How do I share my Calendar?

You can share your calendar to other users in our domain from within the Outlook Web App. When you share your calendar to someone in our domain, they will be able to add it directly to their calendar view in Outlook or Outlook Web.

**Note:** There is a bug in Office 2007 that will prevent you from setting up sharing permissions using Outlook. Once the permissions have been granted using the web client, it is then possible to open the shared calendars in Outlook.

**To share your calendar:**

A. Log into the Outlook Web App by clicking the “Outlook Web” link in myLCC.
B. In the Outlook Web App, click on the Calendar link at the top of the page.
C. Once on your calendar, click on the SHARE link near the upper right corner of the screen.
D. This will open the Share With box.

E. Type the name or email of the person you want to share your calendar with into the Share with: box. You can add more than one person at a time here. Please be sure to use the entry that has their TUID@star.lcc.edu. Otherwise, the sharing will not work properly.

F. Once you have entered the user you are going to share with, you need to decide what permissions you will give them. Full Details will allow them to see everything. Delegate will allow them to act on your behalf. Each user you add can have different permissions.
G. After you have finished adding people and setting their access levels, click Send.

H. Each person will receive an email message that tells them that you have shared your calendar with them. They will have two links on their message. One that will add your calendar to their calendar view, and another to share their calendar with you.