



[Knowledgebase](#) > [Office/Windows Support](#) > [Sharing calendars in Office365](#)

## Sharing calendars in Office365

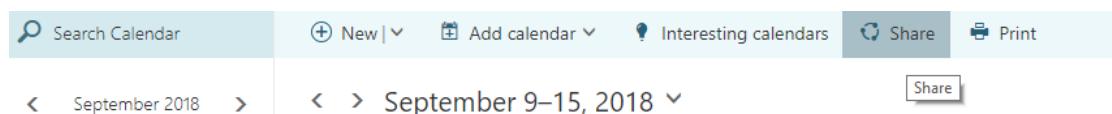
Brian - 2026-01-05 - [Office/Windows Support](#)

To share and sync calendars from Office365 to the webpage or mobile app for Outlook, follow these steps:

1. The person that wishes to share their calendar must share it from the [Outlook.fau.edu](#) website.
2. Go to [Outlook.fau.edu](#) and login using your FAU NetID and password. You may be required to 2-Factor Authenticate.
3. Click on the calendar button in the lower left corner, second from the left in the image below:



4. In the top menu bar, click the Share button:



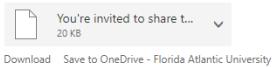
5. Type in the name of the person to share the calendar with and click the appropriate name and email from the list. Select the permissions the receiver should have and click the share button:

### Share this calendar: Calendar

Send a sharing invitation in email.

The screenshot shows the 'Share this calendar' dialog box. On the left, there's a list of people inside the organization, with 'Joe Clive' selected. On the right, a dropdown menu shows sharing permissions: 'Can view all details' is selected, while 'Can view when I'm busy', 'Can view titles and locations', 'Can edit', and 'Delegate' are other options. A 'Share' button is at the top right of the dialog.

6. The person receiving the calendar invite will get an email with an attachment. Click the attachment to download and open from your mobile device.



Download Save to OneDrive - Florida Atlantic University

CONFIDENTIALITY NOTICE: The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email, report the error to FAU's Chief Compliance Officer, and destroy all copies of the original message.

7. After opening the attachment, click the "Add this calendar" button to add the calendar to your mobile app. You may be asked to sign into your Microsoft account, please enter your FAU Email and click or tap Next.

8. You will be forwarded to the FAU Single Sign-on page for FAU. Please enter your FAU NetID and password. You may be prompted for 2 Factor Authentication from Duo. Once logged in, the calendar will be available on your mobile app and on the Outlook web email portal.

- Tags
- [App](#)
- [Share](#)