Sharing / Shared Calendars in WebMail / Outlook O365

Step 1 - Access your Calendar by clicking the Calendar icon in the lower left window pane…just like you did in the full Outlook client. There are icons for Mail, Calendar, People and To Dos.

Note: If the icons are stacked vertically, then the left pane has been shrunk…you can expand it by clicking the stacked button, sometimes referred to as a 'Hamburger' button ☰ at the top of that section.
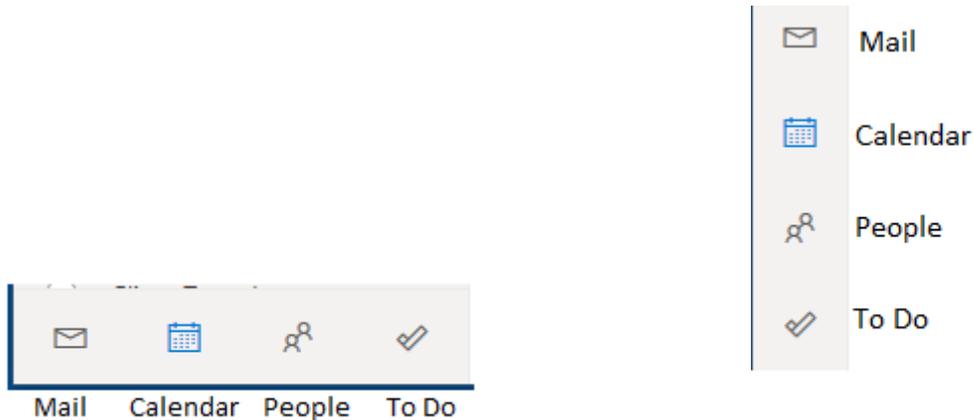

