Sharing Calendars

You can share your calendar in Office 365 with other people within your organization. When a calendar is shared to someone, they will be able to add it to their own calendar view in Office 365 or Outlook. Permissions can be set to where the person you have shared your calendar with can either view it, edit it, or act as a delegate for it.

For more details from Microsoft on opening a shared calendar, click here.

**NOTE:** During the UCF Email migration, Calendar Sharing will be limited to accounts where your account resides. For example, accounts migrated to Office 365 can only share with other migrated Office 365 accounts. On-Premise UCF email users can only share calendars with other on-premise UCF mailboxes. Once all accounts have been migrated to Office 365 full calendar sharing will be available.

Office 365 Calendar Sharing

Open your calendar in Office 365 and click the **Share** button and the **Calendar**.
You will then be asked who you wish to share your calendar with. Type in their email address in the Share with form box. You can also decide if you want to add a Subject line.

![Share with form](image)

Finally, choose the permissions you want to place on your calendar. Each permission will

- **Availability only** – shows the time of items on your calendar and no other details.
- **Limited details** – show the time, subject, and location, but no other information.
- **Full details** – show the time, subject, location, and other details of all items in your calendar.

![Permissions selection](image)

Then press Send.
Accepting a Shared Calendar

When someone wants to share their calendar with you, an email message will appear in your inbox.

When opened you will be offered the ability to accept the shared calendar or share your own calendar.

When accepted, the sender’s calendar will appear alongside yours and stack that individual’s appointments with yours on a single calendar.
To change this view, simply select the individual’s name that you wish to remove from your calendar view under Other Calendars on the left side of the screen. Doing this will result in only your calendar being shown.

**Changing a Shared Calendar’s Permissions**

You have the ability to change or revoke permissions that have been set on a shared calendar. In the navigation pane of the Calendar tab, under My calendars, right-click on the calendar you want to set permissions for. The click Permissions...

If you want to stop sharing the calendar with a person, you can either choose a new level of permissions or Delete to remove their permissions entirely by clicking the X.

Then Save to keep the changes. Discard to cancel.

When a person has been deleted from your shared calendar, the URL that was sent to them will stop working. Additionally, if your calendar is changed from Public to Not shared, the URLs associated with it will also stop working.
Outlook Calendar Sharing

Click on your Calendar and then click Share Calendar.

A Sharing Invitation will be created for you to send. Place the email address of the person you wish to share your calendar with in the To... field. You can also add a Subject.

Just like in Office 365, you can adjust the permissions for your shared calendar.

- **Availability only** – Time will be shown as “Free”, “Busy”, “Tentative”, “Working Elsewhere”, or “Out of Office”.
- **Limited details** – Includes the availability and subjects of calendar items only.
- **Full details** – Includes the availability and full details of calendar items.

When the invitation is sent, the user will receive an email regarding the invitation.