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.
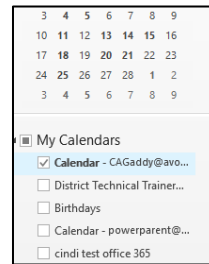- On left toolbar under People's calendars, click on new calendar
    - Name the calendar
    - Share if you like by right clicking and choosing "sharing   and permissions".
        - Be sure to choose what type of permissions you   would like to grant.
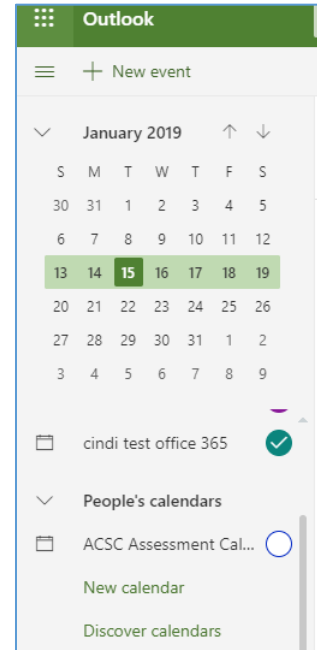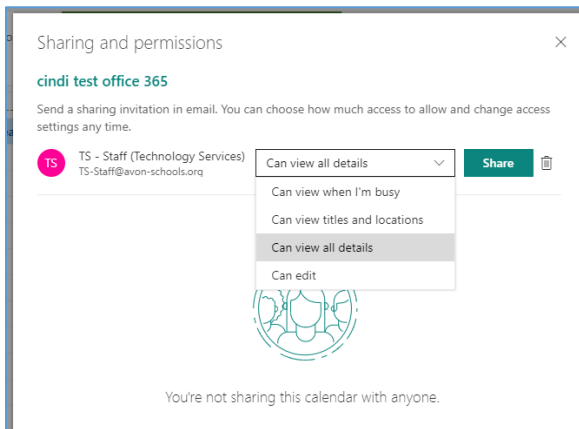
- Calendar will also show up under calendar list in Outlook

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