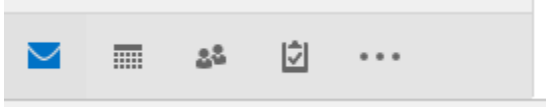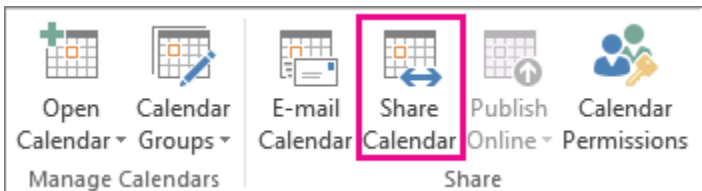# Share a Calendar in Office 365 using the Outlook 2016 Desktop Application for Windows.

Step 1: Open **Outlook**.

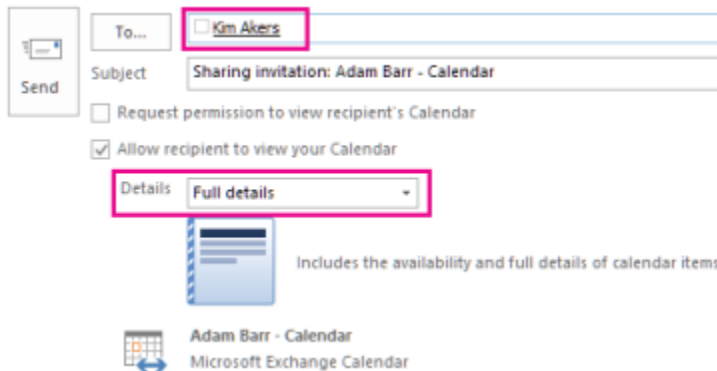Step 2: Click the **Calendar** tab (second icon) in the bottom left corner.

Step 3: Click **Home>Share Calendar.**

Step 4: In the email that opens, type the **name** of the person in our organization that you want to share your calendar with in the **To** box.

Step 5: In **Details**, specify the level of details that you want to share with the person in your organization.

Step 6: Click **Send**.

 Step 7: The person in your organization receives the sharing invitation via email. Once received, they will need to click **Open this calendar**.

LINKS:

Penn State Office: http://www.office365.psu.edu