

## 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**

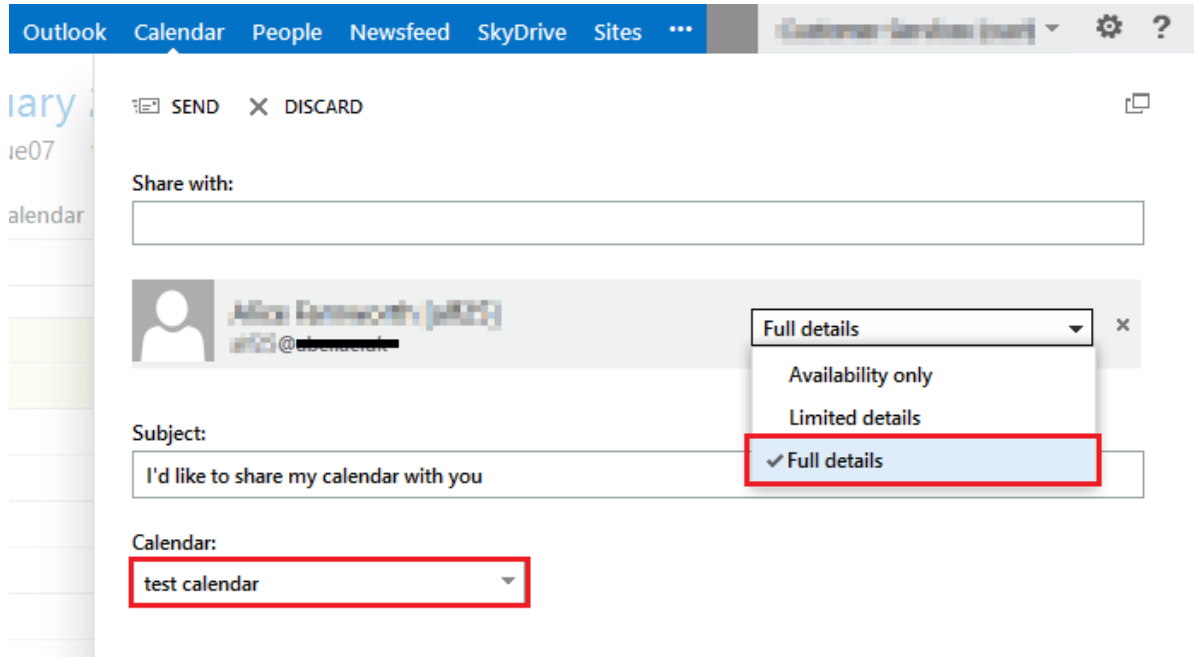
The screenshot shows the Office 365 webmail interface. At the top, the navigation bar includes 'Office 365', 'Outlook', 'Calendar' (highlighted with a red box), 'People', 'Newsfeed', 'SkyDrive', and 'Sites'. Below the navigation bar, there is a '+ new event' button and the date '10 January 2014'. The main calendar view shows a weekly layout for January 2014, with the date '10 January 2014' displayed at the top. The 'new calendar' option in the context menu is highlighted with a red box.

- 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>