

How to share Calendars

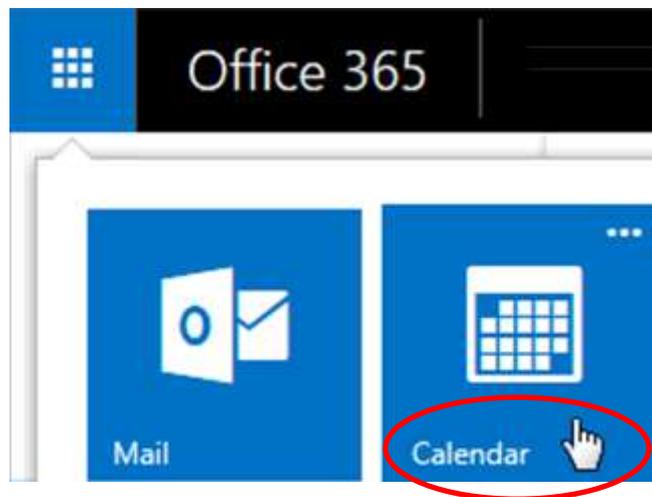
This guide describes how to share your University of Exeter Calendar with a colleague, or request to share theirs.

There are separate sections for setting this up in [Office365 email](#) or in the [Outlook client](#) if you use that.

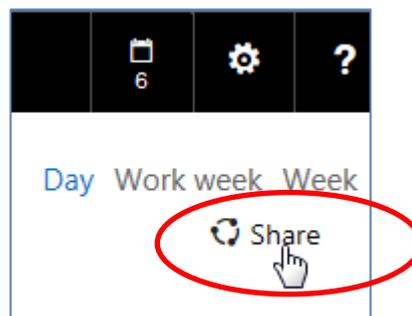
If you need any further assistance please contact the [SID desk](#)

O365 web mail

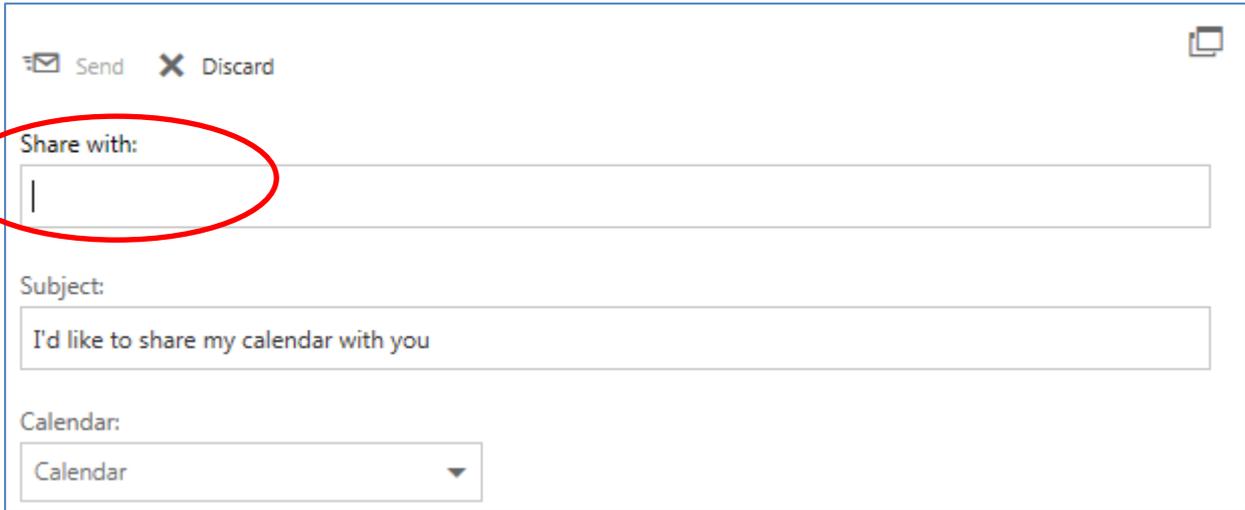
1. In your O365 email, click on the menu icon at the left of the menu bar, then click on “**Calendar**”



