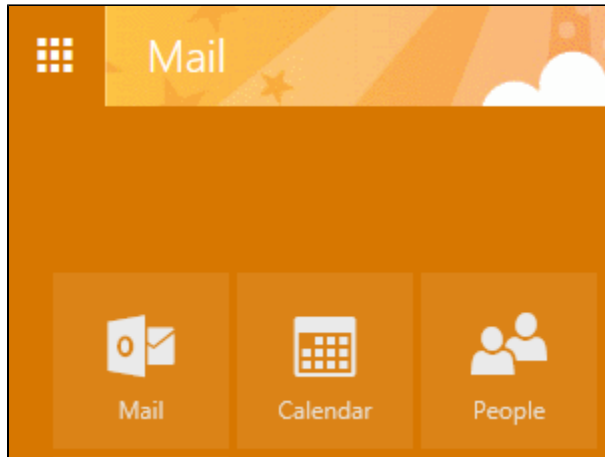


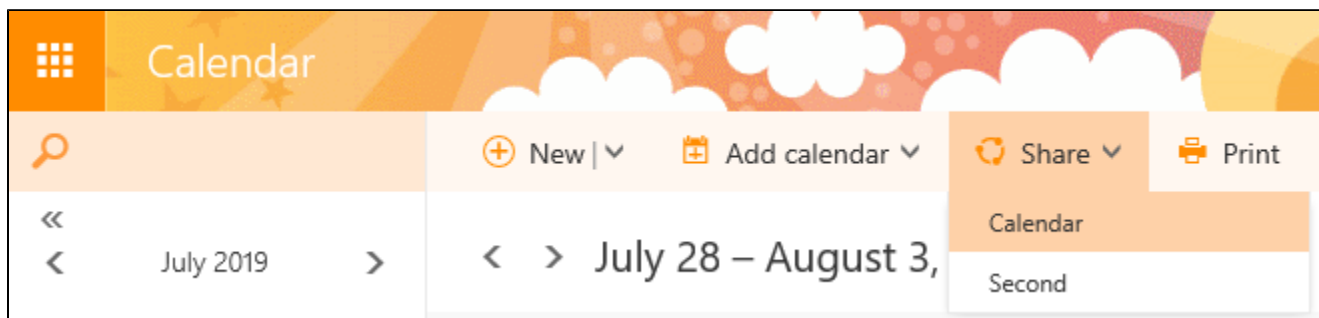
Sharing a calendar in Outlook on the web

You can share a calendar e.g. with your colleagues in your unit as follows.

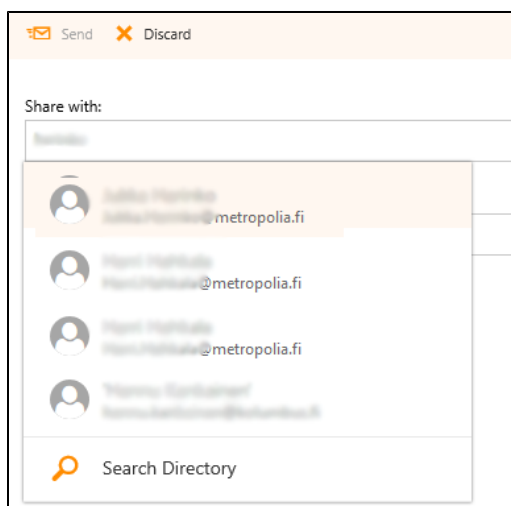
1. Open Outlook in a browser, click the grid icon in the upper left corner, and select **Calendar**:



2. In the **Share** menu, select **Calendar**:




3. In the **Share with** field, type the name of the person. Outlook gives you search results. Click the one you want:



4. Select what information you want others to see:

Share with:



Jukka Hämäläinen
jukka.hamalainen@metropolia.fi

Availability only
 ▼

✕

Subject:

I'd like to share my calendar with you


Calendar:

Calendar ▼

5. Click on **Send**.

The recipient receives a messages saying that you want to share your calendar:

I'd like to share my calendar with you



I'd like to share my calendar with you
Wed 7/31/2019 10:45 AM

Accept

Jukka Hämäläinen (jukka.hamalainen@metropolia.fi) has invited you to view his or her Microsoft Exchange Calendar.

For instructions on how to view shared folders on Exchange, see the following article:

<http://go.microsoft.com/fwlink/?LinkId=57561>

When she clicks on **Accept**, your name appears in her calendar under People's Calendars:

Calendar	7	8	9	10	11
Metropolia	Busy			Busy	
People's calendars					
Jukka Hämäläinen - VP					
Jukka Hämäläinen					
Pekka Luukkainen					
Jukka Hämäläinen					
Jukka Hämäläinen - Työ					
Pekka Luukkainen					
Jukka Hämäläinen					
Other calendars					
	14	15	16	17	18
	21	22	23	24	25

The recipient choose whose calendars to view by clicking on the names. The calendars are shown in separate colors.

Kalenterin jakaminen Outlookin selainliittymässä