

# Share Outlook 2016 calendar so others can see my calendar

## Q: Share Outlook 2016 calendar so others can see my calendar

### Answer

To share your calendar with others, "Reviewer" permissions need to be applied to the desired calendar.

1. In Outlook, click on **Calendar** in the lower left hand side of the navigation pane and then right-click the desired calendar
2. Select **Change Permissions**.
3. Click **Add User** and type in the name of the individual you wish to provide review only permissions to.
4. Click on **Add** at the bottom of the screen then **OK**.
5. Select the individual from the list and then by pulling down the permission level menu, change it to "reviewer".
6. Click **Apply**, then **OK**.

**Note:** It is important to mark personal appointments and meetings as confidential. Failure to do so will allow those with permissions to see all your meetings and appointments.