

# Calendaring - Sharing and Delegating Your Personal Calendar

## Calendaring - Sharing and Delegating Your Personal Calendar

 These instructions do not apply to team/group shared calendars. They are only for your *personal* Exchange calendar.

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### Overview

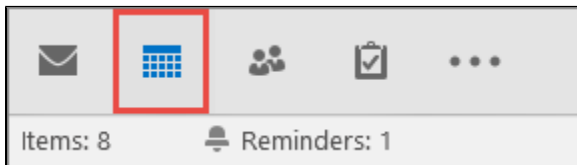
Your personal calendars can be shared with other users.

- **Sharing** your calendar allows other users to view or "pencil in" events and receive calendar invites and notifications for your calendar. Although calendar sharing gives another user read or write access, ownership of your calendar stays exclusively with you.
- **Delegation** allows you to permit other Exchange users to view and send email/calendaring information on your behalf. This allows, for example, an assistant to answer invitations on behalf of a supervisor.

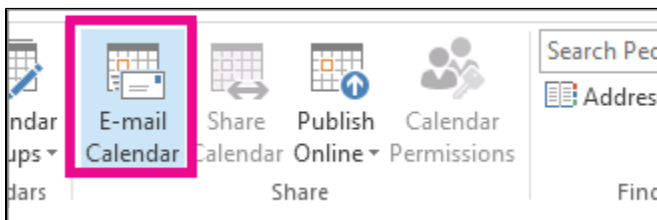
### Outlook For Windows

#### Share your calendar via email

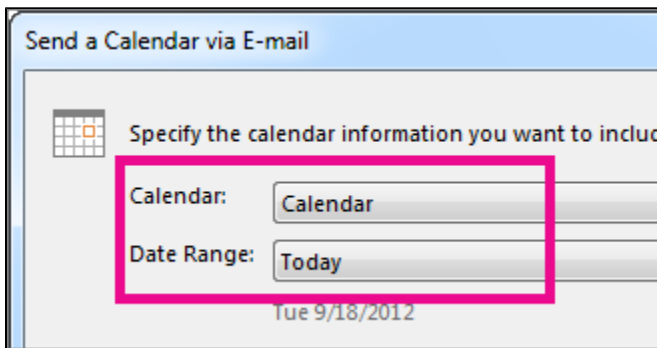
1. Click **Calendar**.



2. Click **Home > E-mail Calendar**.



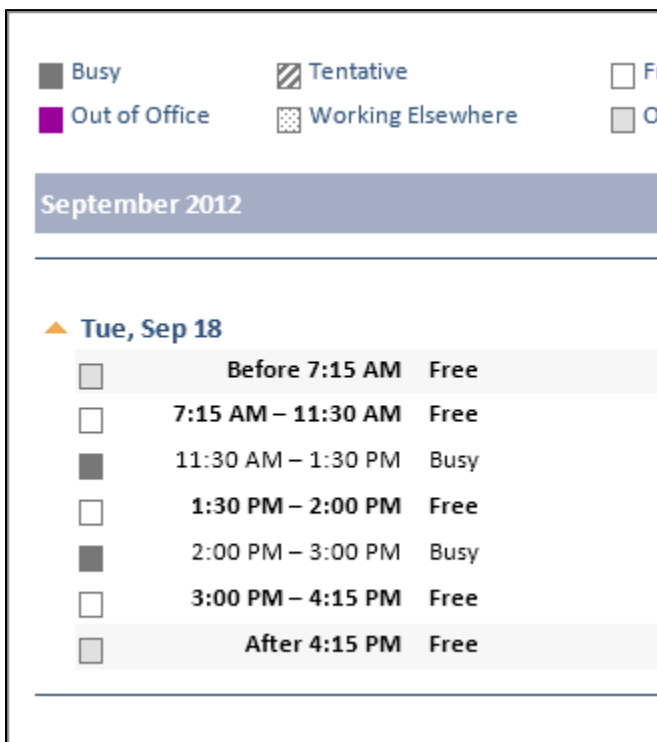
3. In the **Calendar** and **Date Range** boxes, pick the calendar and time period you want to share. For example, choose **Today** only or for the **Next 7 days**.