2. Then click on the “**Share**” link at top right of your screen



3. In the “**Share with:**” box start typing the name of the person with whom you want to share your Calendar.



Send Discard

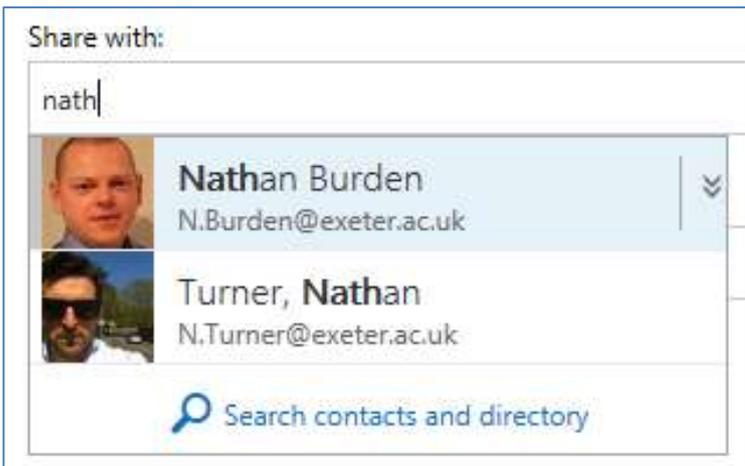
Share with:

Subject:
I'd like to share my calendar with you

Calendar:
Calendar

As you type their name, O365 will search the Global Address Book to try to match the entry.

It may present a list of one or more matching names for you to choose, depending on how much of their name matches:



Share with:

nath

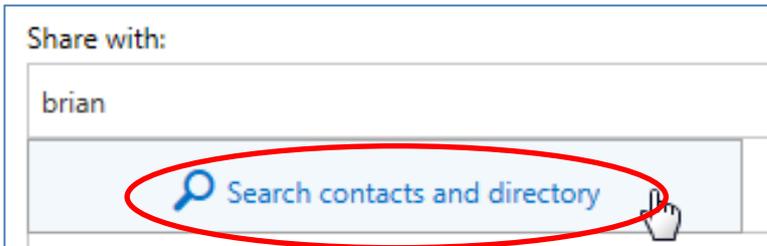
 **Nathan Burden**
N.Burden@exeter.ac.uk

 **Turner, Nathan**
N.Turner@exeter.ac.uk

 Search contacts and directory

Click on the correct name if shown.

If no matching names are found straight away, click on the “**Search contacts**” bar.



Share with:

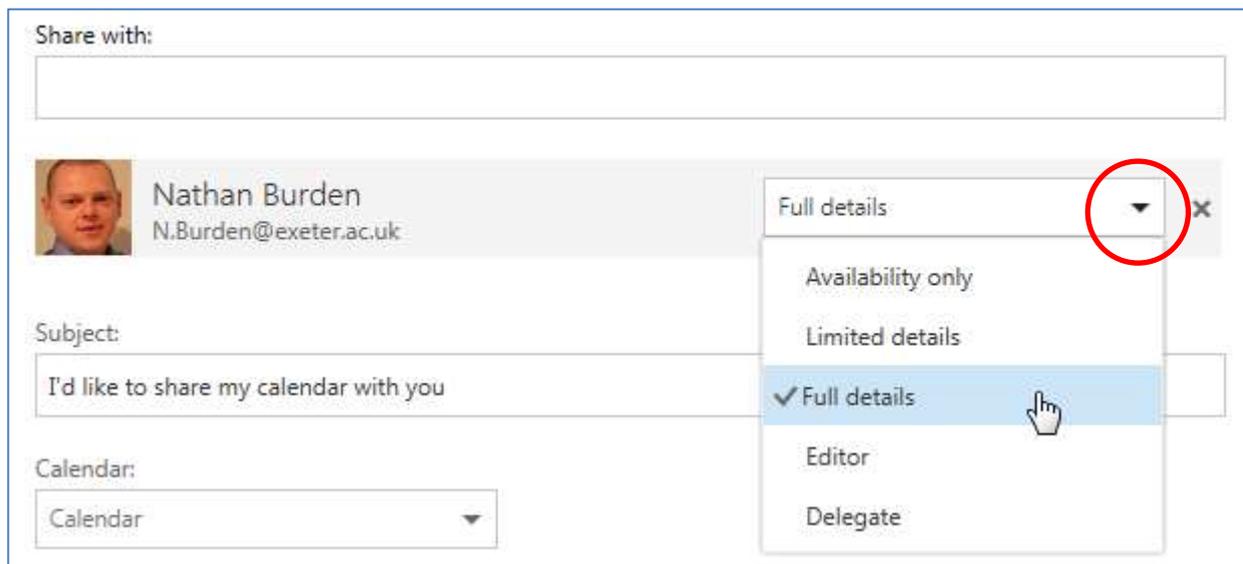
brian

 Search contacts and directory

This will then show a list of matching names.

