

Share a specific calendar in OWA



Please note that these instructions refer to using **OWA on Exchange server 2010**, not the more recent Exchange server 2013. For the latest OWA instructions, please see [Using Outlook Web App](#).

If you are not sure which version of OWA you are using, please refer to [this document](#).

Share a specific calendar in OWA

Login to the original account where the calendar exists.

1. Navigate to the Calendar Screen
2. Right click on the calendar. Select **Share > Share this Calendar**
3. Type the email address of the person you'd like to share the calendar with. Select the appropriate level of access. Click **Send**.

Login to the account that the calendar is being shared with.

Find the email, open it and click **Add this Calendar**