Share Calendars in Office 365 (Mac)

You can share your calendars in Outlook 2016 for Mac with family, friends, and coworkers. Permissions you can set range from co-owner to view-only, and you can take away their permissions to see your calendar at any time. After setting up email in Office 365, you will have to re-establish shared calendars.

 Calendar Birthdays Jody Hilderbran United States holidays Shared Calendars Library 221 Miller, John F. Smart Folders 	 Open your Outlook calendar Locate the <i>Shared Calendars list</i> in the Navigation Pane Hold down the Control button and click (Ctrl + Click) the Shared Calendars folder on the named shared calendar
Open in New Window Color ► New Folder Rename Folder Move Folder Copy Folder Delete Synchronize Now	4. On the next menu, click D elete Calendar. Repeat this process until you delete all of your shared calendars (include shared rooms)
Synchronize Now Sharing Permissions Properties Remove From View	5. Click the <i>Organize</i> tab and click Calendar Permissions



Calendar Properties	
General Storage Permissions	
User Role	
Default Free/Busy time	
Schroeder, Neil J. Free/Busy time	
Martinez-Palaci Free/Busy time	
Moore, Antonio D. Free/Busy time	
Segovia, Ignacio Free/Busy time	
Miller, John F. Free/Busy time	
Remove Add User	
Permission Levels Erec/Rusy Oply	6. In the <i>Calendar Properties</i> box, click Add
Permission Level: Preebusy only	Uson
Read	User.
O None Create items	
Time, subject, location	
Free/Busy time Edit own Gainelle	
Full details	
Delete	
Delete	
None Solution Solu	
Own Folder contact	
All Folder owner	
0	
Cancel	
	i
Change time scale shown in calendar Jr	
Q hilder	3
Hilderbran, Joseph A.	
Instruc Designer/Learning Mgmt	
	7 In the Search box type the name of the person
	7. In the bearen box, type the name of the person
	you want to share your calendar with
	you want to share your calendar with
	8 When you see their name annear in the list
	o. When you see then hame appear in the list,
	click it and then click Add (the Onen button
	chek it and then chek Add. (the Open button
	will change to $\mathbf{A}\mathbf{d}\mathbf{d}$
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General Storage Permissions	
User Role	
Martinez-Palaci Free/Busy time	9 The Calendar Properties reports click
Moore, Antonio D. Free/Busy time	9. The Calendar Froperties re-opens, click
Segovia, Ignacio Free/Busy time	the Permission Level down arrow
Miller, John F. Free/Busy time	the rennission Lever down allow,
Evans, Rodney J. Free/Busy time	and choose the permission level (Free/Busy
Gott, Adela M. Free/Busy time	and choose the permission level (<i>Free/Busy</i>
Free/Busy time	Onlyworks host)
	Olly WOLKS DESU
Remove Add User	10 Click OK
Permission Level: Free/Busy Only	
Read Write	
None Create items	Note that the recipient of your share request
Time subject location Create subfolders	must annuarie it to complete the chaning
Eco (Rusu time	must approve it to complete the sharing
Edit all	transaction
Fuil détails	n ansacuon.
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Delete Other	
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Delete Other Okan None Own Folder visible Folder contact	You have shared your calendar with this user,
Delete Other None Image: Constant state sta	<i>You have shared your calendar with this user, but for you to see their calendar; they must send</i>
Delete Other None Image: Constant state sta	You have shared your calendar with this user, but for you to see their calendar; they must send you a share request
Delete Other None Own All Cancel Cancel	You have shared your calendar with this user, but for you to see their calendar; they must send you a share request.
Delete Other None Own All Folder contact Folder owner Cancel	You have shared your calendar with this user, but for you to see their calendar; they must send you a share request.



Add Room Calendars

Library 221 library221@uiwtx.edu Library 230

library230@UIWTX.edu

Library Auditorium libraryauditorium@UIWTX.edu

Library Guest

Library Guest02

Library Guest03

Q library

LG

LG



Open Calendar..

Library_Guest01@studentuiwtx.onmicrosoft.com

Library_Guest02@studentuiwtx.onmicrosoft.com

Library_Guest03@studentuiwtx.onmicrosoft.com

Cancel

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- 1. Click the *Organize* tab and click **Open Shared Calendar**
- 2. In the *Search* box, type the name of the e **room** you want to see
- 3. When the **room** appears in the list, click it and then click **Add**. (the **Open** button will change to **Add**)

	Calendar	
	Birthdays	
	Jody Hilderbran	
	United States holidays	
$\overline{}$	Shared Calendars	
	Library 221	
	Miller, John F.	\odot
Sm	art Folders	

4. After a about 30 seconds, the calendar will populate to the *Shared Calendars list* on the Navigation Pane

