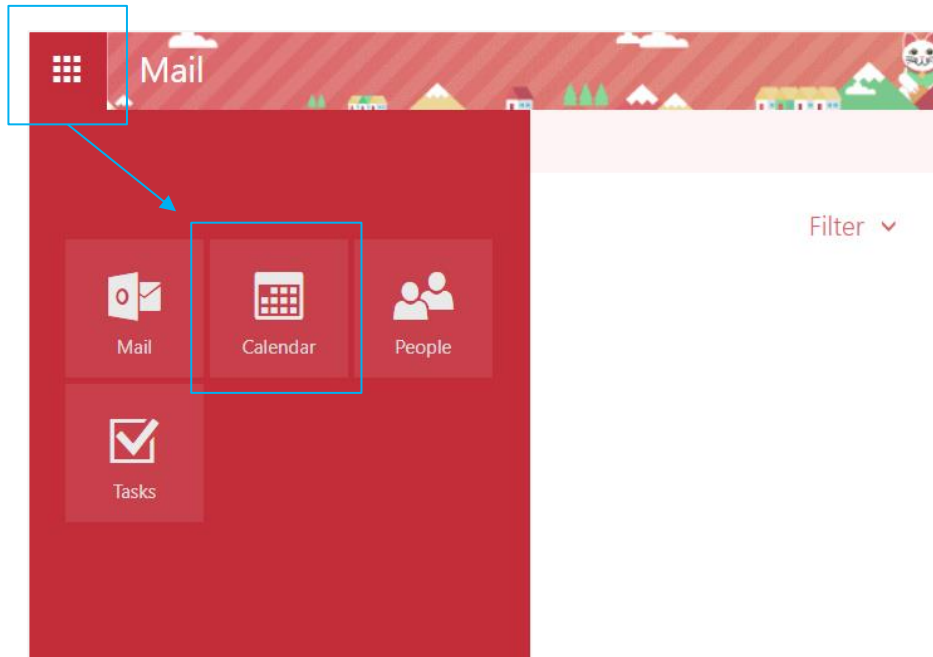


# Share calendar

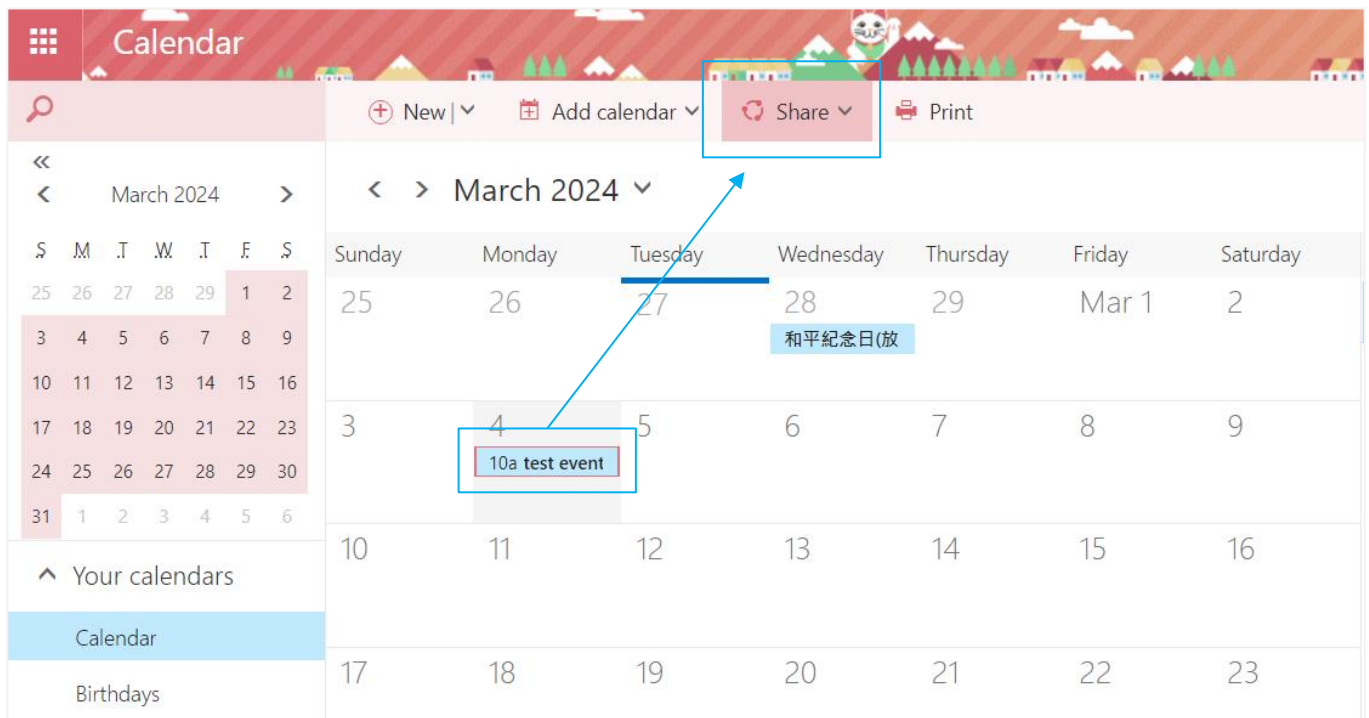
Share your personal calendar with others by using the sharing feature.

