Creating and Sharing a Calendar in Microsoft Office 365

- Log into Microsoft Office 365
- Click on Outlook (if not shown on main screen, click on the start menu icon - (upper left side) to display all available apps.
- Click on the calendar icon on bottom left toolbar
- Make sure you are set to correct time zone
- Click on the gear icon (upper right toolbar) to access the menu.
- On left toolbar under People’s calendars, click on new calendar.
  - Name the calendar
  - Share if you like by right clicking and choosing “sharing and permissions”.
    - Be sure to choose what type of permissions you would like to grant.
- Calendar will also show up under calendar list in Outlook.

Booking Appointments in Your Created Calendar:
- Click on the date and time to open reservation box
- Click on “My Calendar” drop down arrow and choose the calendar you would you to place appointment and fill in the required fields