Sharing a calendar and opening a shared calendar in Outlook

This covers sharing a calendar with another faculty or staff member, and how to open a calendar that was shared with you from the Outlook WebApp or the Outlook client.

In the Outlook WebApp (preferred method):

To Share the Calendar:

Go to https://www.office.com/ and login with your SU email address and password

Select **Outlook** from the list of applications.

> If you are sharing a calendar that belongs to a department email you must first open that mailbox.
>
> > Click on your initials or profile picture in the top right corner.
> >
> > Select Open Another Mailbox
> >
> > Enter the name of the Email address associated with the calendar and press OK.

Choose the **Calendar(1)** icon from the list of icons on the left.

On the top right select **Share(2)**.

Enter the **name or email address(3)** of the SU user you would like to share your calendar with, then select the **permission** you would like to grant and click **Share**.
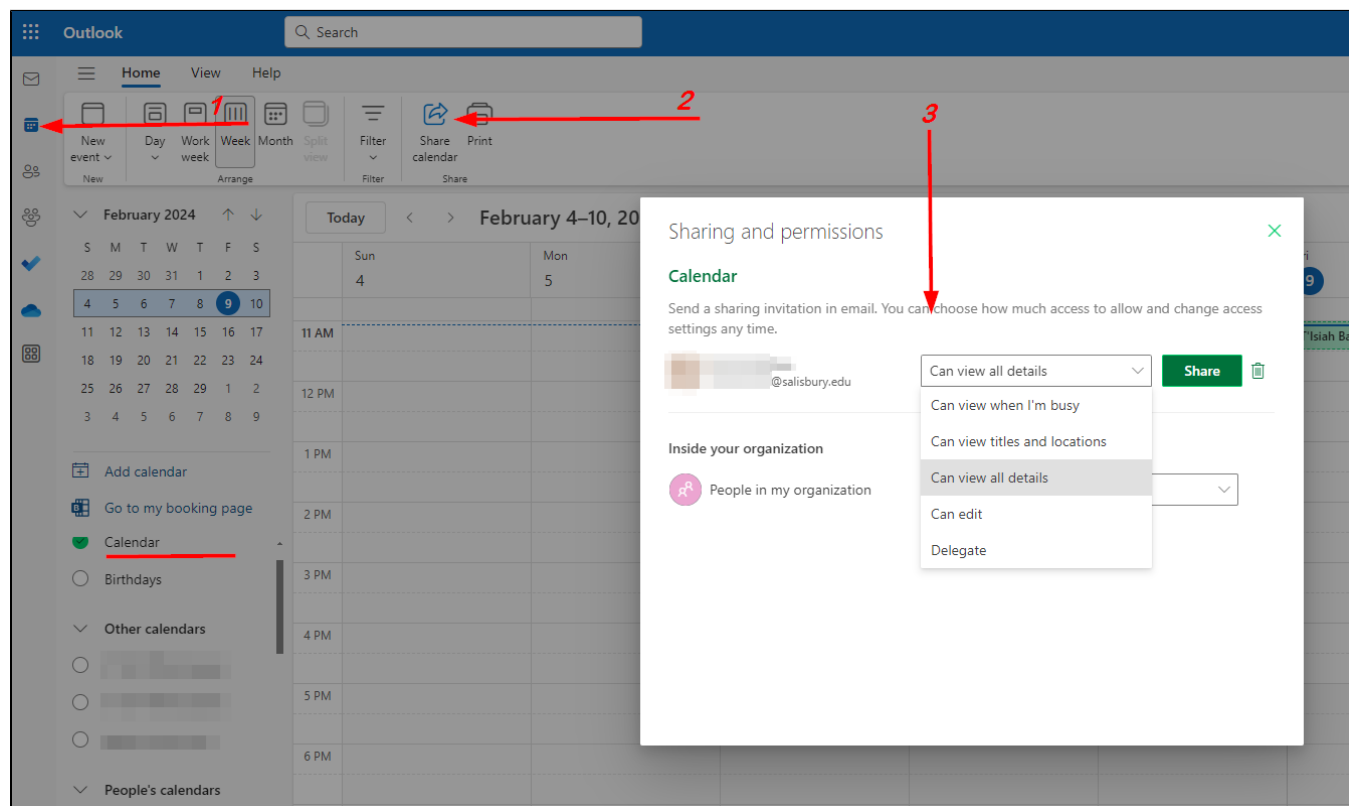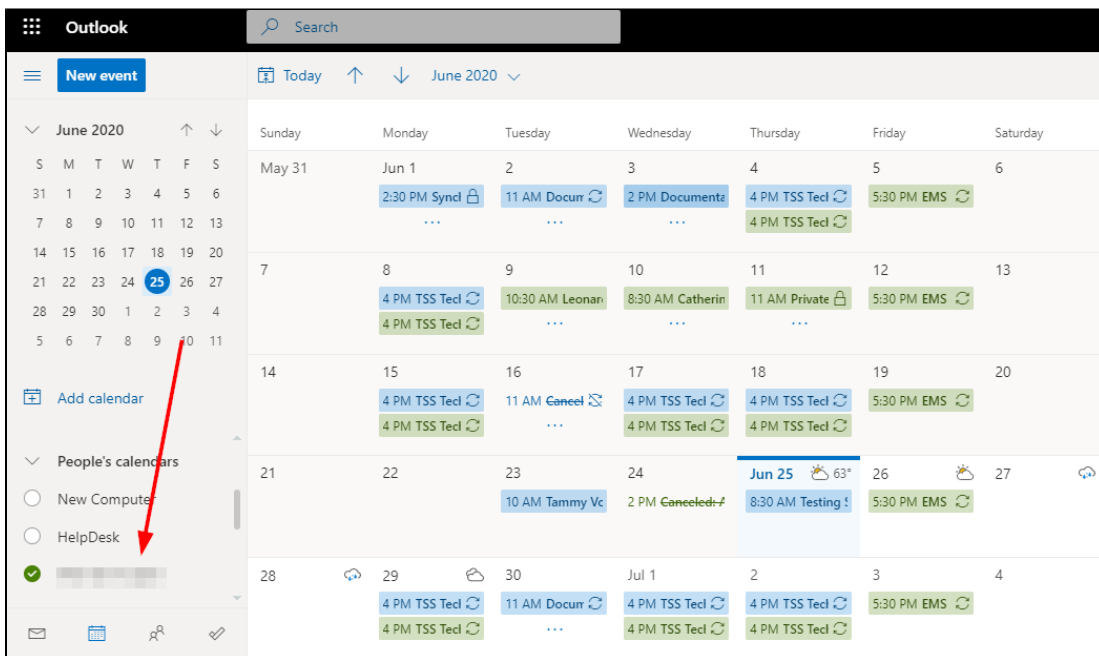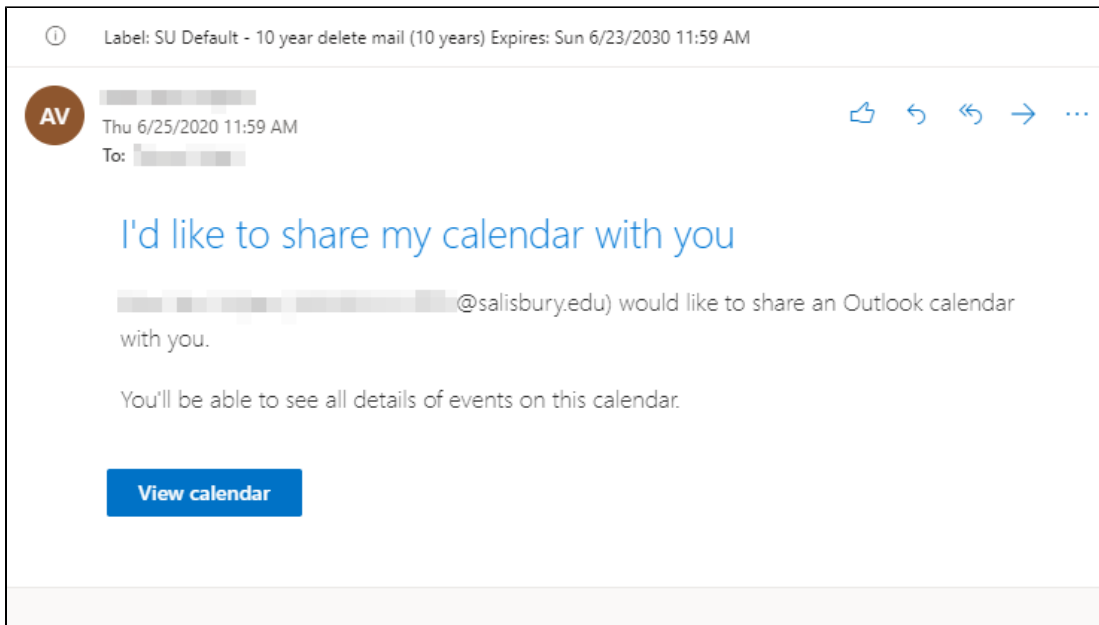

