



## **Share Your Calendar In Outlook 2019 – Mac OS**

Everyone using Deerfield email can see when you are free or busy on your calendar but cannot see the content or subject of the meeting. If you want someone to be able to see the details of your meetings and appointments you can share your calendar.

- In Outlook, select the **calendar** option from the Navigation Pane on the left
- Right click on the calendar you want to share (most common choice is “calendar”)
- Click **Sharing Permissions**
- Click the **Permissions** tab if not already selected
- Click the plus sign (+), then type in part of the name you want to add
- Select the name from the list
- Choose the **permission levels** from the drop down
- Click **Add**
- Click **Done**