Creating a shared calendar in Office 365

- Sign into webmail and click **Calendar** on the blue bar at the top
- Right click **My Calendars** and select **New Calendar**
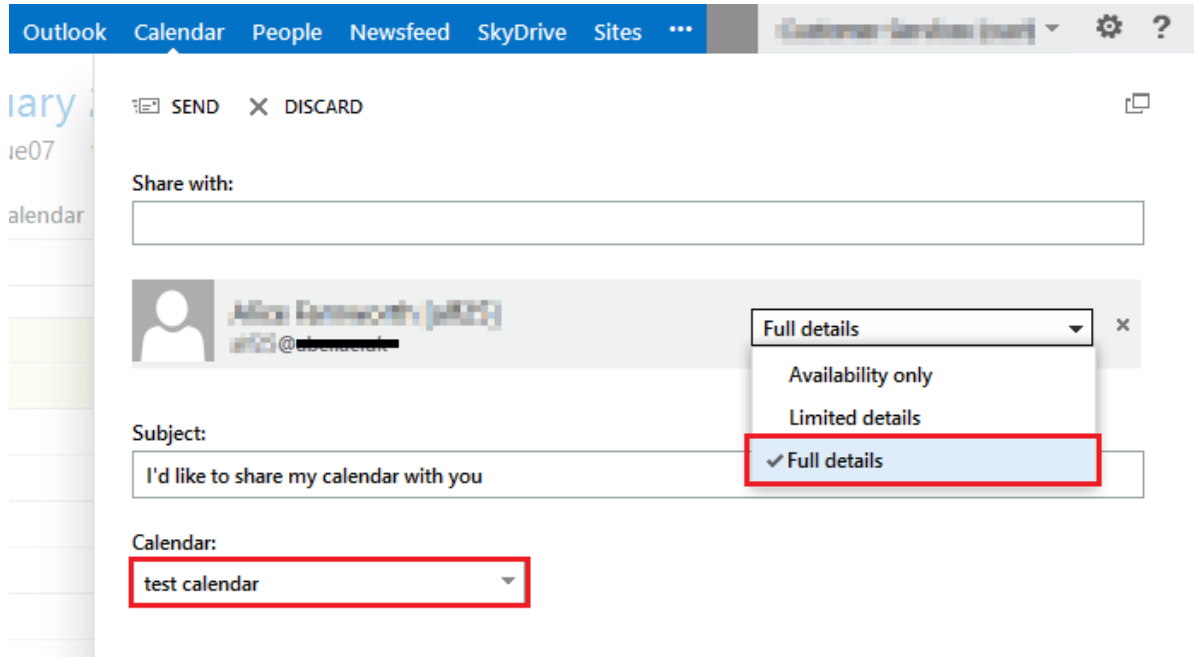

- Give the calendar a name and then press the enter key

To share the calendar you can then:

- Right click on your new calendar and select Share Calendar
- Type the email address of the person you want to share the calendar with in the **Share with** field
- Using the dropdown menu on the right of the name, choose how much detail you would like them to be able to see
- If you have multiple calendars, choose which one you want to share using the dropdown menu at the bottom

- Click the **Send** button. This will send an invitation to view the calendar.

There is also a video:

https://support.office.com/en-us/article/Video-Create-a-shared-calendar-in-Office-365-61b96006-70e2-4535-a34f-ee4fc772f798