

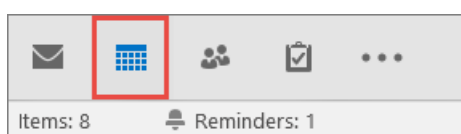
DID YOU KNOW?

How to Share Calendar in Ms-Outlook

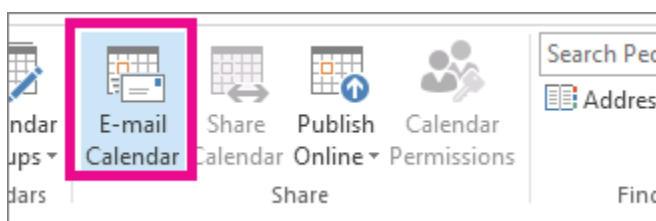
You can share calendar information with other people by using Outlook in several ways. You can choose the method that is best for you

Share your calendar in an email

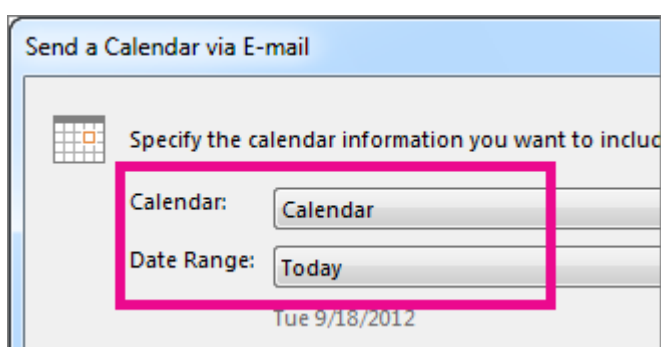
1. Click Calendar.



2. Click Home > E-mail Calendar.



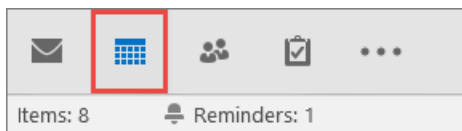
3. In the Calendar and Date Range boxes, pick the calendar and time period you want to share. For example, choose Today only or for the Next 7 days.



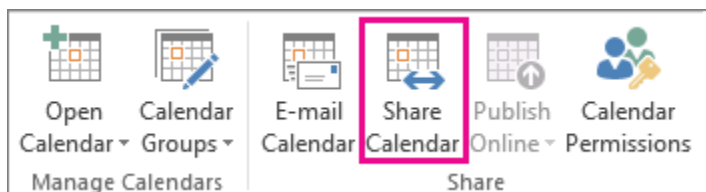
4. Set any other options you want, and then click OK.
5. In the new email that opens, add who you want the message to go to in the "To" field, add a message if you want, and click Send.

Share your calendar with people inside/outside your organization

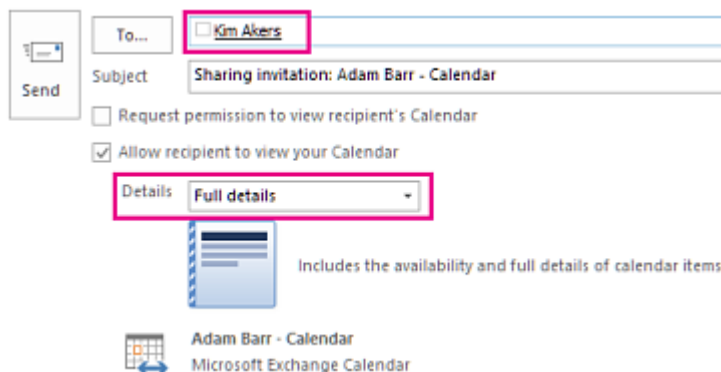
1. Click Calendar.



2. Click Home > Share Calendar.



3. In the email that opens, type the name of the person in or outside your organization that you want to share your calendar with in the To box. In Details, specify the level of details that you want to share with the person inside/outside your organization, and then click Send.



4. The person in your organization receives the sharing invitation in email, and then clicks Open this calendar.
5. The shared calendar displays in the person's Calendar list.

Disclaimer

Sharing Calendar option does not work for Mac OS

THANK YOU