1. From your **Calendar** folder, on the **Home** menu, select **Share Calendar**.



1. Choose the calendar you want to share from the drop-down menu.
2. In the **Calendar Properties** dialog box, click **Add**.
3. You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the **Add Users** dialog box, click **OK**.
4. Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.



1. The person you've shared your calendar with will receive a sharing invitation by email.
2. Once the recipient clicks **Accept**, they'll see your shared calendar in their calendar list.