4. Set any other options you want, then click **OK**.

5. In the new email that opens, add who you want the message to go to in the **To** field, add a message if you want, and click **Send**.

The person you've sent your calendar will see a snapshot of it in the message.



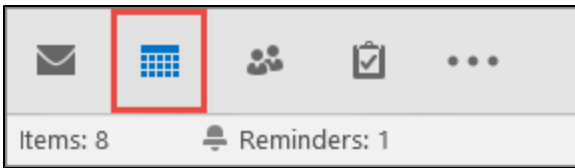
The message also includes an attached iCalendar (.ics) file that they can open in Outlook or another calendar program. When the recipient clicks the iCalendar file, Outlook displays the file as a new calendar they can view side-by-side with their calendar. They can drag appointments or meetings between the two calendars, and find a time that works for both of you.

## Share your Office M365 calendar with people inside your organization

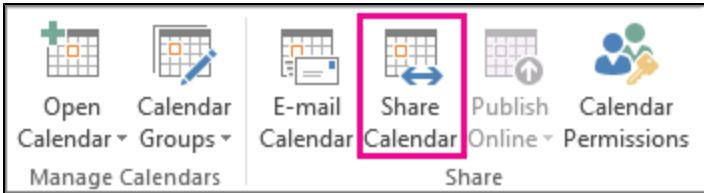
If you have an Office M365 or other Microsoft Exchange-based email account, and you want to share your calendar with someone who is inside your organization, you can give them permissions to view your calendar.

### Share your calendar with people inside your organization

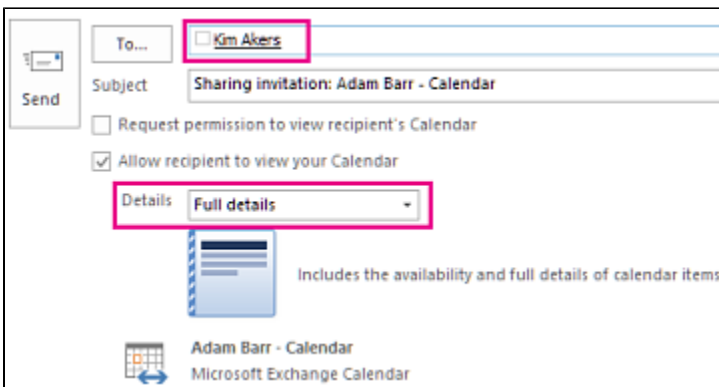
1. Click **Calendar**.



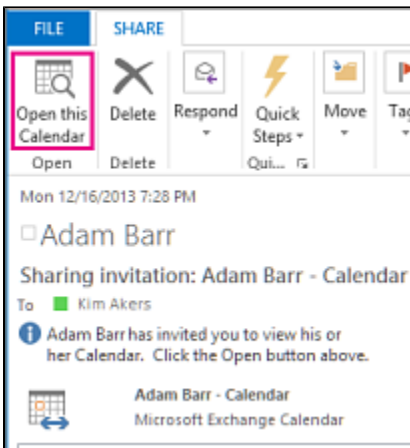
2. Click **Home** > **Share Calendar**.



3. In the email that opens, type the name of the person in your organization with whom you want to share your calendar 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**.



The shared calendar displays in the Calendar list.

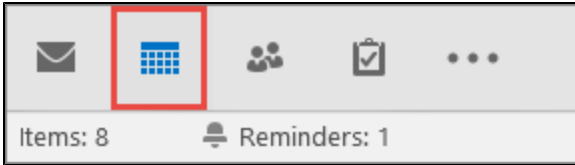
## Share your calendar with people outside your organization

Unfortunately MIT's instance of Exchange does not allow for users to share their calendar with people outside the organization.

