

D&S Helpdesk

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Share Outlook Calendar

Dave Topan - 2019-10-21 - 1 Comment - in email

On the main page, Click the 3 dots on the bottom left:



Click folders:



Find calendar in the folder list above:



Right click and go to properties



Click on Permissions, and add the user you want with whatever permission level you want them to have.



Comments (1)

Daniel Sui Tue,
2nd Oct 2018
4:11pm

10/10 would read again.