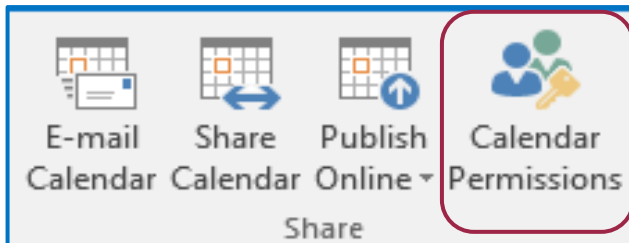


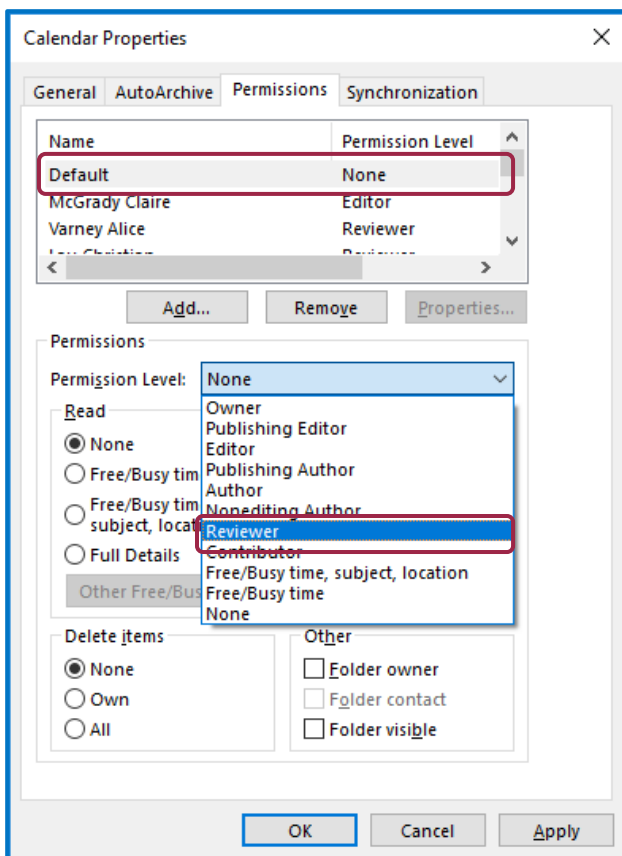
Share Calendar allows colleagues view Outlook calendar and availability.

## Outlook – Share Calendar

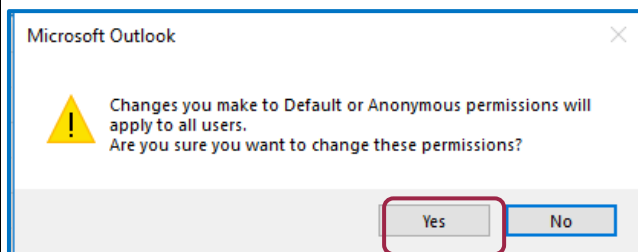
From Outlook Calendar select Calendar Permissions on the ribbon.



Ensure Default is highlighted.



From Permission Level drop down options, select Reviewer.



Select Yes.

Click Apply → OK.

To book training or speak to a trainer, please get in touch via:

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