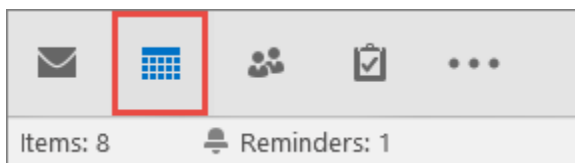
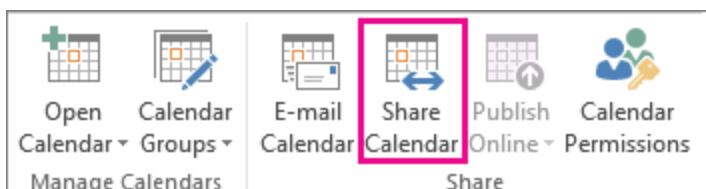


Share your calendar with people inside your organization

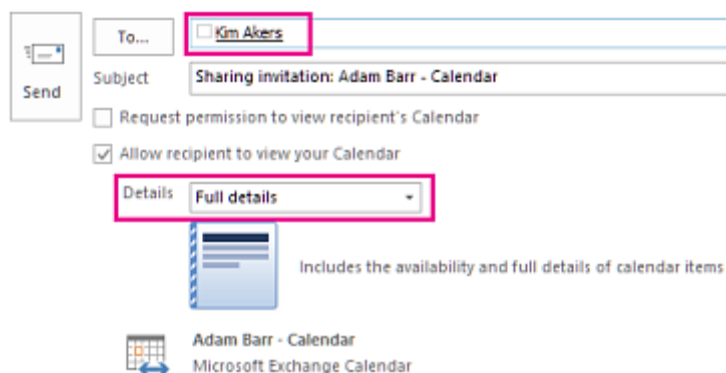
1. Click Calendar.



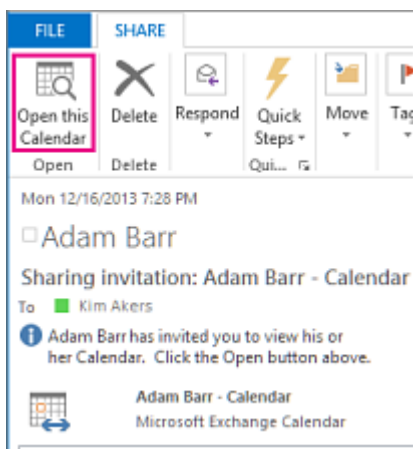
2. Click Home > Share Calendar.



3. In the email that opens, type the name of the person in 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 in your organization, and then click **Send**.



4. The person in your organization receives the sharing invitation in email, and then clicks **Open this calendar**.

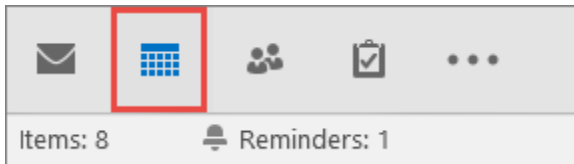


The shared calendar displays in the person's Calendar list.

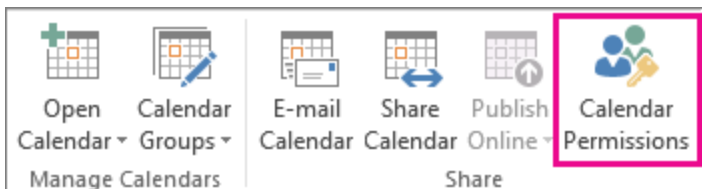
Change permissions after you have shared your calendar with other people

You can change calendar sharing permissions.

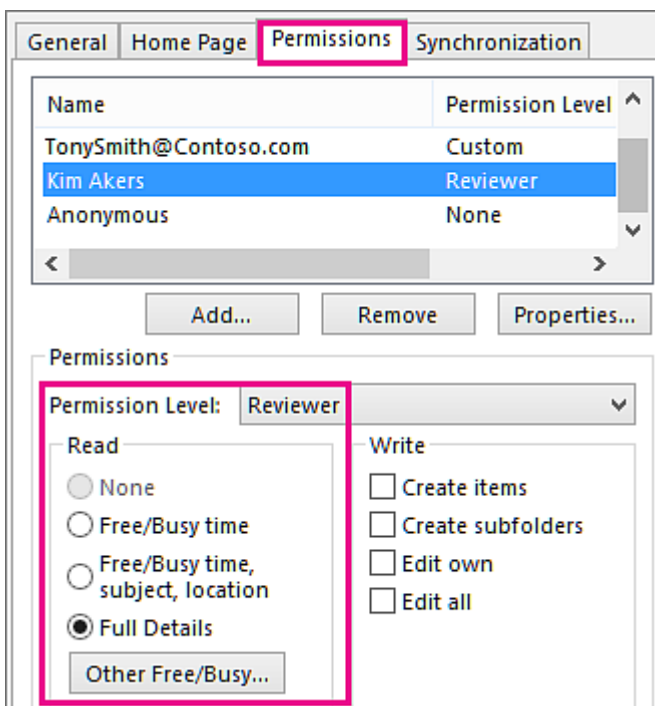
1. Click **Calendar**.



2. Click **Home > Calendar Permissions**.



3. On the **Permissions** tab, make any changes to the calendar sharing permissions.



4. Click **OK**