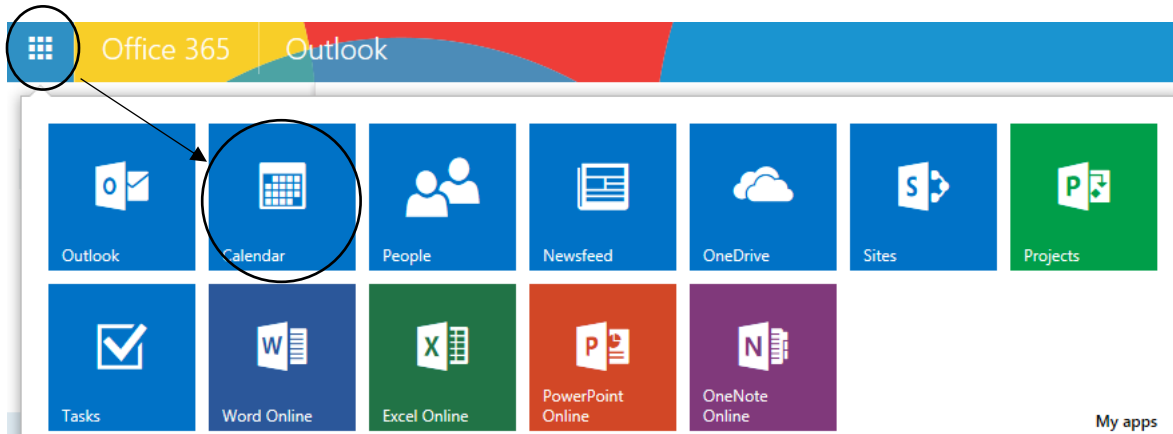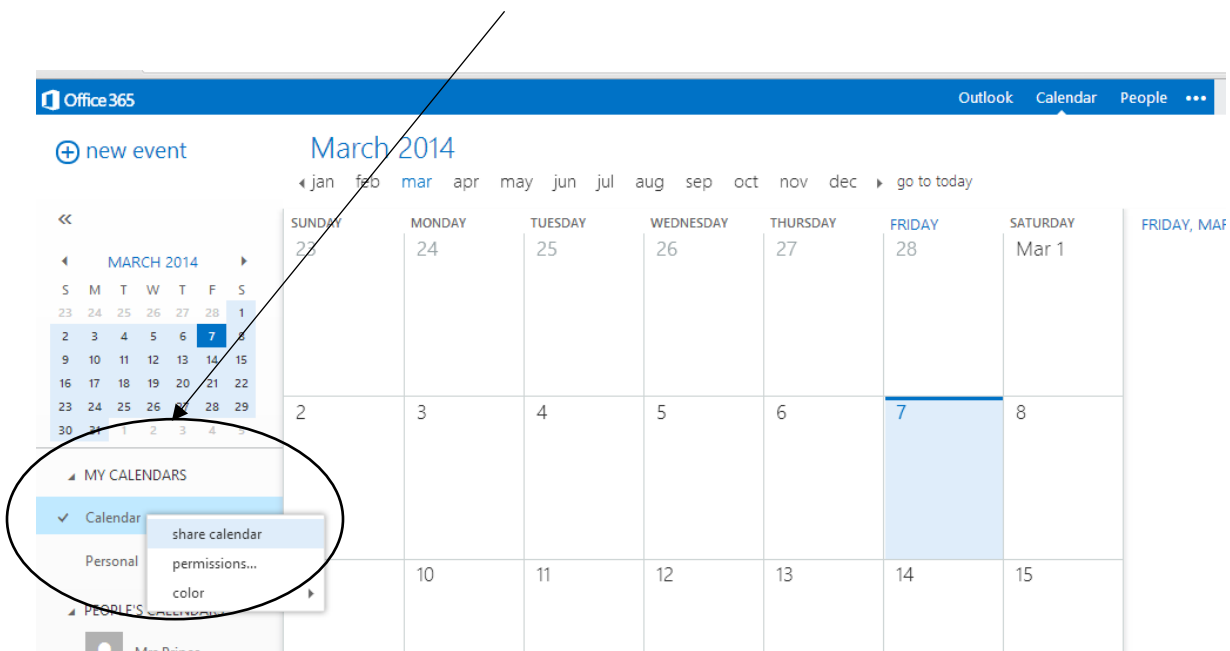## Share a calendar

Sign into the account, via engage365.csuohio.edu, that will share the calendar

Open the calendar, select boxes in upper left corner and then "Calendar"

On the left under "My Calendars" right click on "Calendar" and select "share calendar" (or if changing the permission level for an individual "permissions")

A pop-up will appear, in the field titled "share with" enter the email address that the calendar will be shared with, once it is entered, the permission level will appear next to the name, select the appropriate permission level and then select "Send"
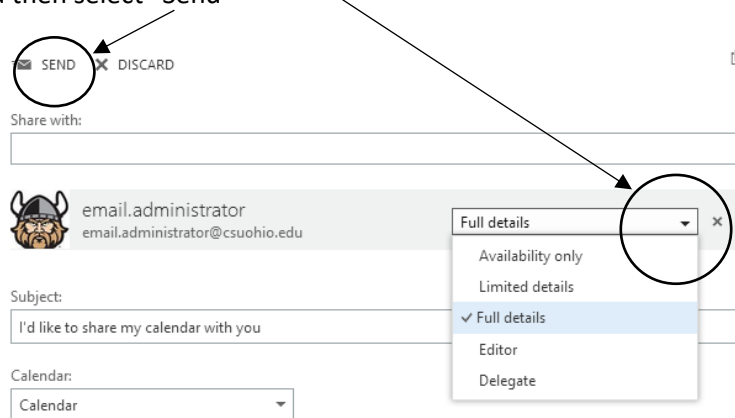
If changing the permission level for an individual, a listing of people who already have access will be displayed, simply scroll down the list, locate the individual who's level will be changed, set it to the desired permission level and save.

Permission Levels:

<u>Full details</u>: view only, displays the time, subject, location, and other details of all items in your calendar.

<u>Limited details</u>: view only, displays the time, subject, and location only.

<u>Availability</u>: view only, displays the time of items on your calendar only.

<u>Editor</u>: can edit your calendar.

<u>Delegate</u>: can edit your calendar, and can send and respond to meeting requests on your behalf.