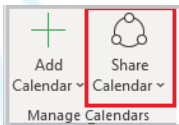


Share your Outlook Calendar with people inside your organisation

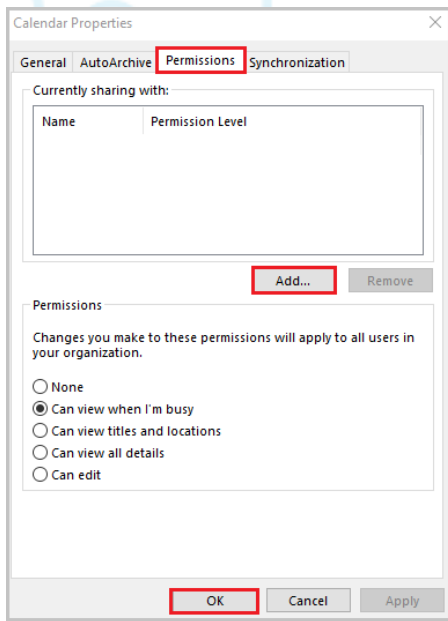
1. Click on the **Calendar** icon at the bottom left of the screen.



2. Click **Shared Calendar** and then click **Calendar**.



3. In **Permissions** click **Add** and find the person in the organisation who you would like to share your calendar with. Tick the level of permission you would like this person to have. Click **Apply**.



4. An email will be sent to the recipient. And they should click **Allow**. Your calendar will then appear in their **Shared Calendars** section.