Then customize permissions to allow them to view or edit the content according to your preferences.

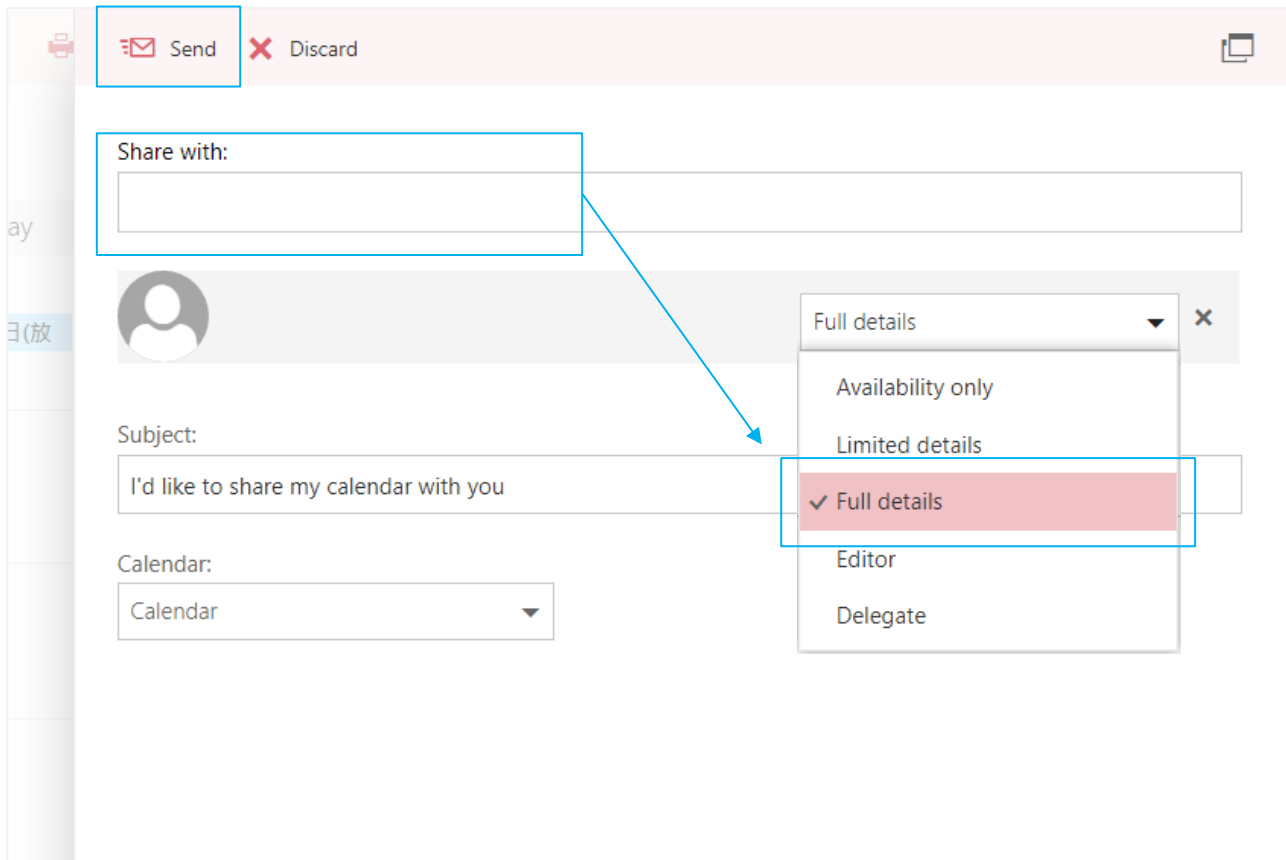
1. Click **【Calendar】** .



