Setting Calendar permissions for Office 365 in Outlook Desktop 2010

Open the Calendar Permissions Window

1. Open Outlook Desktop 2010 and click on the Calendar icon in the bottom left.
2. Right-click on the calendar you want to change permissions for in the left sidebar.
3. Mouse over the “Share” menu to expand it.
4. Click on “Calendar Permissions”.

Set New Permissions

1. Click “Add…” to bring up the contact search.
2. 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, you may use the email address.
3. Double click the contact(s) you want to share with or click “Add ->”, then click “OK”.
4. Select the appropriate permission level from the dropdown menu.
5. Click “OK” when finished.

This will NOT send a notification to the contact you shared the calendar with. In order for them to see your shared calendar make sure they follow the Opening Shared Calendars job aid.