To remove permissions select the trashcan icon to the right of the user.

To Open a Shared Calendar:

Once a calendar is shared the recipient will receive an email stating they have been invited to view a shared calendar.

Click Accept and then View Calendar and the calendar will be added to your list of calendars.

In the Outlook desktop App for Windows:

To Share the Calendar:

1. In **Calendar**, select the calendar you wish to share.
2. In the **Home** tab, in the **Share** group, click **Calendar Permissions**.
3. In the **Calendar Properties** window, in the **Permissions** tab, If you haven't already, click **Add…** and add the person(s) with whom you wish to share your folder.
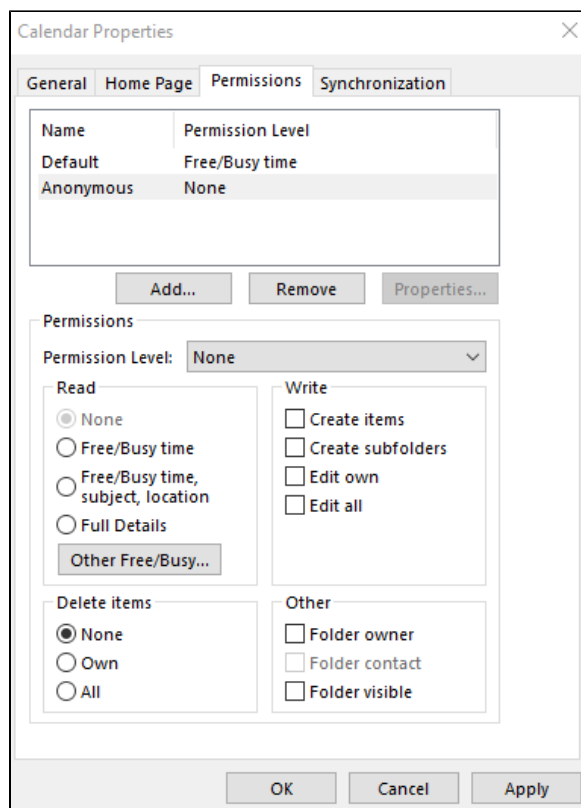
4. Make sure the person's name is selected, and change the **Permission Level**.

5. Click **OK**.

To Open a Shared Calendar:

