Sharing your Outlook calendar on a Mac with another Mac user

If you are using the Outlook client installed on your Mac and wish to share your calendar with another Mac user using the Outlook client, please follow the below steps:

Open your Outlook client
Go to Preferences under Outlook on the Menu bar

Click Accounts

Click Advanced
Click Delegates
  Click +
  Search for person (for example wynes)
  Select the person (for example Wynes, David L)
  Click Add

Select Reviewer (Can Read Items) in Calendar permissions
  Click OK
The Delegate should appear
Click OK

You have added an Outlook Calendar Delegate.