2. Click on the event you want to share, then click **【Share】** .



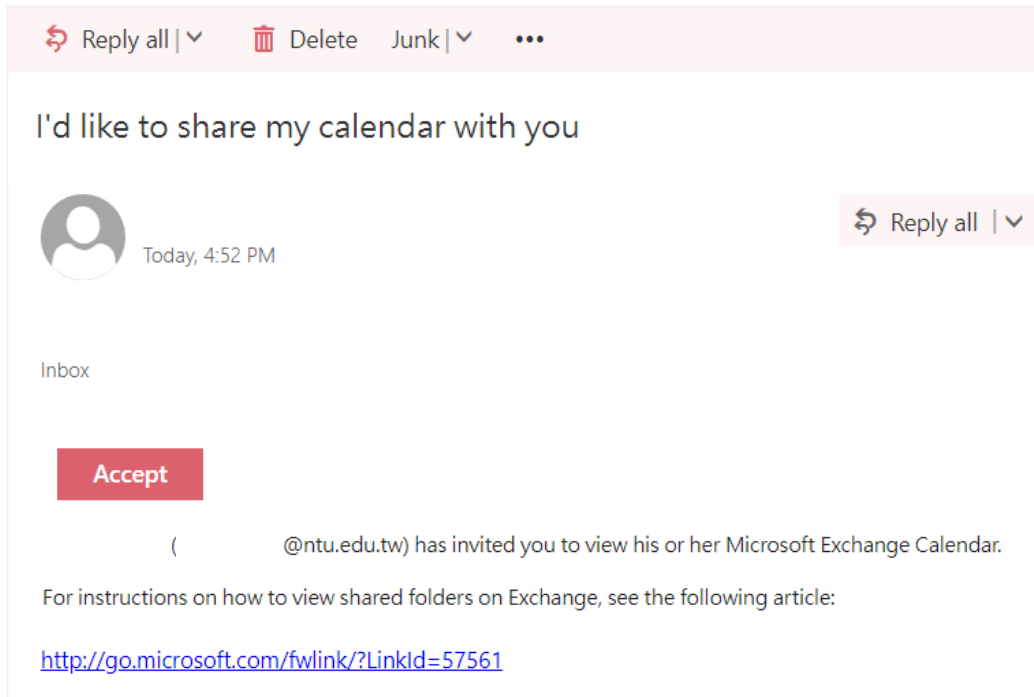
3. Enter the email address of the recipient you want to share with, set the permissions, and click **【Send】** .



### Choose the permissions for the shared object :

1. Availability only: Only displays whether you have events at specific times without showing other details.  
All private events are displayed as busy.
2. Limited details: Displays the subject and location.
3. Full details: Allows individuals to view all relevant information about events on your calendar, except for events marked as Private.
4. Editor: Grants organization members permission to edit your calendar.
5. Delegate: Grants permission for someone else to act on your behalf in sending and replying to meeting invitations.

4. The recipient will receive a confirmation email.



5. After the recipient selects **【Accept】**, the calendar will be displayed in the shared recipient's calendar.

