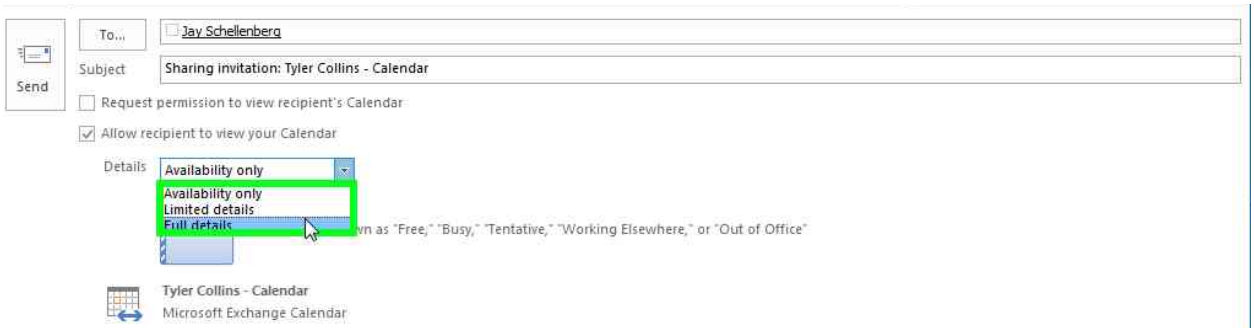
4) The next step is to send off the notification so just click send. Then another dialog box will pop up, select yes.
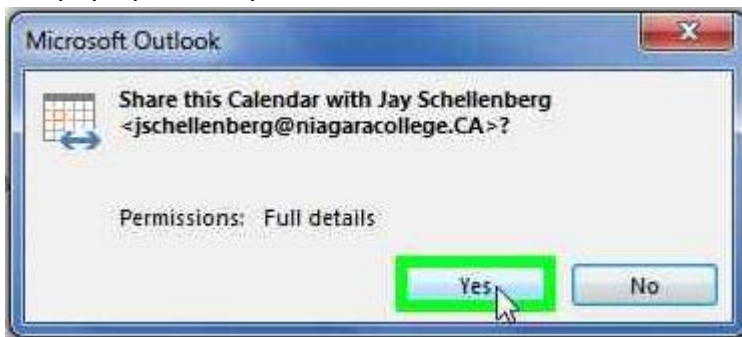
5) What we need to do now is to give the person access to edit events on your calendar, as of right now they only have access to view your calendar. The first step is to click on the Calendar Permissions button.
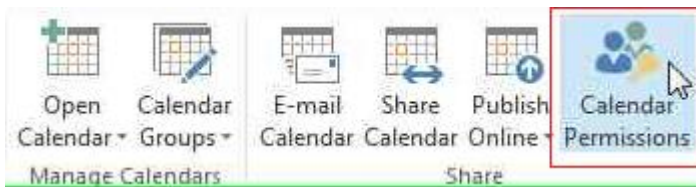

6) Next you are going to click on the add button, this will bring up the address book once again, here you will need to find the user you are trying to share with, and double click them. Then click OK
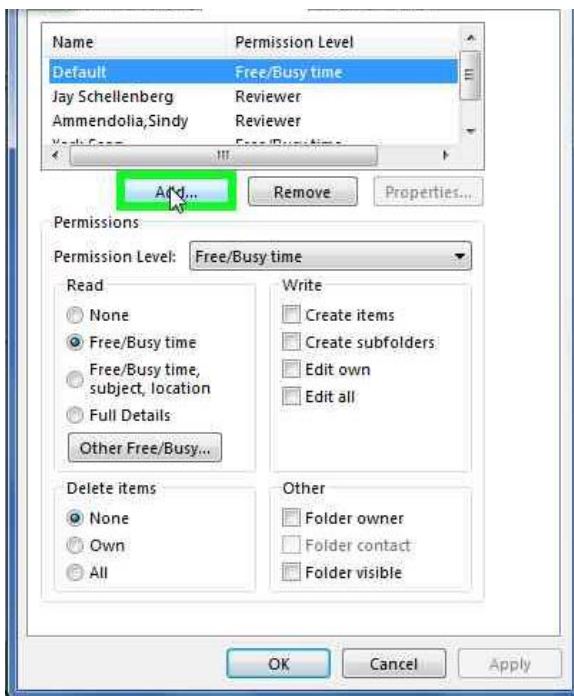
7) After that you will need to find the user you just added, and select them. We will now give them the proper permissions.   Here is where you can customize the user's permissions to best suit your needs. Under the Read options you have similar options as the previous step in that you can choose whether the person sees your time as generic

free/busy time or just the subject and location or everything about the event. The other options are write this is where you will determine what the user can write to your calendar and what they can edit. Choose what it is you want the user to have access to and then click ok. (We do not recommend allowing other users to delete your items)
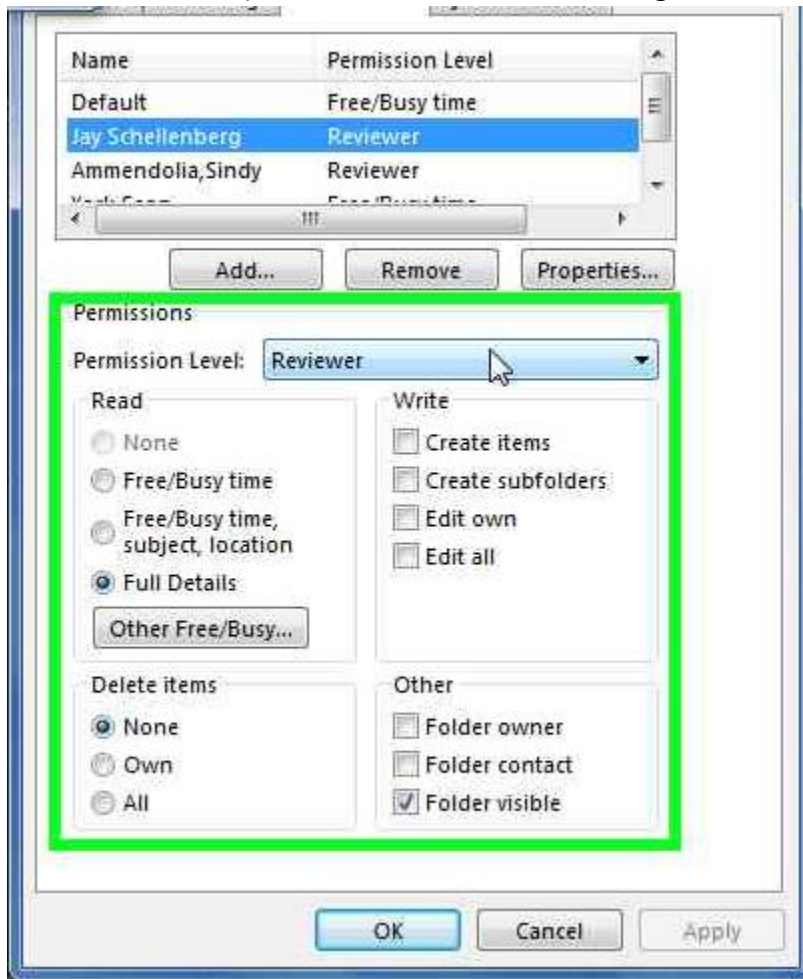
8) Next click OK and the sharing process is complete.