## 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.

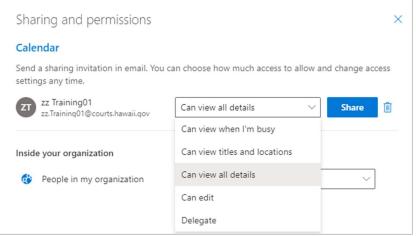


Note: You can't share calendars owned by other people.

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

Sharing and permissions	>
Calendar	
Send a sharing invitation in email. You can settings any time.	h choose how much access to allow and change access
zz.tra	Share
zz Training01 zz.Training01@courts.hawaii.gov	
zz Training02 zz.Training02@courts.hawaii.gov	
Search People	Can view when I'm busy 🗸 🗸

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

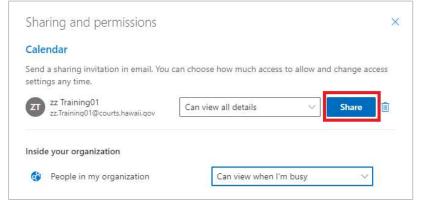


• Can view when I'm busy lets them see when you're busy but doesn't include details like the event location.

- 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.

Inside your organization		
People in my organization	Can view when I'm busy	$\sim$

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**.

Calendar			
Send a sharing invitation in email. You settings any time.	can choose how much access	s to allow and char	nge access
zz Training01 zz.Training01@courts.hawaii.gov	Can view all details	∽ Sh	are 📋
Inside your organization			
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