CONVENE

Share your Outlook Calendar with people inside your organisation

1. Click on the Calendar icon at the bottom left of the screen.



2. Click Shared Calendar and then click Calendar.



3. In **Permissions** click **Add** and find the person in the organisation who you would like to share your calendar with. Tick the level of permission you would like this person to have. Click **Apply**.

Curren	ntly sharing with:	
Nam	e Permission Level	
Permis Chang your o	Add ssions yes you make to these permissions will apply t yrganization.	Remov o all users i
○ Nor	ne n view when I'm busy n view titles and locations	
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4. An email will be sent to the recipient. And they should click **Allow.** Your calendar will then appear in their **Shared Calendars** section.

