Shared Mailbox CalendaMac

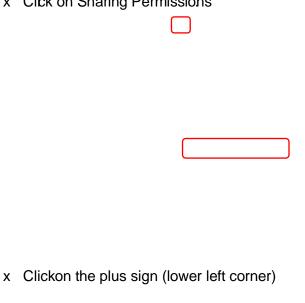
Shared Mailbox Calendar

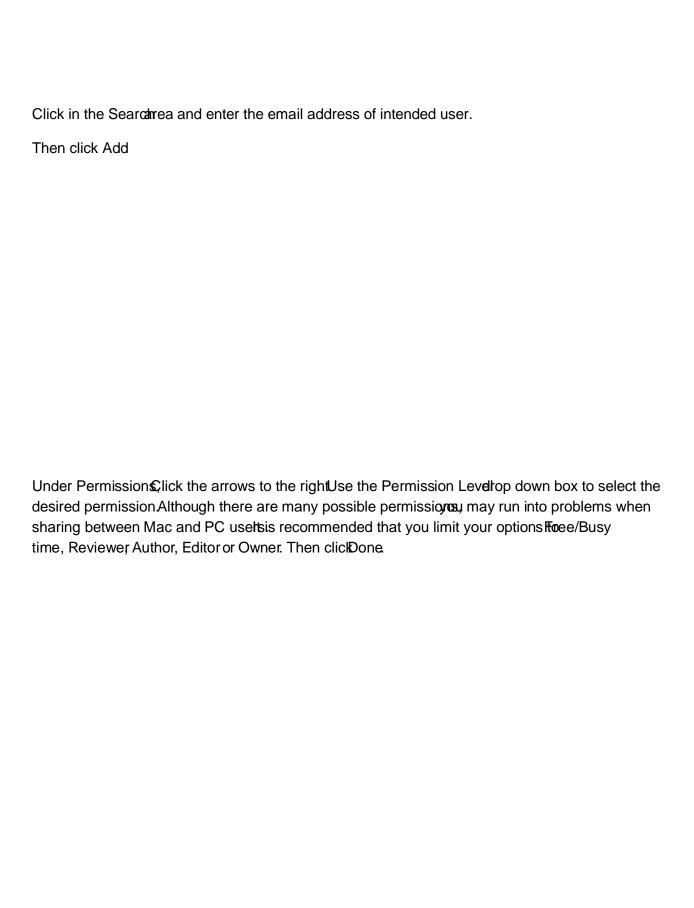
A Shared Calendar is just a component of a Shared Mailbonost cases, any Shared Calendar you interact with is in fact a Shared Mailboxhe calendar aspect is likely the only part of it being ustates is very common.

I am the owner of a Shared Calendanw do I grant someone permission to it?

x Click on theCalence	าวาเฉา	٠

- x Click on Sharing Permissions





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