Share Calendars in Office 365 (Mac)

You can share your calendars in Outlook 2016 for Mac with family, friends, and co-workers. 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.

1. Open your Outlook calendar
2. Locate the Shared Calendars list in the Navigation Pane
3. Hold down the Control button and click (Ctrl + Click) the Shared Calendars folder on the named shared calendar

4. On the next menu, click Delete Calendar. Repeat this process until you delete all of your shared calendars (include shared rooms)

5. Click the Organize tab and click Calendar Permissions
6. In the **Calendar Properties** box, click **Add User**.

7. In the **Search** box, type the name of the person you want to share your calendar with.

8. When you see their name appear in the list, click it and then click **Add**. (the **Open** button will change to **Add**)

9. The **Calendar Properties** re-opens, click the **Permission Level** down arrow, and choose the permission level (*Free/Busy Only* works best)

10. Click **OK**

   **Note that the recipient of your share request must approve it to complete the sharing transaction.**

   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

1. Click the Organize tab and click **Open Shared Calendar**

2. In the Search box, type the name of the **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**)

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