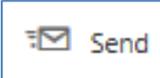
Scroll down and click on the person you want to share with.

4. You can choose the level of details in your Calendar that you want your colleague to see.



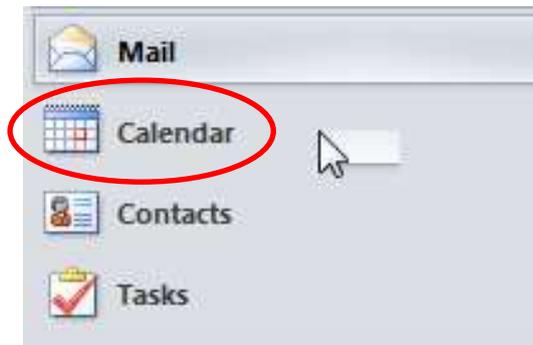
Click on the dropdown box next to their name and choose the level you want.

5. You can search for and select more than one person and set their access level before you send the sharing request.

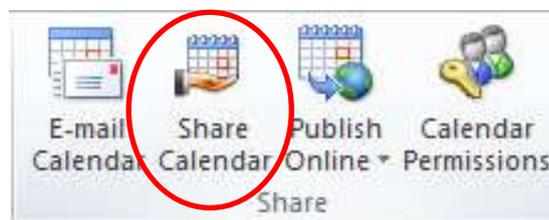
6. When ready, click on the  **Send** button at the top of the page to send the sharing request.

Outlook

1. In your Outlook email client, navigate to the 'Calendar' tab, in the **Folders** panel

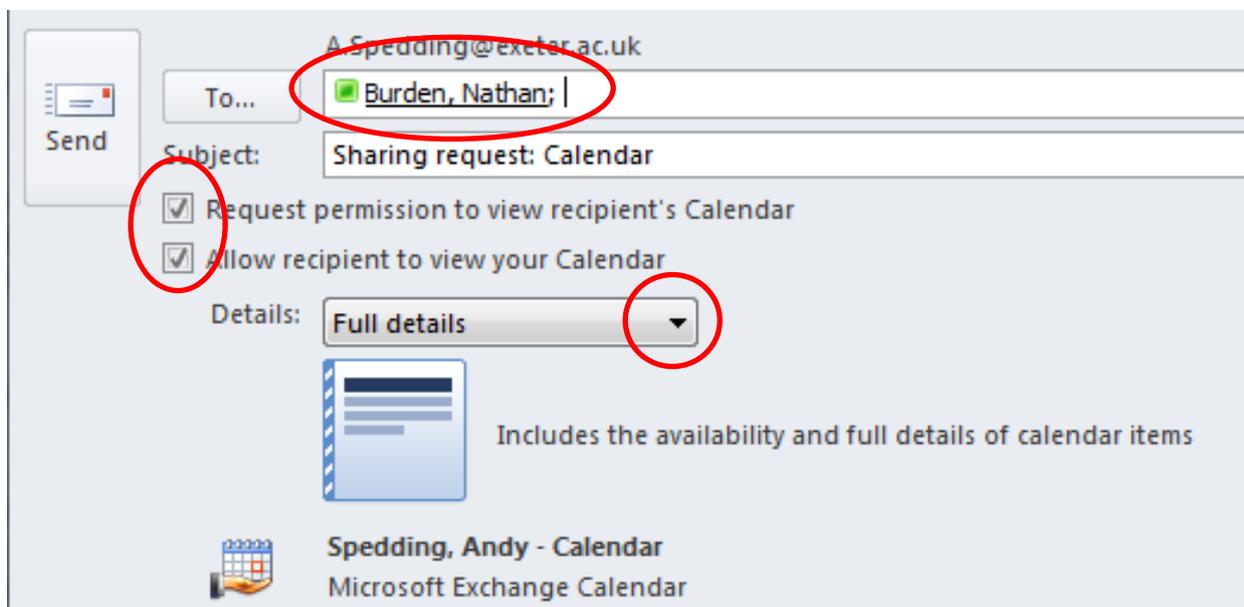


2. Then, in the **Share** section in the menu ribbon at top of the screen, click on "Share Calendar"



This will create a sharing request message.