1. In **Calendar**, in the **Home** tab, from the **Manage Calendars** group, select **Open Calendar**.
2. Click **Open a Shared Calendar…**
   a. You can also reach this by right-clicking an existing calendar's name in the Calendar list and choose **Add Calendar…** and then **Open a Shared Calendar…**
3. From the **Open a Shared Calendar** window, type the name of the person or room whose calendar you wish to open.
   a. You can also click **Name…** and search for the name or room in the Address Book.
4. Click **OK**.
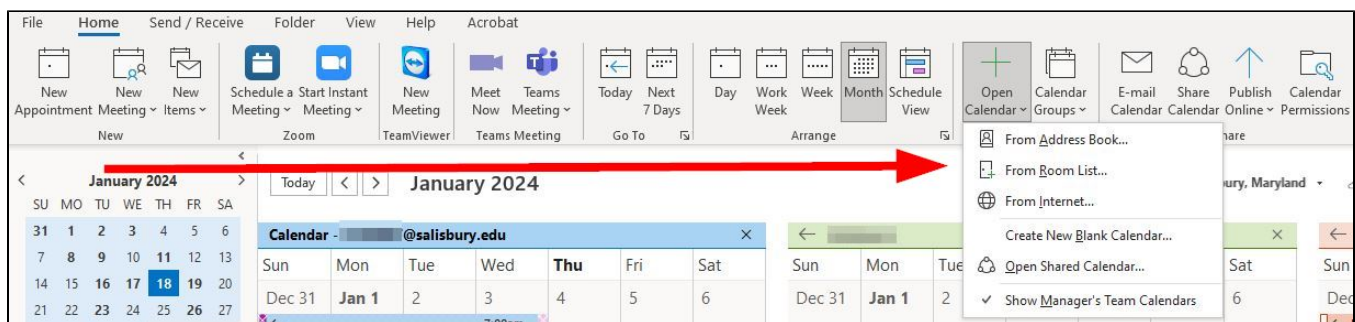
The calendar will open and will now appear in your **My Calendars** list or your **Shared Calendars** list.

In the Outlook desktop App for Mac:

To Share the Calendar:

1. At the bottom of the navigation pane, select the **Calendar** icon.

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2. Select the calendar you want to share.
3. On the **Organize** tab, choose **Calendar Permissions**.

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Note: If the **Open Shared Calendar** or **Calendar Permissions** buttons are unavailable, you might need to change one of your settings. See You cannot open a shared calendar in Outlook 2016 for Mac for instructions.

4. In the **Calendar Properties** box, choose **Add User**.

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5. In the **Search** box, enter the name of the person you want to share your calendar with.
6. When you see their name appear in the list, select it and then choose **Add**.
7. In the **Calendar Properties** box, select the **Permission Level** down arrow, and choose the permission level to assign to the person you added. Note that the settings for Read, Write, Delete, and Other options change based on the permission level you choose.
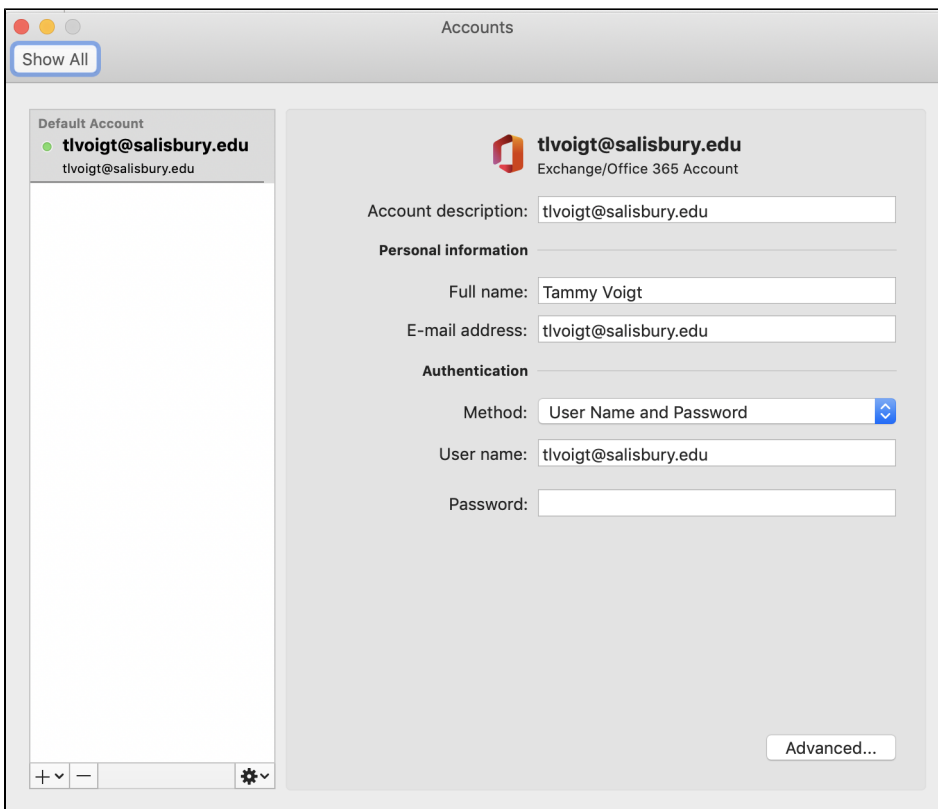
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8. Check the boxes that apply in the **Read**, **Write**, **Delete**, and **Other** sections, and then select **OK**.

