Share your Calendar in Outlook 2016

1. Click **Calendar**.

2. Click **Home > Share Calendar**.

3. In the email that opens, type the name of the person in your organization that you want to share your calendar with in the **To** box. In **Details**, specify the level of details that you want to share with the person in your organization, and then click **Send**.

4. The person in your organization receives the sharing invitation in email, and then clicks **Open this calendar**.
5. The shared calendar displays in the person’s Calendar list.

To change calendar sharing permissions

1. Click Calendar.

2. Click **Home > Share Calendar**.

3. On the **Permissions** tab, make any changes to the calendar sharing permissions.