



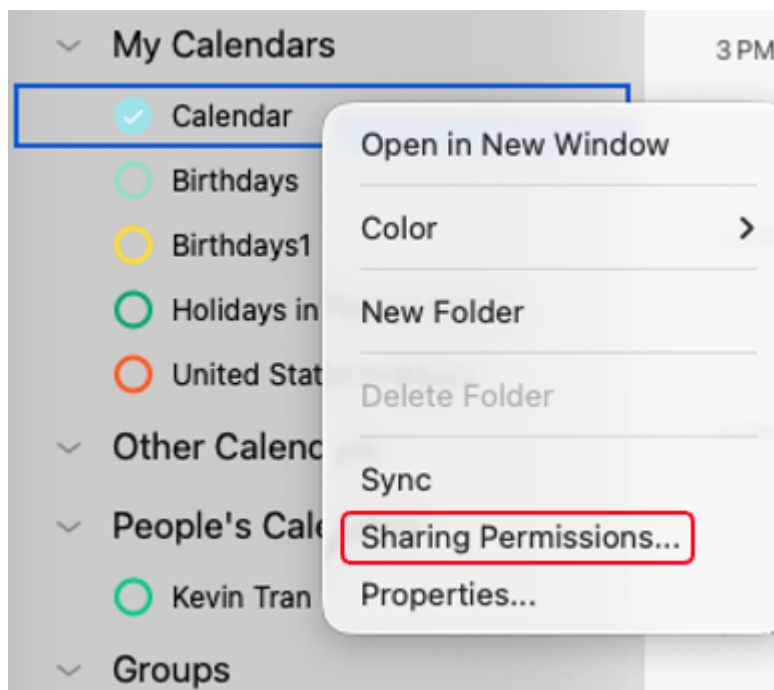
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Sharing Calendar on Outlook (Apple Device)

Depanker Shrestha - 2026-09-22 - [Email and Collaboration](#)

Sharing calendar on Apple device:

1. Open Outlook
2. Right-click the calendar you would like to share and select **Sharing Permissions**.



1. In the permissions window, click the + button to add a user.

Calendar Properties

General

Permissions

User	Permissions
My Organization	Can view when I'm busy

+

Done

1. Enter the email address of the individual you would like to grant access to.
2. Under **Permissions**, select the dropdown menu and choose **Delegate**.

Q com

CH

Com Help Desk
comhelpdesk@health.fau.edu

C

COMRecruit
COMRecruit@fau.edu

C

Compliance
compliance@fau.edu

C

commencement
commencement@fau.edu

C

CoMFacilities
comfacilities@health.fau.edu

Permissions: Delegate

Cancel

Add

1. Select **Add** to save changes.

Important:

After clicking **Add**, a sharing invitation will be sent to the individual you are granting access to. They will receive an email invitation and must accept it before they can access and manage your calendar based on the permissions assigned.

- Tags
- [Calendar](#)
- [outlook](#)