Share a calendar

1) Open the calendar, you can do this via the Apps section by opening up the Apps, select "All apps" and then select "Calendar" from the App listing
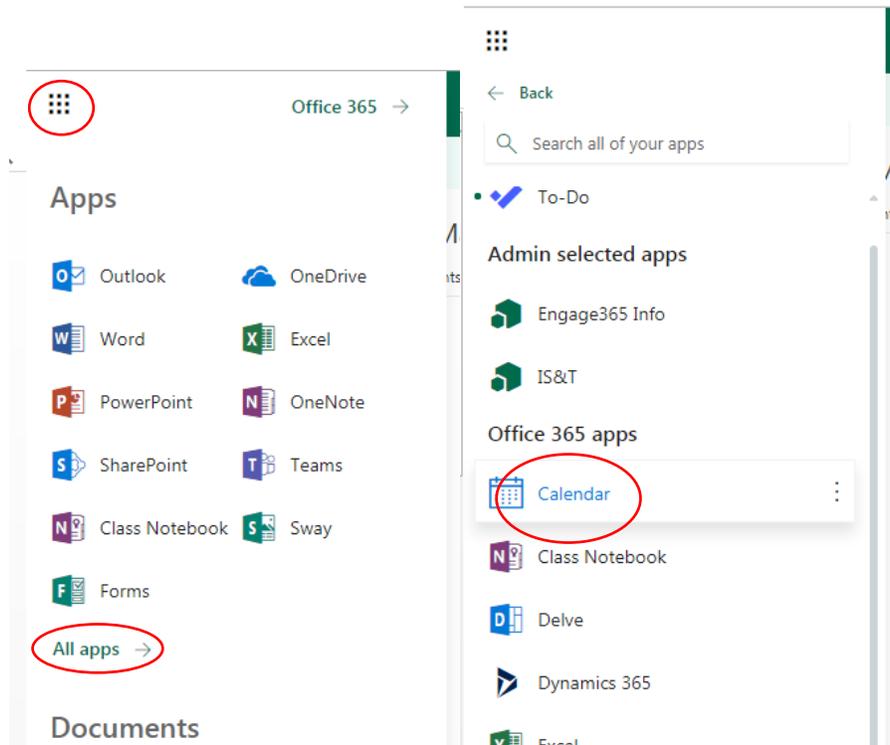
OR

In the lower left corner select the calendar icon.
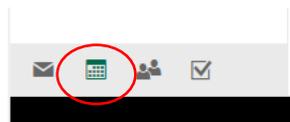
2) On the left under "Your calendars" right click on "Calendar" and select "sharing permissions"
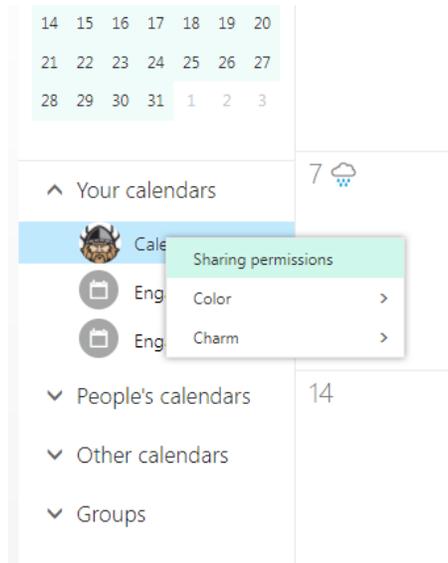
3) A pop-up will appear, in the field titled "send a sharing invitation in email" enter the email address that the calendar will be shared with, once it is entered, the permission level will appear next to the name, select the appropriate permission level and then select "Share". Select "Done" to save changes
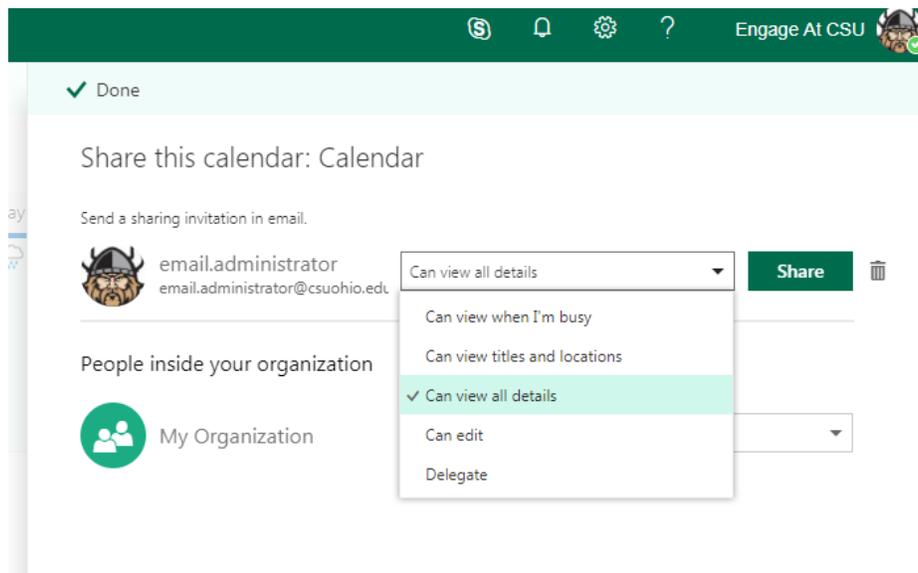
4) If changing the permission level for an individual, a listing of people who already have access will be displayed, simply scroll down the list, locate the individual whose level will be changed, set it to the desired permission level and select "Done".

Permission Levels:

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

Limited details: view only, displays the time, subject, and location only.

Availability: view only, displays the time of items on your calendar only.

Editor: can edit your calendar.

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