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.