

## Shared Mailbox Calendar

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A Shared Calendar is just a component of a Shared Mailbox. In most cases, any Shared Calendar you interact with is in fact a Shared Mailbox. The calendar aspect is likely the only part of it being used. This is very common.

### I am the owner of a Shared Calendar. How do I grant someone permission to it?

- x Click on the Calendar icon
- x Click on the 3 dots which will display a menu
- x Click on Sharing Permissions



- x Click on the plus sign (lower left corner)



Click in the Search area and enter the email address of intended user.

Then click Add

Under Permissions, click the arrows to the right. Use the Permission Level drop down box to select the desired permission. Although there are many possible permissions, you may run into problems when sharing between Mac and PC users. It is recommended that you limit your options to Free/Busy time, Reviewer, Author, Editor or Owner. Then click Done.

The user will not receive a notification, and they will have to add the calendar manually.

[How do I add a Shared Calendar to my Outlook?](#)

x ClickFile

Search for your calendar by entering the email of the ~~Share~~ calendar, then click Open

The Shared Calendar will appear under People's Calendar, you may need to click the arrow to the left to display it.