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

![Share calendar window]

- 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

![Permission level selection]

- Click the Send icon at top of the window