Steps For Sharing Calendar from outlook application

1. Open the Outlook application and click on the Calendar icon located at the left Side of the navigation pane.

2. Under the Home tab located at the top of the application.

3. Click on the more option represented **"three dots" symbol, or ellipsis (...)**

4. In the dropdown that opens, click on the share and select Calendar

5. Click on the Add icon and enter sharing person mail id in the provided field.

6. Click OK.

7. Ensure that the Permission Level has been set for your user account. If they need complete access to the calendar, select the "Can view all details" option from the dropdown menu.

8. Click Apply, then OK.