Sharing hosted exchange Calendar

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Overview:

This guide explains how to share Calendars to other people

Sharing calendar through OWA

1. Open webmail (OWA) https://outlook.micron21.net/

2. Click the button in the top left corner of the page

3. Click on **Calendar**

4. Click on the **Share** button in the blue bar towards the top of the page

5. Once the side panel is opened, select the calendar and the person you would like to share it with

6. Click **Send** at the top of the panel

Sharing calendar through Outlook Classic (doesn't work on outlook new)

1. Open the Outlook classic app

2. Go to the bottom left of the app and click on the **Calendar Icon**

3. Open the drop-down and right-click on the calendar; a panel will open with a bunch of options.

    1. Navigate to the bottom of the menu and hover over **Share**

4. Another menu will pop out from the **Share** button, and then select **Email Calendar**

5. Enter the contact/s that you would like to share the Calendar with

6. Click **Share**

- Tags
- email