

# GSD. Outlook - Delegate Outlook 2016 Calendar with Others

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**Category:** {'link':

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General Information:

Possible symptoms/errors:

O365, Office 365, share my calendar, calendar sharing, delegate, calendar

Alternative names of the system:

n/a

IMPORTANT NOTICE:

n/a

Solution:

If user has an Exchange, Office 365, or Outlook.com account, they can send a sharing invitation to other users so they can view the user's calendar in their own Calendar list. To do so, user must grant other people access to their calendars. This article will guide how to do this.

Details:

1. Advise user to open Outlook 2016. Now the user must click Calendar on the lower left side of the window.
2. Inform user to right click on the calendar they want to share and to select Share > Calendar Permissions.
3. Advise user to go to Permissions tab then to click Add.
4. On the next prompt, user must type the user who will have permission on the search box then click Go.
5. Advise them to select the person to whom they wish to grant permissions and click Add.
6. Once the access recipient has been added, user must click OK.
7. Advise user to click the drop-down button on the Permissions Level field. Available options are below:

Owner: Full access provided to the user's calendar. Publishing Editor: User can create and edit calendar entries and subfolders. Full calendar entry visibility is also available. Editor: Granted access allows users to create calendar entry items, view folder, delete entries, and read full calendar details. Publishing Author: Can create entries and subfolders. User with this permission can only edit and delete their own entries. Folders are visible for them as well as full calendar entry details. Author:

Can create and edit their own calendar entries. User with this permission can only edit and delete their own entries. Folders are visible for them as well as full calendar entry details. Nonediting Author: Can create entries, but without the capability to edit. User with this permission can only delete their own entries. Folders are visible for them as well as full calendar entry details. Reviewer: Can view full calendar entry details and see folders, but without the capability to create, edit or delete entries. Contributor: Can create calendar entries and see folders, but without the ability to see full details of user's calendar entry. No capability to create, edit and delete entries.

User must click Apply then OK to save changes

Permitted users should now be able to see user's calendar according to their access level.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A