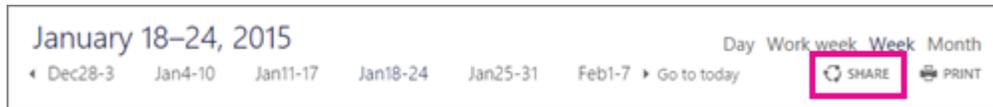# Share my calendar with people in my organization

You can share your calendar with people in your organization.

1. Sign in to Outlook Web App. If you're using Office 365, sign in to the Office 365 portal. Click **Calendar** > **Share**.

2. Type the *name or email address* of the person you want to share your calendar with in the **Share with** box. This box works like the **To** box in an email message. You can add more than one person to share your calendar with.
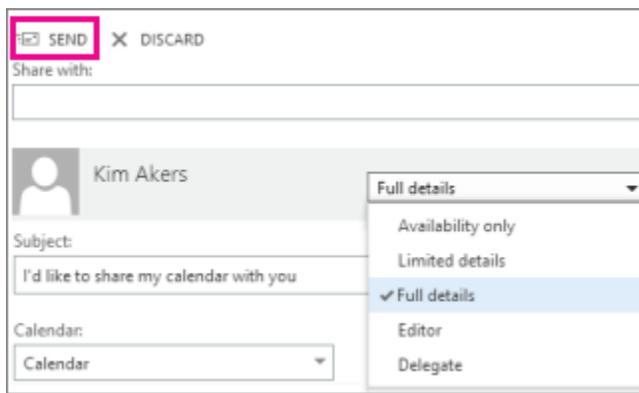
3. After you add who you want to share your calendar with, choose how much information you want them to see. **Full details** show the time, subject, location, and other details of all items in your calendar. **Limited details** show the time, subject, and location, but no other information. **Availability only** shows the time of items on your calendar and no other details.

You can also give someone permission to edit your calendar by choosing **Editor** or **Delegate**. An editor can edit your calendar. A delegate can edit your calendar, and can send and respond to meeting requests on your behalf. For more information about editor and delegate access, see Calendar Delegation in Outlook Web App.

4. You can edit the **Subject** if you want.

5. By default, your primary calendar is shared. If you created other calendars, you can select one of them to share instead.

6. After you finish adding people to share with, setting their access levels, and choosing which calendar to share with them, choose **Send**. If you decide not to share your calendar right now, choose **Discard**.

Note   If you share a calendar—such as a project calendar that you added to your account—other than your primary calendar you can give permission only for **Full details** or **Editor** access to that calendar.

Each person in your organization that you share your calendar with is sent an invitation in an email message telling them that you've shared your calendar. The invitation has two buttons-one to add your

calendar to the recipient's calendar view, and one for the recipient to share their calendar with you. Your email message. The invitation also includes a URL that can be used to access the calendar.
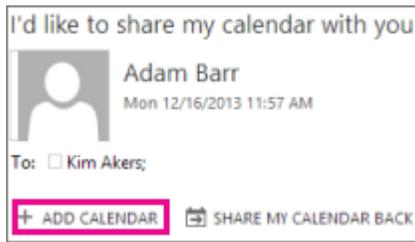
The calendar displays under **People's calendars**.
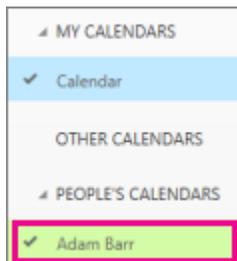
Note   Calendar items marked Private are protected. Most people you share your calendar with see only the time of items marked Private, and not the subject, location, or other details. The only exception to this is that you can give a delegate permission to see the details of items marked Private.

# Share my calendar with people outside my organization

You can share your calendar with people outside your organization.

1. Sign in to Outlook Web App. If you're using Office 365, sign in to the Office 365 portal. Click **Calendar** > **Share**.

2. In the **Share with** box, type the *name or email address* of the person you want to share your calendar with. The **Share with** box works like the **To** box in an email message. You can add more than one person to share your calendar with.


3. After you add who you want to share your calendar with, choose how much information you want them to see. **Full details** show the time, subject, location, and other details of all items in your calendar. **Limited details** show the time, subject, and location, but no other information. **Availability only** shows the time of items on your calendar and no other details.

4. You can edit the **Subject** if you want.

5. By default, your primary calendar is shared. If you created other calendars, you can select one of them to share instead.

6. After you finish adding people to share with, setting their access levels, and choosing which calendar to share with them, choose **Send**. If you decide not to share your calendar right now, choose **Discard**.

Each person that you shared your calendar with that is outside your organization receives an invitation in an email message telling them that you've shared your calendar. The invitation in the email message includes a URL to access the calendar.

