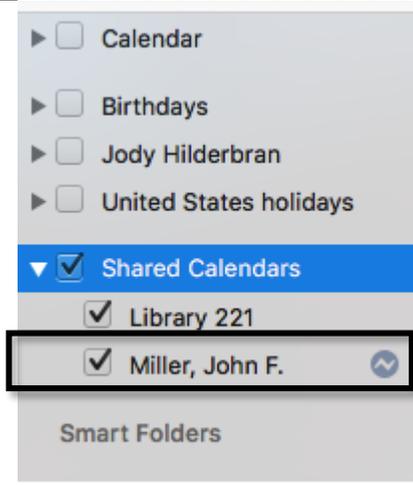
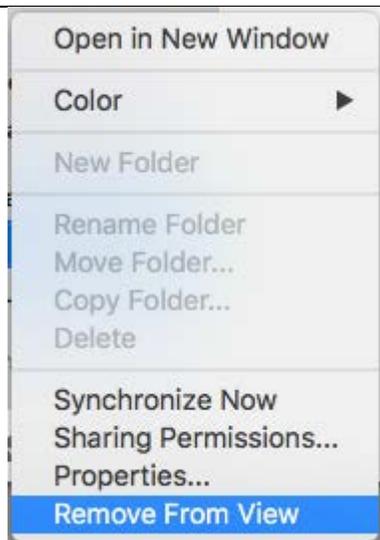


## Share Calendars in Office 365 (Mac)

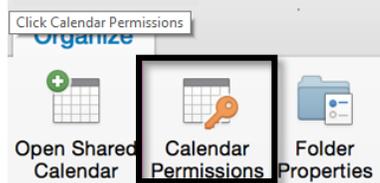
You can share your calendars in Outlook 2016 for Mac with family, friends, and co-workers. Permissions you can set range from co-owner to view-only, and you can take away their permissions to see your calendar at any time. After setting up email in Office 365, you will have to re-establish shared calendars.



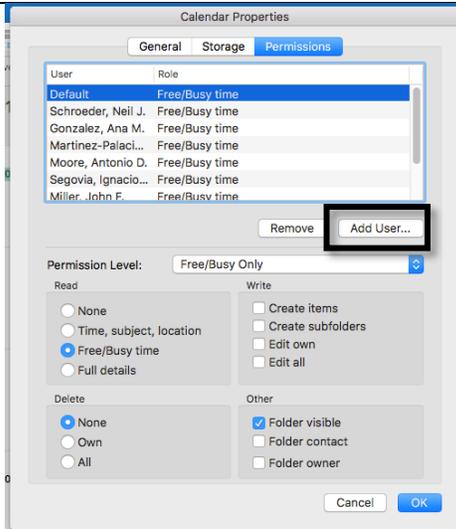
1. Open your Outlook calendar
2. Locate the *Shared Calendars list* in the Navigation Pane
3. Hold down the Control button and click (Ctrl + Click) the **Shared Calendars** folder on the named shared calendar



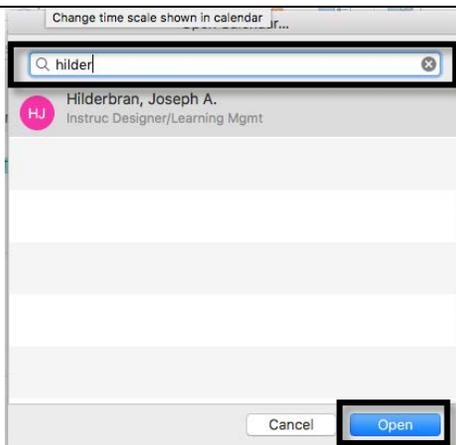
4. On the next menu, click **Delete Calendar**. Repeat this process until you delete all of your shared calendars (include shared rooms)



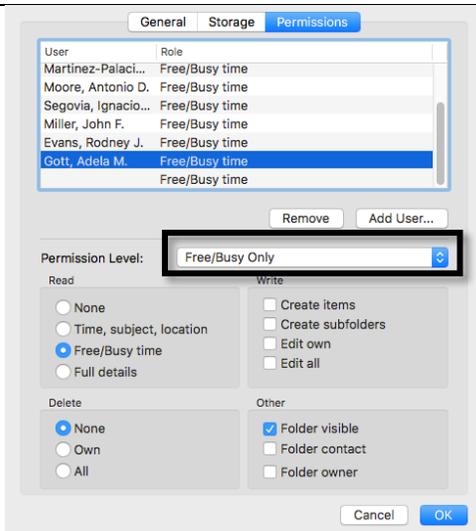
5. Click the *Organize* tab and click **Calendar Permissions**



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**)

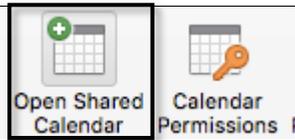


9. The *Calendar Properties* re-opens, click the **Permission Level** down arrow, and choose the permission level (*Free/Busy Only* works best)
10. Click **OK**

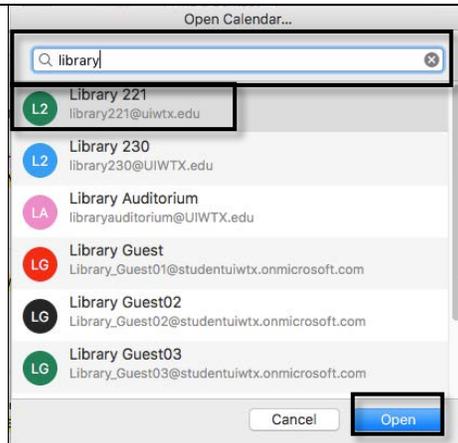
*Note that the recipient of your share request must approve it to complete the sharing transaction.*

*You have shared your calendar with this user, but for you to see their calendar; they must send you a share request.*

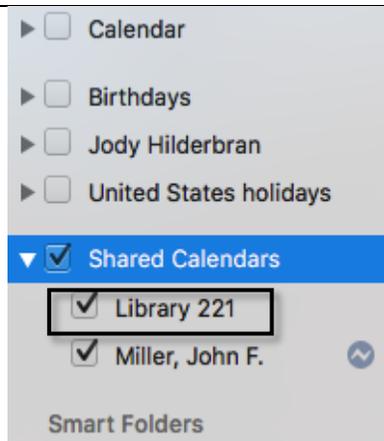
## Add Room Calendars



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