To Open a Shared Calendar:

1. Open Outlook.
2. Select Outlook then Preferences.
3. In the new window select Accounts.
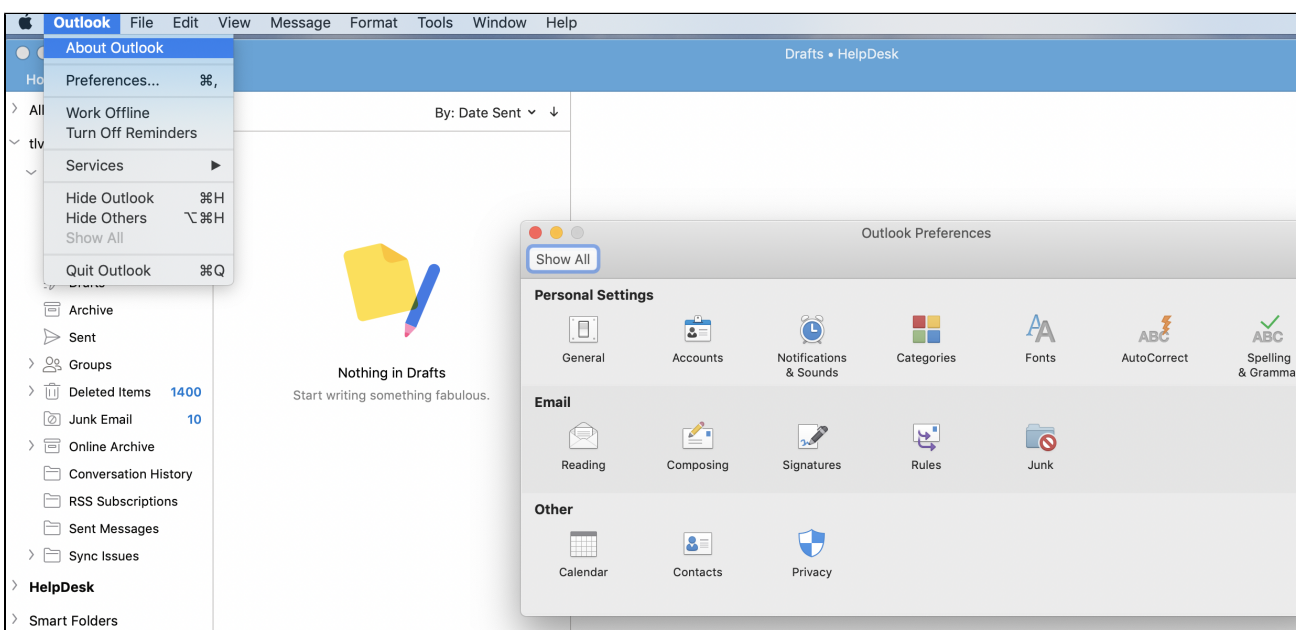
4. Select your SU email account from the list and click Advanced.

5. In the Advanced window select Delegates.

6. Under Open these additional mailboxes select the + button.

7. Enter the name of the shared mailbox and click Add.

8. Your shared mailbox will be listed under your personal mailbox in Outlook.

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