

How do I share Calendars in Outlook 2013?

Article Number: 337 | Last Updated: Thu, Jun 14, 2018 at 9:22 AM

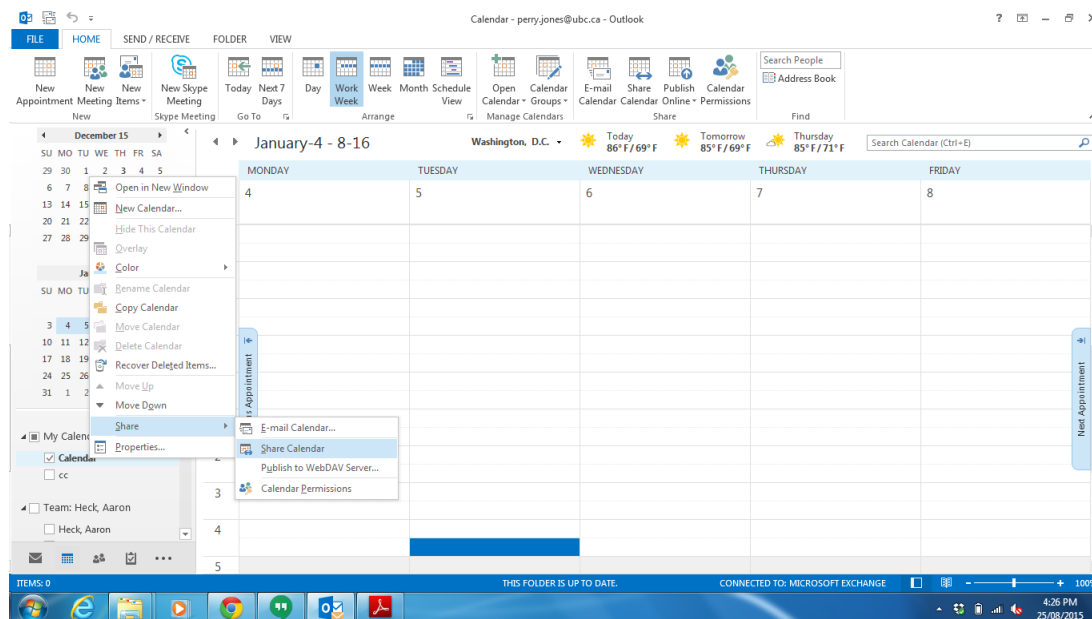
Follow these instructions to share a calendar and set sharing permissions in Outlook 2013.

Requirements:

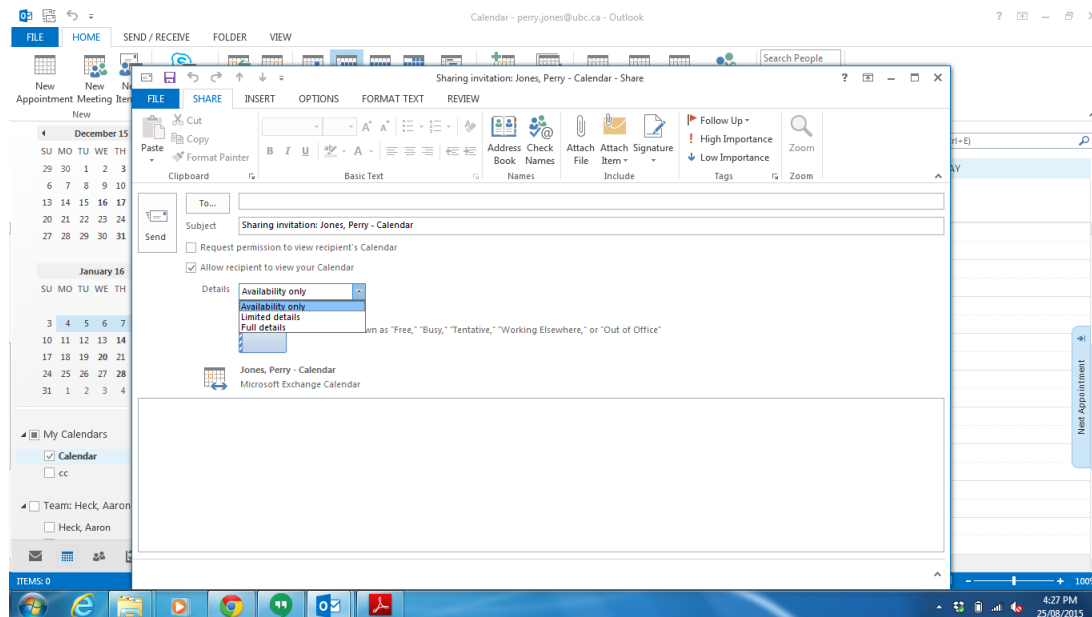
To share calendars using this method, you must be using Outlook 2013. The calendars can only be shared with other people within the FASMAIL system using this method.

Instructions:

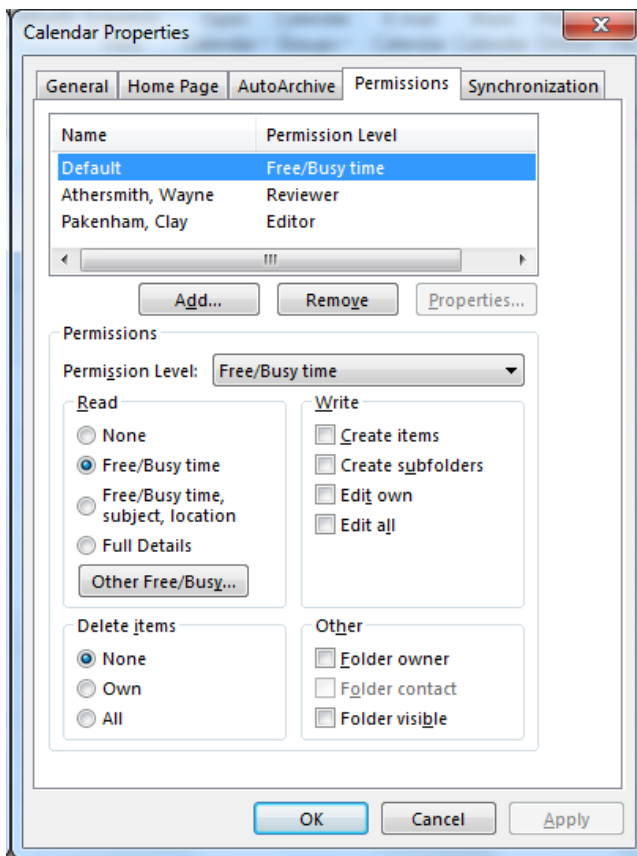
1. Open the calendar section of Outlook. You should see a list of calendars available to you on the left hand side. Right Click on the calendar you wish to share and chose Share---->Share Calendar




2. An Email will open with your calendar details. Choose who you wish to send the request too. You can also choose a level of detail on what permissions you wish to give the other user at this time.



3. If you wish, you can tailor more detailed permissions for each user by right clicking on your calendar and choosing Properties, then going to the permissions tab.



 For more information or assistance, please contact the [IT Services Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Perry Jones - Tue, Aug 25, 2015 at 5:42 PM. This article has been viewed 3476 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-share-calendars-in-outlook-2013-337.html>