Calendar - Share your calendar in OWA

Below are the steps to give access to your calendar to another person:

- Login to your email through OWA
- Click on the Office 365 menu in upper left corner of the window
- Click on Calendar
- In the left pane under **My Calendars**, right-click on Calendar and click **Share Calendar**
- In the window which is displayed on the right, enter the name of the person in the **Share with:** field and click on **Search Directory** to find them
- Click on their name to select the person
- To the right of the name you should see Full Details, click the down arrow and set the **permission level** you would like to assign
- Click the Send icon at top of the window