Sharing Calendar on Outlook (Apple Device)

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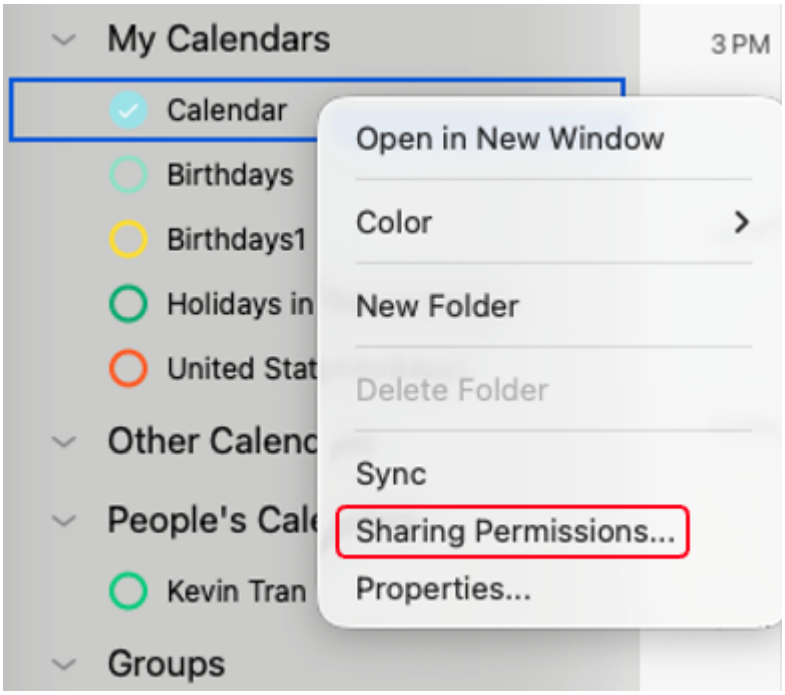
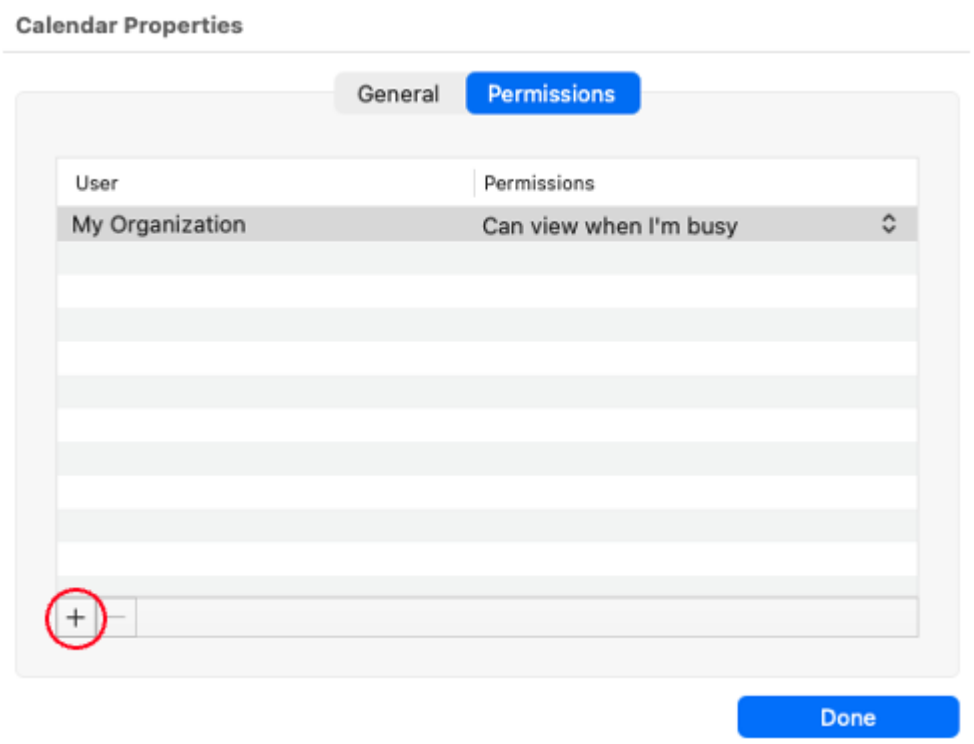
Sharing calendar on Apple device:

1. Open Outlook

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

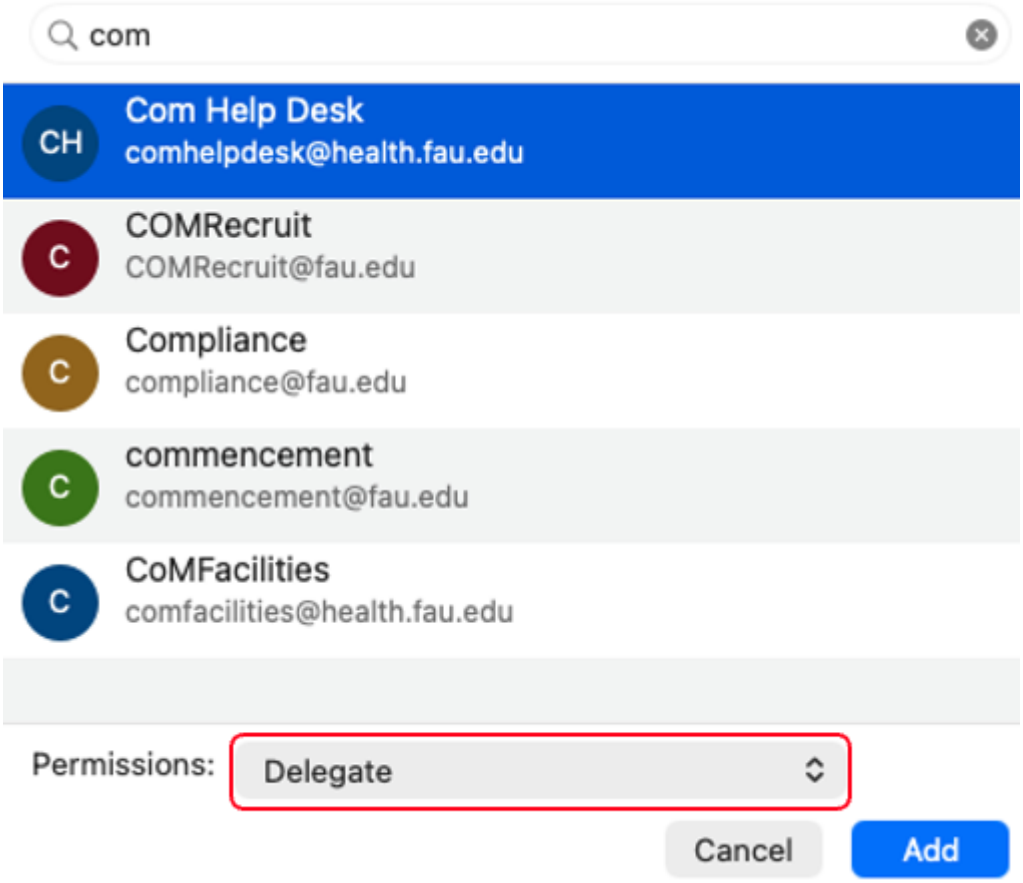


1. In the permissions window, click the **+** button to add a user.



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**.



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