Step 2 - Reviewing access you already have. With the left pane expanded, you should see a Month calendar at the top along with a list of Calendars that you already access. Clicking on each calendar will place a check-mark in the circle next to the name and 'layer' it onto the view to the right. Clicking the calendar name will remove that layer. Experiment and have fun seeing how congested your calendar can become.
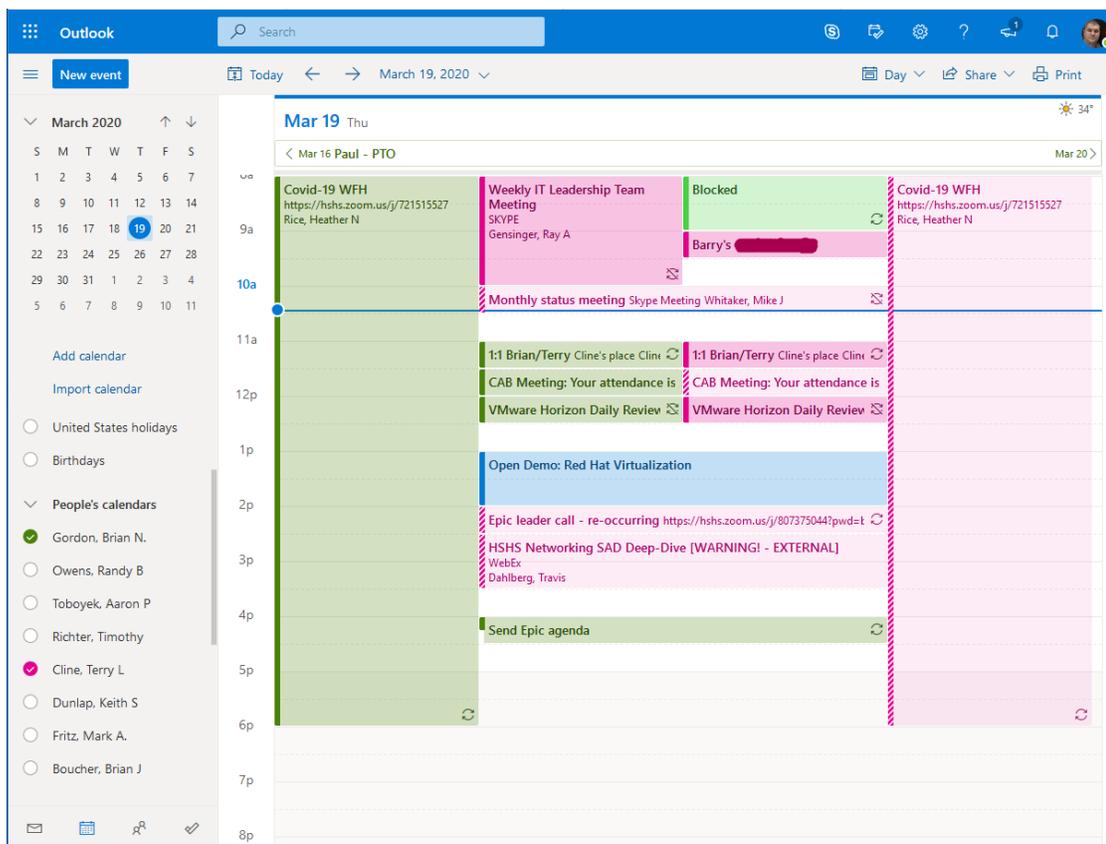
Step 3 - Search for and Add a new Calendar. The easiest way I've found is to use the Search bar in the Outlook ribbon. Enter the name and you'll get a quick view of their calendar. You can also choose to permanently add their calendar to your list.
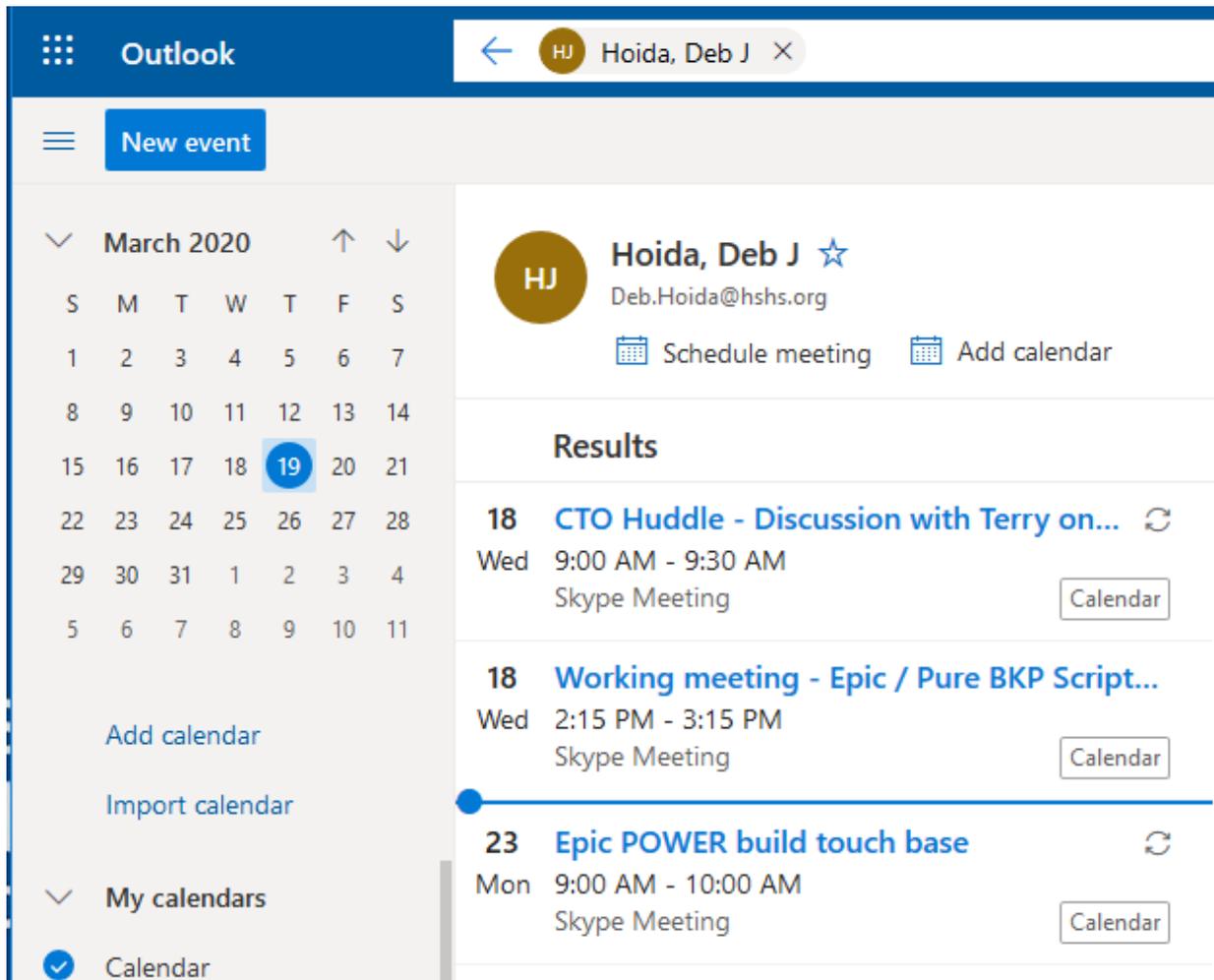
Step 4 - Granting access to your Calendar. This may be the most important and different set of steps between full Outlook and WebMail / Outlook O365. Hidden, next to your Calendar, are 3 dots...an ellipse button. Hover your mouse over your Calendar and they will appear. When you click the button, a small menu will appear with Sharing and permissions as the top item.
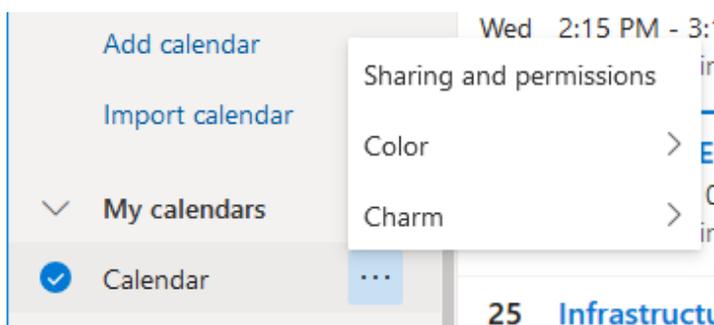
In the window that appears, you can review and modify all the current calendar delegation as well as send an invitation for new access. If you're wanting to grant new access, enter the individuals name or email. Auto complete will start

making suggestions from the HSHS corporate address list. Select the desired individual, set the desired access level, and click the Share button.

For current delegates, you can use the drop-down menu to change access or the garbage can to remove / delete access. These permissions should seem familiar.