3. Enter the email address/es of the person / people with whom you want to share your Calendar.

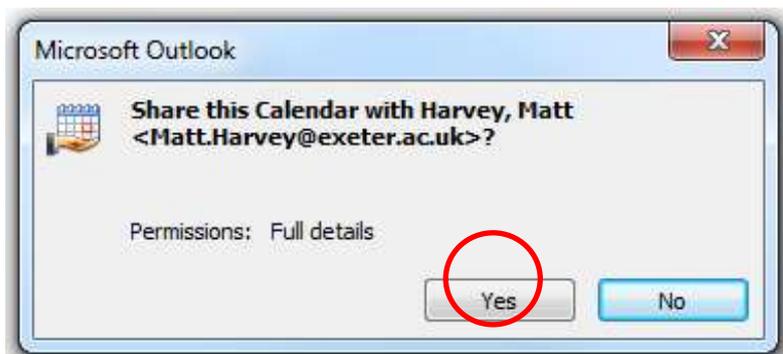


Click on the "Details:" dropdown box to set the level of access you want them to have.

Note: you can only set the same level for all the names you have chosen.

You can at the same time request permission to view their Calendar(s) too, by clicking in the tickbox just below the "Subject:" line.

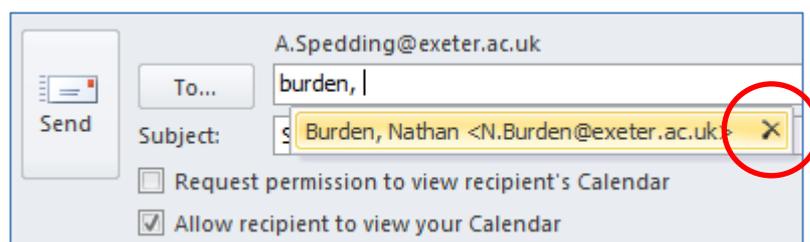
4. Click on **Yes** to send the sharing request.



5. If you get the error message "Policy does not allow granting permissions at this level...", you are probably trying to access an out-of-date cached email address for them.

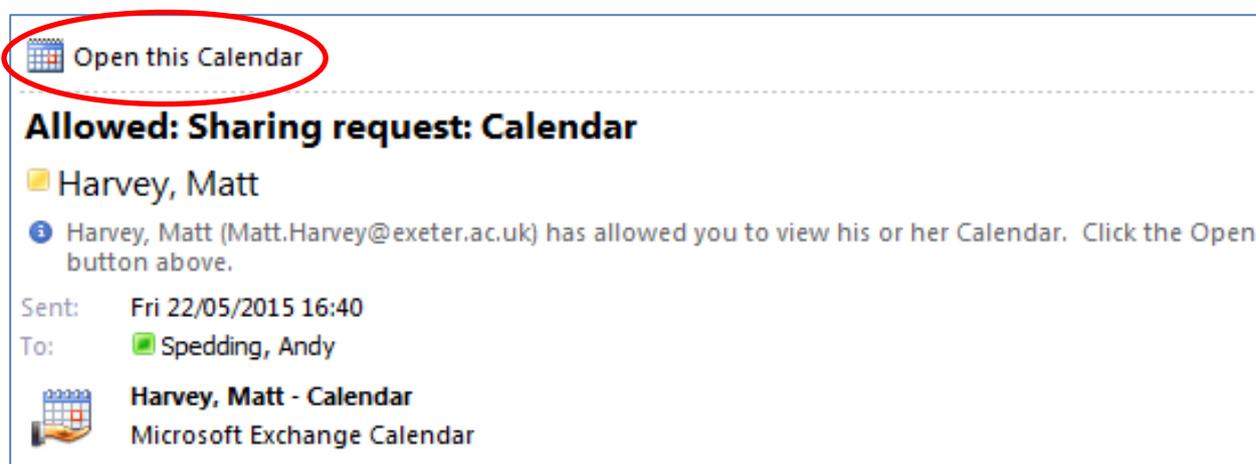


Go back to adding their email address again, but click on the cross to the right of their email address when found:



This will clear their old email address from your cache. Type their email address in again in full and repeat steps 3 to 4 above.

6. When the person accepts your request to see their Calendar too, you will get a reply in your Email Inbox, like this:



Click on **Open this Calendar** to see appointment details in their Calendar