How to create and share a Calendar in Outlook

This document lists the steps required to create and share a calendar in Outlook online. Once the calendar is created and shared, it will appear in the outlook account on the desktop or laptop computers, too. Contact SPH tech support (sphtechs@gsu.edu), if you have any questions.

• Log in to Outlook in Office 365 and select “Calendar” from the App Launcher icon (9-tile) in the upper-left corner.

• Click on the plus “+” icon and enter a name to create a new calendar.
• A new calendar “My Team Calendar” is created. Right-click on “My Team Calendar” and select “Share calendar”.

• Enter the names of the people you like to share this calendar with. The person with “Full details” right can see the time, subject, location, and other details of all items in the shared calendar while the person with “Editor” right can edit the shared calendar, too. Then, click on “Send” to notify the users by email or click on “Discard” to cancel.
Within the invitation email, the people you shared the calendar with can click on the link and add the calendar to their outlook accounts.