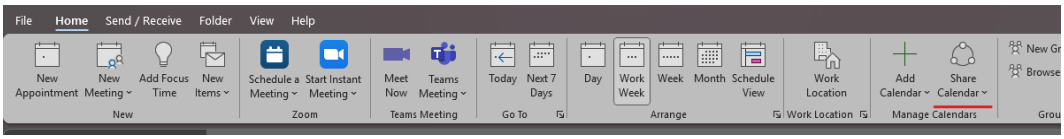
Calendar Sharing in Outlook 365 Classic Desktop app

Jeff Clark - 2026-02-10 - Office/Windows Support

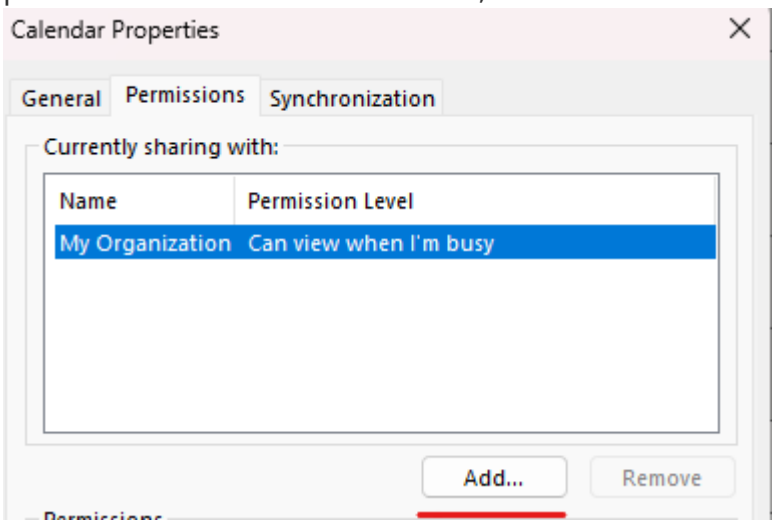
Note: To share contacts or calendar, both parties must be Exchange users in Outlook.

Sharing your Calendar

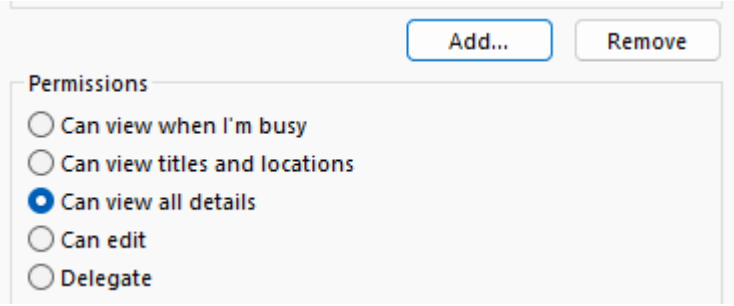
Open Outlook and click on Calendar.
On the ribbon (top menu) select “Share Calendar” option and select Calendar.



The Calendar Properties window will open showing all the existing permissions. To add a new share, click the Add button.



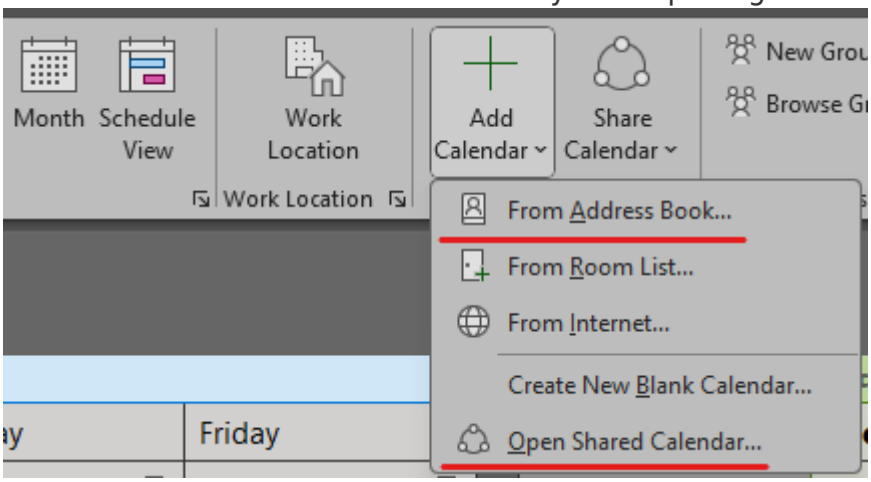
A sharing request will open. Search for the user or departmental email you'd like to share with and double click the name. Click OK when finished.
Once a person or group has been added, you can adjust the Permission level below.



When finished, click OK to close the Properties window.

To Open up a Shared Calendar

Open Outlook and click on Calendar.
Click Add Calendar and select either From Address Book or Open Shared Calendar. Address book will open the Global Address list so you can browse, Open Shared Calendar will only allow you to enter an email address. Open Shared Calendar is easier if you already know the full email address of the shared calendar you're opening.



Enter the name or the email address of the person and hit OK.
The calendar will automatically open up next to your calendar and will be listed on the left panel under Shared Calendars.