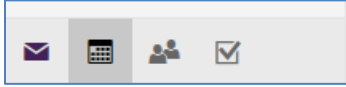
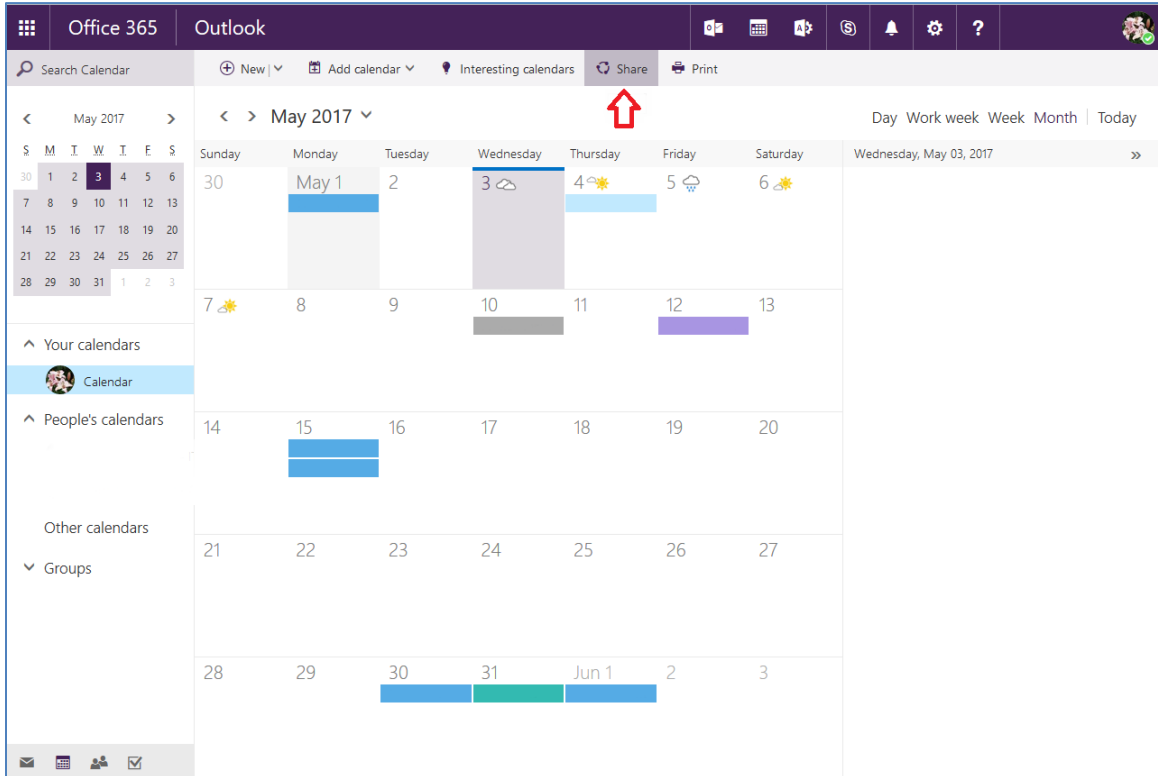


Sharing Calendars in Outlook (OWA):

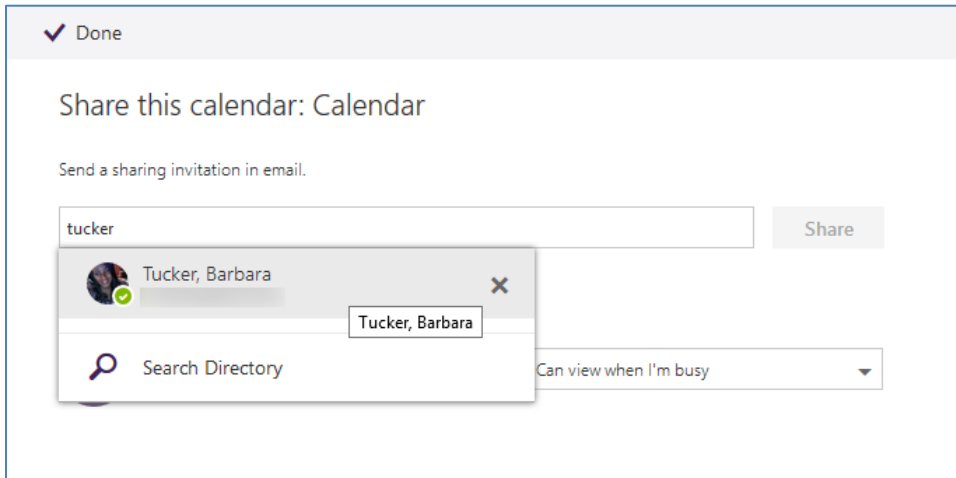
1. Log into your APSU email at mail.apsu.edu.
2. Go to the **Calendar** app.



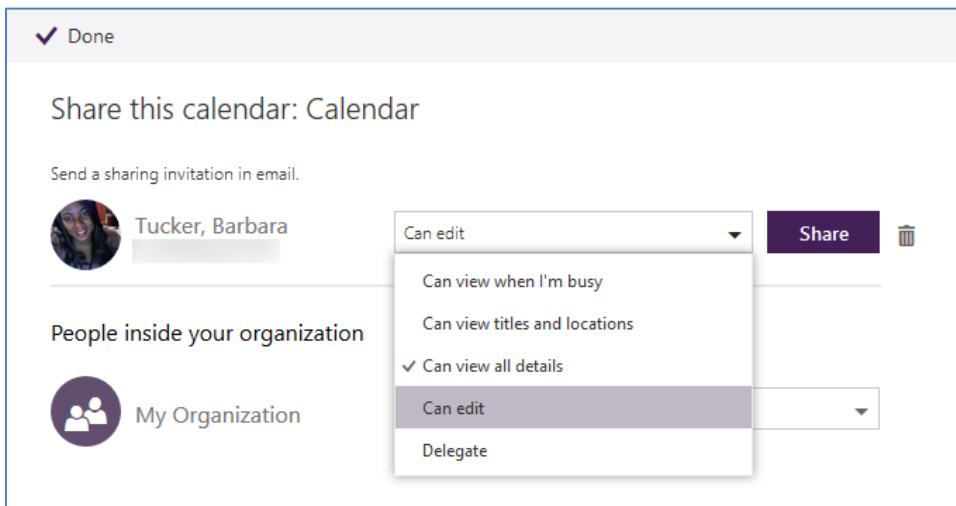
3. Select the calendar you wish to share in the list on the left and then click **Share** at the top.



4. In the pane that opens to the right, input the user's name in the box to locate them in the director. Hit **Enter**.



5. Choose the user's permission level in the dropdown box.





6. Repeat steps 4 and 5 for each additional user. When you are finished, click **Share**.


✓ Done

Share this calendar: Calendar

Send a sharing invitation in email.

 Tucker, Barbara 

People inside your organization

 My Organization