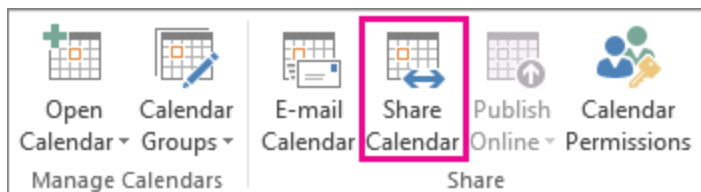


## To share your calendar

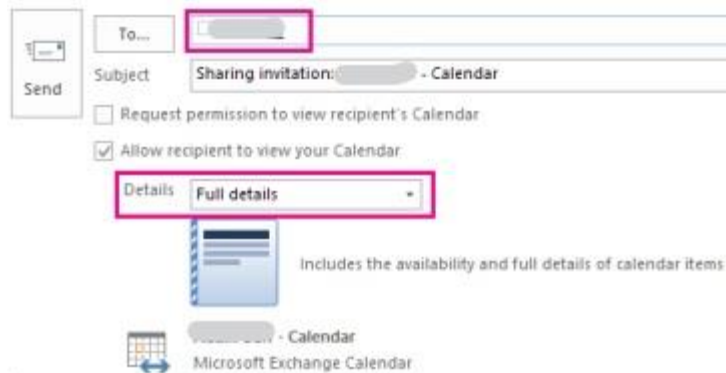
1. Click **Calendar**.



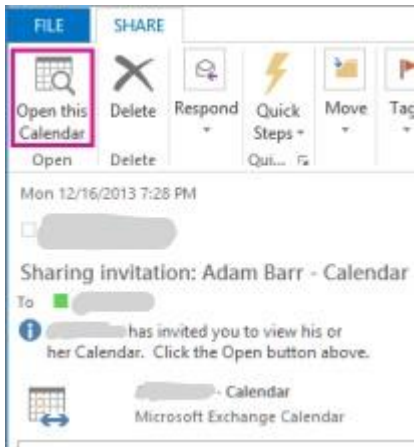
2. Click **Home > Share Calendar**.



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



- The person in your organization receives the sharing invitation in email, and then clicks **Open this calendar**.



- The shared calendar then is displayed in the person's Calendar list.