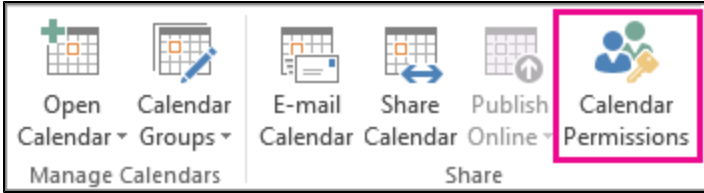
## Change permissions after you have shared your calendar with other people

You can change calendar sharing permissions.

1. Click **Calendar**.



2. Click **Home** > **Calendar Permissions**.



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

4. Click **OK** to save your changes.

## Outlook For Macintosh

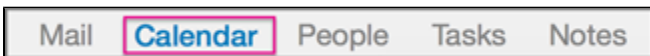
### Share your personal calendar in Outlook 2016.

You can share your calendars in Outlook 2016 for Mac with others. Permissions you can set range from co-owner to view-only, and you can take away their permissions to see your calendar at any time.

**Important:** To share your calendar, both you and the person you want to share it with must both have Microsoft Exchange accounts.

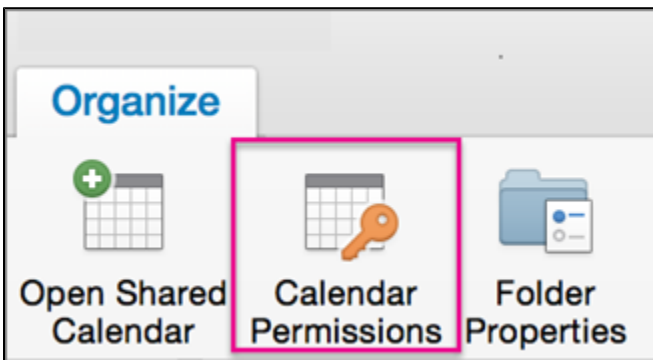
### Share a calendar with someone

1. At the bottom of the navigation pane, click **Calendar**



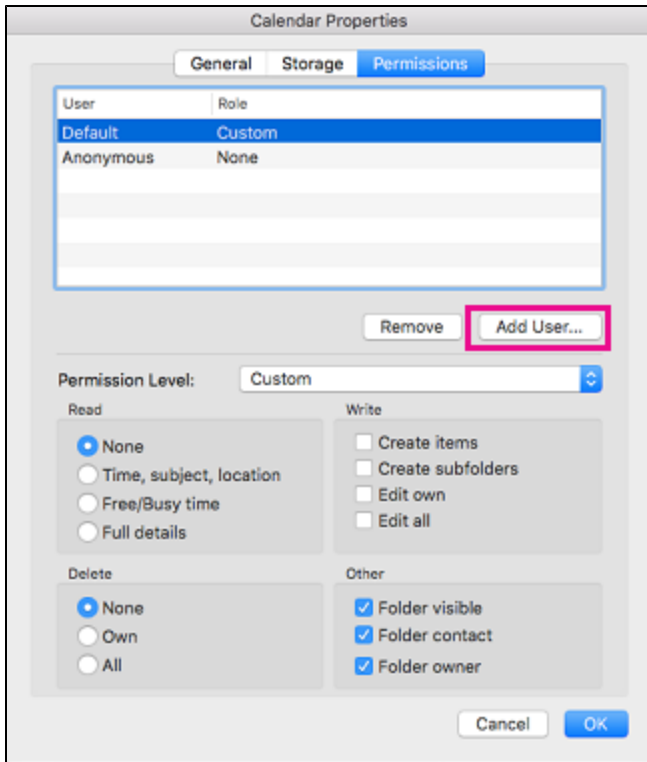
2. Select the calendar you want to share

