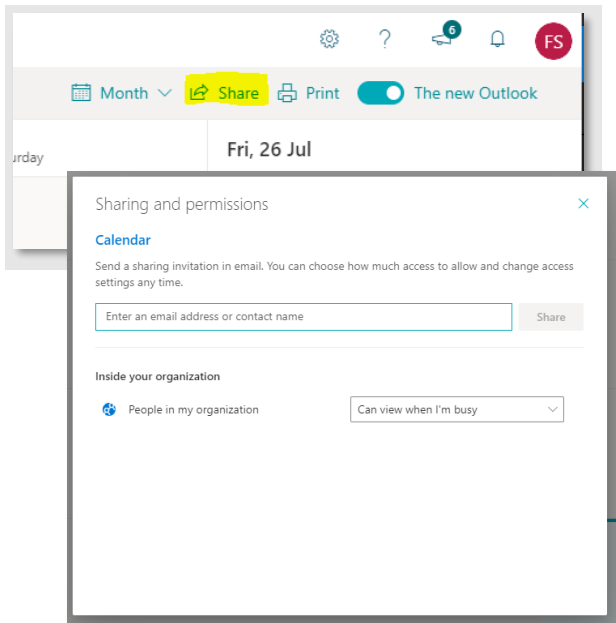




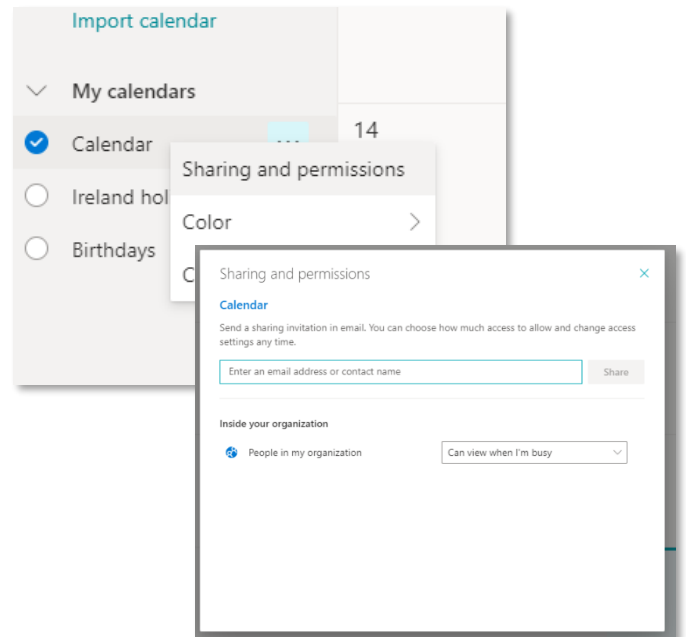
# Getting Started: Outlook Calendars

## Sharing your calendar

**Method 1 – Click share in task bar** – Open calendars by clicking the calendar view in OWA (bottom left). Click on the calendar you would like to share (folder view) and click share in the task bar. Type the name or email address of the user you want to share your calendar with and the level of access. Click 'Done'



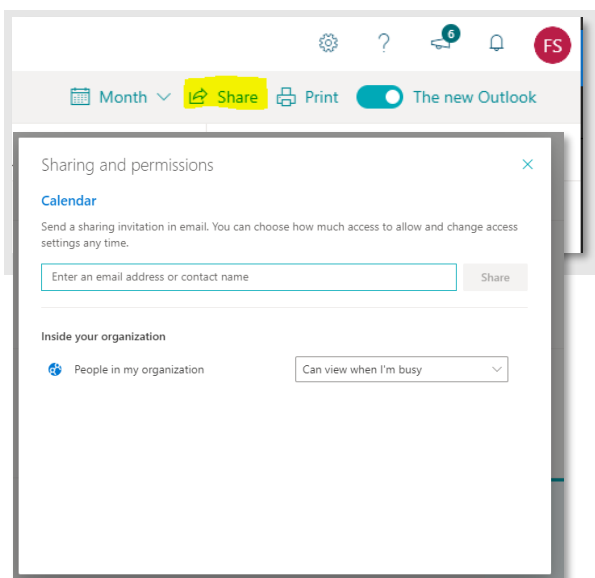
**Method 2 – Right click and share** - Open calendars by clicking the calendar view in OWA (bottom left). Right click on the calendar you want to share, Click Sharing permissions, add names and email addresses of users you would like to give access to and the level of access. Click 'Done'



## Managing access to calendars

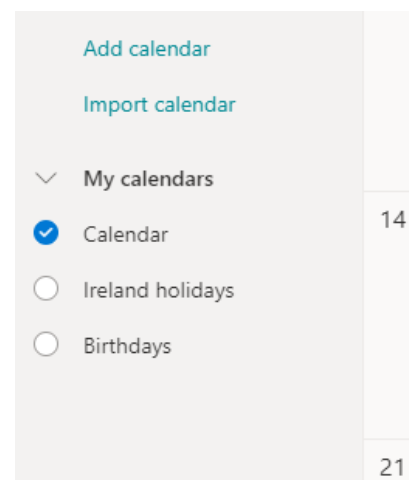
Go to the calendar you want to check or change permissions on. Click share in the task bar.

You will be able to manage the permissions on the calendar from here.



## Adding Calendars to OWA

Calendars that you have permission to will automatically show in the My Calendars section of the Calendar view. You can also add calendars and import calendars from the internet here.



## Access Levels

Can view when I'm busy
Can view titles and locations
<b>Can view all details</b>
Can edit
Delegate

- Users can see when you are free or busy (This is a default option)
- Users can view the titles and locations of meetings but not details.
- Users can view all details of meetings (Unless meeting set to private)
- Users can see all details of meetings and edit meetings.
- Users can fully manage all meetings