Setting Calendar permissions in Office 365 Outlook Web Access (OWA)

**Open the Calendar Permissions Window**

1. Log into Office 365 Outlook Web Access (OWA) and click on the Calendar icon on the bottom left.
2. Right click on the calendar you want to change permissions for in the sidebar and click "Sharing permissions."

**Set New Permissions**

1. Search for the person you want to share with by using first and last name or email address and select the desired contact from the drop down menu. If the contact doesn't appear in the menu, you may use the email address.
2. Select the appropriate permission level from the dropdown menu.
3. Click "Share" to send. This will send an email to the person to accept the invite and add the calendar to their profile.
4. Click "Done" when finished.
Accept the Invite to View the Calendar

1. The person you decided to share the calendar with will receive this email to view the shared calendar

2. Click “View calendar” to open the shared calendar

Update or Remove Permissions

1. In the calendar permissions window (see step a), find the person you want to change permissions for

2. Select a new permission level using the dropdown menu or click the trash can to remove permissions

3. Click “Done” when finished. This will send email to the person informing them of the changes made to their permissions

Set Organization Default Permission Level

Setting the default permission level for “My Organization” allows you to manage permissions for people you have not specifically set permissions for.

1. In the calendar permission window, select the appropriate permission level for My Organization

2. Click “Done” when finished