
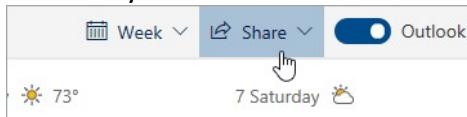


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## How to Share Your Calendar

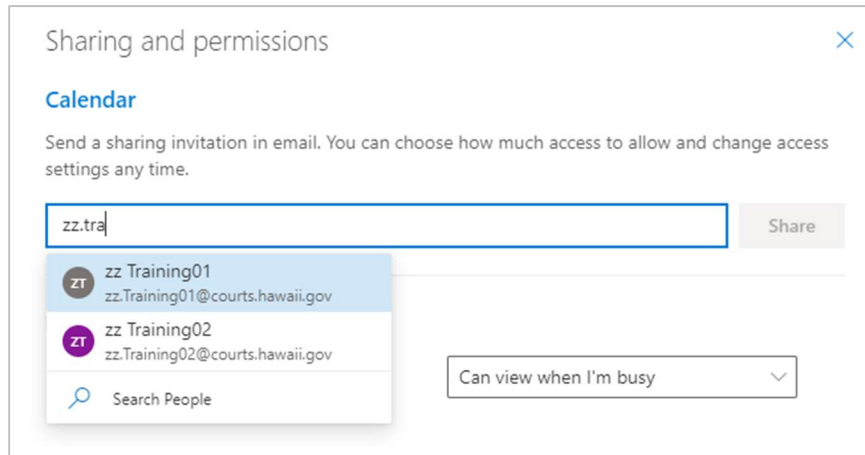
If you want to share your calendar with another staff member (ex: your secretary or a co-worker), follow the instructions provided below.

1. At the bottom of the page in Outlook, select  to go to Calendar.
2. In Calendar, on the toolbar at the upper right top of the page, select Share, and choose the calendar you want to share.

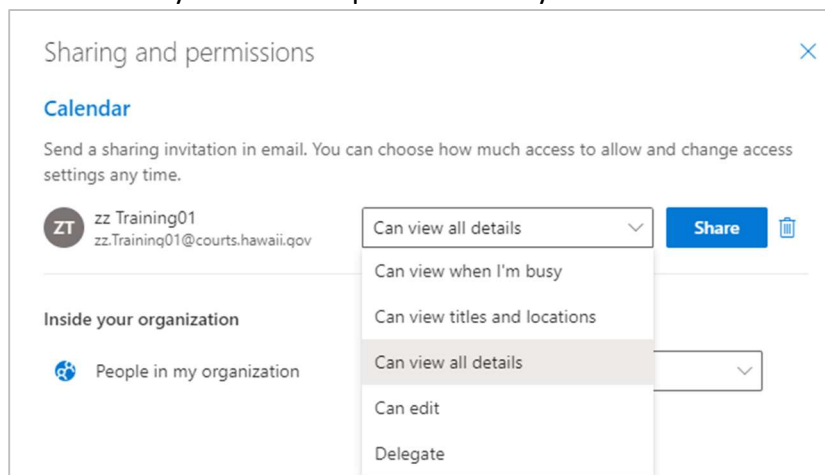


**Note:** You can't share calendars owned by other people.

3. Enter the name or email address of the person you want to share your calendar with.

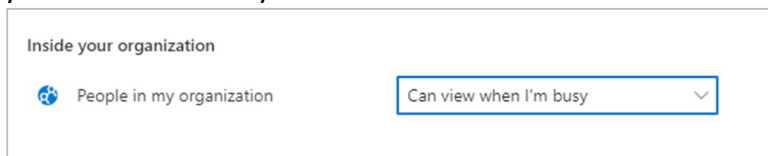


4. Choose how you want the person to use your calendar:

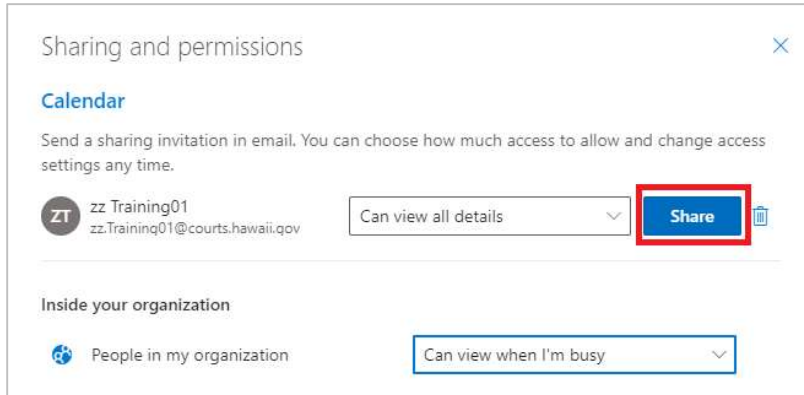



- Can view when I'm busy lets them see when you're busy but doesn't include details like the event location.

- Can view titles and locations lets them see when you're busy, as well as the title and location of events.
  - Can view all details lets them see all the details of your events.
  - Can edit lets them **edit** your calendar.
5. Select **Delegate** to give them the same permission as **edit**, plus they will receive meeting requests and responses on your behalf.
  6. **Note:** When a delegate responds to a meeting invitation on your behalf, you won't see the response on the invitation in your Inbox when using Outlook on the web. Meetings that are accepted or tentatively accepted will appear on your calendar and will show that your delegate accepted them.
  7. **Note: Do not change** the settings for "People in my organization" (shown below) unless you want all users in the State of Hawaii Judiciary to see more details in your calendar other than when you're free and busy.



8. After you've finished adding the person you want to share your calendar with and have chosen which permission you want to give them, select **Share**.



9. If you decide not to share your calendar right now, select  **Remove**.

