

# D&S Helpdesk

Portal > Knowledgebase > email > Share Outlook Calendar

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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.



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### Comments (1)

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

10/10 would read again.