3. On the **Organize** tab, click **Calendar Permission**.



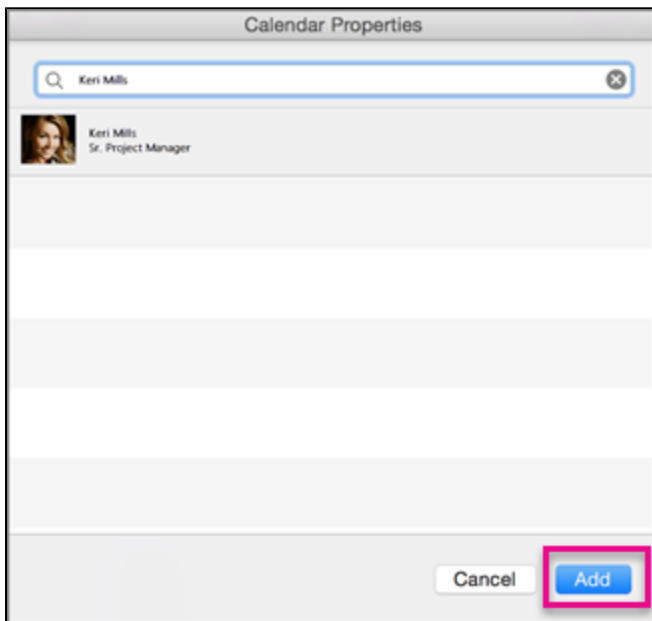
If the **Open Shared Calendar** or **Calendar Permissions** buttons are unavailable, you might need to change one of your settings.

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



5. In the **Search** box, type the name of the person with whom you want to share your calendar.

6. When you see their name appear in the list, click it and then click **Add**.



**Tip:** Their name will show up in the **Calendar Properties** box.

7. In the **Calendar Properties** box, click the **Permission Level** down arrow, and choose the permission level to assign to the person you added. Note that the default **Read**, **Write**, **Delete**, and **Other** options change based on the permission level you choose.

8. Check the boxes that apply in the **Read**, **Write**, **Delete**, and **Other** sections, and then click **OK**.

## Permission levels defined

You can grant different permission levels to different individuals. The default is free/busy, which shows only your free/busy status in the scheduling assistant.

In order for Mac users to see your calendar in iCalendar, they'll need to be assigned the **Reviewer** permission level.

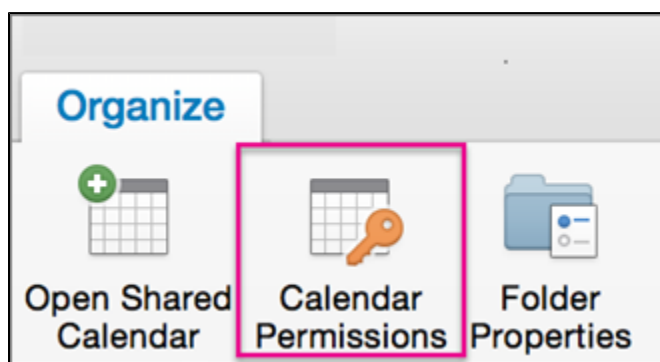
This table explains the privileges that are associated with each permission level.

ACTION	PRIVILEGE	RECIPIENT OF SHARED CALENDAR...
Read	None	Is blocked from reading anything on the shared calendar
	Time, subject, location	Can see when you are free and busy but no other details
	Free/Busy time	Can see when you are free and busy but no other details
	Full details	Can read everything on your calendar
Write	Create items	Can create meetings and appointments on your calendar

	Create subfolders	Can create a folder under the shared calendar. This is a place where you can schedule appointments but not meetings.
	Edit own	Edit meetings and appointments they created but not those created by the person sharing the calendar
	Edit all	Edit all meetings, appointments, and folder contents regardless of who created them
Delete	None	Is blocked from deleting anything on the shared calendar
	Own	Can delete meetings and appointments they created but not created by the person sharing the calendar
	All	Delete all meetings, appointments, and folder contents regardless of who created them
Other	Folder visible	View the folder (or sub-calendar)
	Folder contact	Receive messages about a public show and resolve duplication or overwrite issues.
	Folder owner	Add, edit, and remove appointments.

## Remove calendar sharing permissions

1. At the bottom of the navigation pane, click **Calendar**.
2. Select the user you want to remove calendaring permissions from.
3. On the **Organize** tab, click **Calendar Permissions**.



4. In the **Calendar Properties** box, click **Remove**, and click **OK**.