Sharing your Personal Calendar

From your Microsoft Outlook Client, click on the “Calendar” link on the left-hand side of your window.

Then click the link “Share My Calendar”
That link will bring you to new “Sharing invitation” window.

Enter the names of the people you want to view your calendar in the To... Field.

You can also click on the “To...” button and that will bring up the address book so you can then select the users you’d like to share your personal calendar with.
This will enable the recipients to VIEW your calendar. To give the recipients rights to EDIT/ADD/DELETE items on your calendar, RIGHT CLICK on your calendar like the arrow shows below and chose properties.
The Calendar Properties come up and you’re able to view the Permissions Tab.

Selecting the user you’re wishing to change permissions on, you can then set the permission level as shown below on the drop down box.
IF someone has shared a calendar with you, you will receive an email with the invitation. Once you’ve accepted, the calendar will show under the “People’s Calendar” section on the left-hand side.

You can check or uncheck that box next to the name of the shared calendar to view additional calendars.