D&S Helpdesk

Portal > Knowledgebase > email > Share Outlook Calendar

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.