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Outlook: how to share your calendar

Sharing your calendar lets colleagues see when you are free, which makes arranging meetings much easier. You choose how much they can see, and you can stop sharing at any time. You can share with people inside your organisation, and sometimes outside it if your administrator allows.

Outlook has a few versions and the menu words differ a bit, so look for the same ideas if your screen looks different.

Share in classic Outlook

1. Click the **Calendar** icon at the bottom left.
2. On the **Home** tab, click **Share Calendar**. If you have several calendars, choose the right one.
3. Type the person's name or email address in the **To** box.
4. Choose how much detail they get, such as:
 - **Can view when I'm busy** shows only free or busy.
 - **Can view titles and locations** shows the subject and place.
 - **Can view all details** shows everything.
 - **Can edit** lets them change your calendar.
5. Click **Send**.

The person gets an email asking them to accept and add your calendar next to theirs.

Share in the newer Outlook or on the web

Right-click your calendar in the left list, choose **Sharing and permissions**, add the person and select the level. The exact wording may vary.

Check who can see your calendar

Open the same sharing screen to see everyone listed. To remove somebody, select their name and choose **Remove**.

Mark private appointments

When you create an event, click **Private** so that others only see 'Busy', even if they have more access.

Tips

- For most colleagues, **Can view when I'm busy** is enough.
- Give **Can edit** only to someone you really trust, like an assistant. For a manager and assistant arrangement, delegate access (see our guide) is better.

Common problems

- **They cannot see it:** they may not have accepted the invitation yet.
- **You cannot share outside the company:** your administrator may block it.
- **Mac:** the sharing options are in a slightly different place, so ask us if you cannot find them.

When to get more help

If sharing is greyed out or not working, we may need to check your account settings, so contact us.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.