Note   If your organization and the organization of the person you're sharing your calendar with are federated through Office 365 or Exchange. The invitation includes two buttons—one to add your calendar to the recipient's calendar view, and another for the recipient to share their calendar with you.
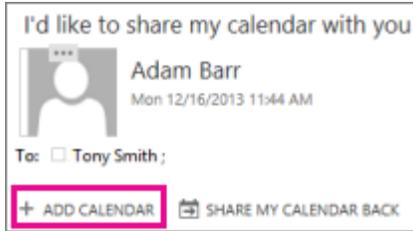
If the external user's organization and your organization are federated through Office 365 or Exchange, the person sees your calendar under **People's calendars**. If the external user's organization and your organization are not federated through Office 365 or Exchange, the user will need to access your mailbox by clicking the URL in the body of the message.
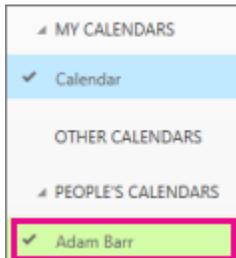
Note   Calendar items marked Private are always protected. Anyone you share your calendar with outside your organization sees only the time of items marked Private, and not the subject, location, or other details.

Share my calendar with everyone

**Note**   This feature may not be available for your account.

You can share your calendar publicly by using the context menu for **My calendars**.

1. Right-click the calendar you want to share. Or, if you're using a touch device, touch and hold the calendar name.

2. Choose **Permissions**.

3. Under **Outside organization**, look for **Public calendar** and choose the level of access you want to give users.

4. Choose **Save**.

5. To find the public URL to view or subscribe to your calendar, go back to the calendar list, open the context menu for that calendar again, and choose **Permissions**. There are two links under **Public calendar**.

   o Choose **View calendar** to open your calendar as a webpage so that you can copy the URL. The URL to view your calendar allows users to view your calendar as a webpage.

   o To find the public URL to subscribe to your calendar, open the context menu for **Subscribe to calendar** and choose **Properties**. From there you can copy the URL, which end with the iCalendar (.ics) file extension. People can use the link to add your calendar to their email client, such as Outlook or Outlook Web App.

Change calendar sharing permissions

You can change the permissions you've set for a calendar, or revoke them completely, by going to the calendar navigation pane and using the context menu for the calendar name under **My calendars**.

1. Right-click the calendar you want to stop sharing, and then click **Permissions**.
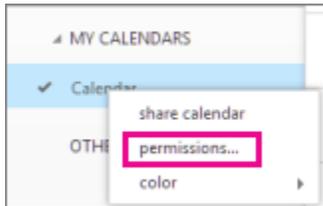
2. To stop sharing your calendar with a person, find the person you want to change permissions for and either choose a new level of permissions or choose **Delete** ✕ to remove their permissions. To stop sharing your calendar publicly, change the **Public calendar** setting to **Not shared**.

3. Choose **Save** to keep your changes, or **Discard** to cancel.

When you delete a person from the list of people you shared your calendar with, the URL that was sent to them stops working. When you set your **Public calendar** to **Not shared**, the associated URLs created when you shared your calendar also stops working.

Add another person's calendar to my calendar view

If you receive an invitation to share someone else's calendar, you can select the link in the invitation to add their calendar to your calendar view.

You also can go your **Calendar** to add other people's calendars to your view.

1. Right-click in the navigation pane where you see **Other calendars**. Or, touch and hold if you're using a touch device.

2. Choose **Open calendar**.

3. To add a calendar that belongs to someone in your organization, in the **From directory** box, type their *name*. The **From directory** box works like the **To** box in a new email message. After you type the name, choose **Open** to add the calendar.

4. To add a calendar from outside your organization, in the **Internet calendar** box type the *URL*, and then choose **Open**. The URL probably ends with the .ics file extension.

After you add another calendar, you can select it to add it to, or remove it from, your calendar view. Or use the context menu to rename it, change its color, or delete it from your view.

For information about editing someone else's calendar, see [Manage someone else's calendar in Outlook Web App](#).

For more information about opening calendars from outside your organization see [Open an Internet calendar in Outlook Web App](#).

What else do I need to know?

- If you try to add a calendar from the Internet and are sure the URL is correct, but you're not seeing any information, try removing the calendar and adding it again, changing the protocol from http to https.

- The feature to share or view a shared contacts folder is not supported in Outlook Web App. If you want to share contacts with people inside or outside your organization, we recommend that you use the share contacts feature in Outlook 2013. For more information, see [Share a contacts folder with others](#).

Another way you can share contacts with people inside your organization is by using a shared mailbox. A shared mailbox is something that can be created only by an admin in your organization. With a shared mailbox, users that have permission to the shared mailbox can access a shared mailbox, calendar, and contacts.