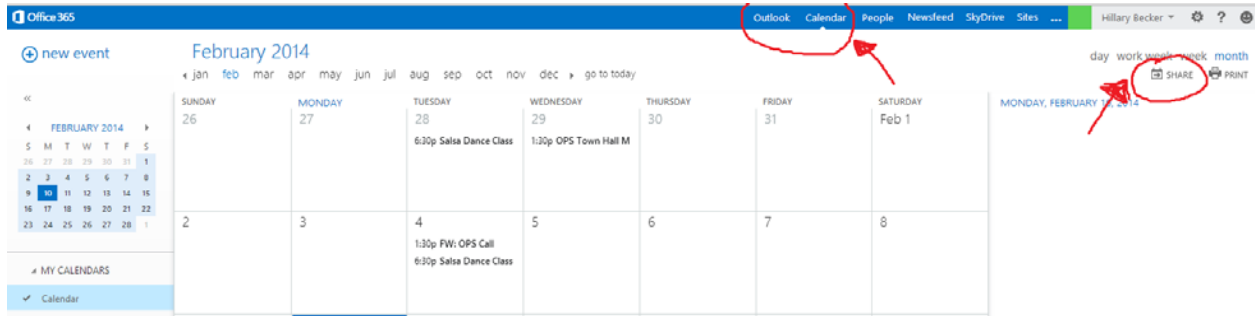


In order to share a personal calendar you must log onto the web interface of Office 365 (outlook.office365.com {log in using **username@nation.citadel.edu** as the username & your Lesesne Gateway password}) → Select *Calendar* at the top → Select *Share* at the top right → Next →



Enter the person you wish to share the calendar with (when typing the name, it should populate a list of addresses to choose from). → this will then give you the option to select the permissions for that user (\*delegate is full editing/publishing rights\*). → Select *send*. The receiving party will be able to open this calendar as they would normally through the Outlook software- they do not need to be on the Outlook website for that.

