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