

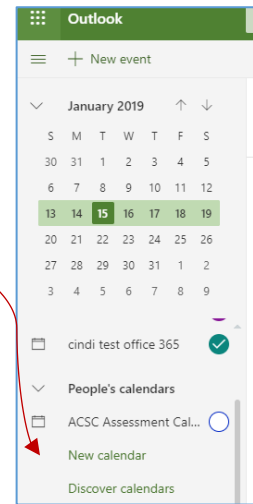


Creating and Sharing a Calendar in Microsoft Office 365

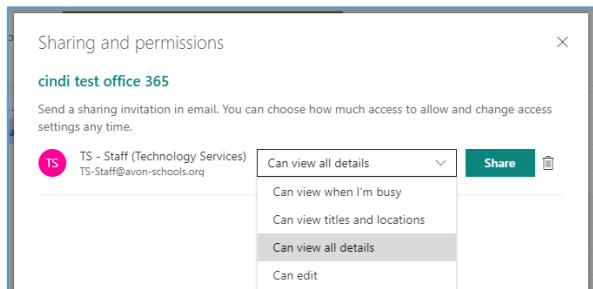
- Log into [Microsoft Office 365](#)
- Click on Outlook (if not shown on main screen, click on the start menu icon -  (upper left side) to display all available apps.



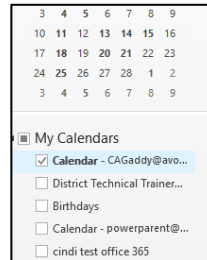
- Click on the calendar icon on bottom left toolbar
- Make sure you are set to correct time zone
- Click on the gear icon  (upper right toolbar) to access the menu.
- On left toolbar under People's calendars, click on new calendar. ←



- 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

