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	Outloo	k clien	t				
Go to Prefe	rences	under	· Ou	tlook	on th	e Men	u bar
Outlook	File	Edit	Vie				
About O	utlook						
Preferen	nces	9	3,				
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Services	6		►				
Hide Ou Hide Oth Show Al	tlook hers	ж ж 7	SH SH				
Quit Out	look	Ħ	۶Q				

Click Accounts



Click Advanced

	Acci	DUNTS	
Show All			
Default Account Emory webrown@emory.edu	E	Emory Exchange/Office 365 Account	
	Account description:	Emory	
	Personal information		
	Full name:	Brown, Wil	
	E-mail address:	webrown@emory.edu	
	Authentication		
	Method:	User Name and Password	0
	User name:	webrown@emory.edu	
	Password:	•••••	
			Advanced
+• - •			

Click Delegates

Click +

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

Denetie Miles (mi	act on my behalf:				
Cormican, John <j Sullivan, Enid L <el< th=""><th>ios.bogetic@emory.e phn.cormican@emory sulli@emory.edu></th><th>idu> y.edu></th><th></th><th></th></el<></j 	ios.bogetic@emory.e phn.cormican@emory sulli@emory.edu>	idu> y.edu>			
Sun, Ellen H. <eller< th=""><th>n.sun@emory.edu></th><th colspan="4">Choose a Person</th></eller<>	n.sun@emory.edu>	Choose a Person			
		Q	wynes		
+ - Send my meeting-rela	ted messages to:	WD	Wynes, David L Vice President, Research Administration		
My Delegates Only		WK	Wynes, Kathryn Director of Employee Relations		
People I am a deleg	ate for:				
	- 1				
+ -					

Select Reviewer (Can Read Items) in Calendar permissions Click OK

	Permissions: Wynes, David L
Calendar:	Reviewer (Can Read Items)
👔 Tasks:	None
Inbox:	None
Contacts:	None
Notes:	None
Send permissi Send message t	ons summary o delegate summarizing any updates to permissions.
Delegate can	see my private items
	Cancel OK

The Delegate should appear

	Server	Delegates	Security	
Delegates who can	act on my	behalf:		
Bogetic, Milos <mi Cormican, John <jo Sullivan, Enid L <el Sun, Ellen H. <eller< td=""><th>os.bogetic hn.cormic sulli@emo h.sun@emo</th><th>c@emory.edu> can@emory.ed ry.edu> ory.edu></th><td>• u></td><td></td></eller<></el </jo </mi 	os.bogetic hn.cormic sulli@emo h.sun@emo	c@emory.edu> can@emory.ed ry.edu> ory.edu>	• u>	
+ -	ted message	es to:		* ~
My Delegates Only		٥		
People I am a deleg	ate for:			
+ -				
			Can	icel

You have added an Outlook Calendar Delegate.