Granting Access to Your Calendar via the Web

1. Using any web browser, log in to Office 365 with your Cascadia account at https://login.microsoftonline.com/ (if you do not know how to complete this step, please see separate user guide on how to complete that task or contact the Help Desk).

2. Click on the Outlook icon to access your email and calendar.

3. In the lower left corner of the Outlook web interface/app, click on the Calendar icon (it's small and may be a bit hard to locate, snippet of what it looks like below). This will open your personal Cascadia Outlook calendar.
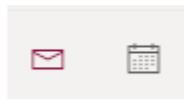
4. In the upper right corner of your browser, you should now see a "Share" drop down menu option. When you click on it, you will see the option to share your calendar and/or any additional personal calendars you may have created. Click on the one titled "Calendar" if you wish to share your personal calendar.
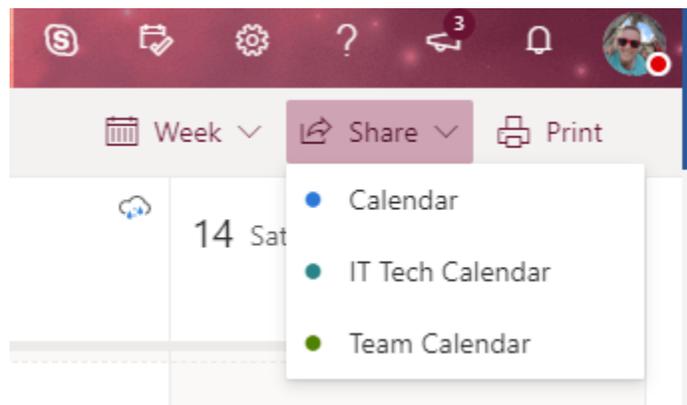
5. Now you will be presented with the 'Sharing and permissions' dialog. Enter the email address or contact name of the person you wish to share your calendar with (currently only other Cascadia contacts are supported for this feature though you may select "groups" of Cascadia employees, please contact the Help Desk if you need information on these groups.). Once you have entered an email address and selected the person to grant permissions to, you will see a drop-down menu beside their name, allowing you to select the level of permissions you wish to grant them. Permission levels are:
   a. Not shared (cannot see free/busy information or any other calendar details)
   b. Can view when I'm busy (this is only free/busy information with no details of appointments of meetings)
   c. Can view titles and locations (free busy with appointment or meeting titles and locations)
   d. Can view all details
   e. Can edit

Select the appropriate permission level and click "Share"

6. You should now see the person listed below with the permissions you assigned to them. You can change the level of permissions or remove them entirely from this location as well. To remove them from having permissions to your calendar, simply remove them from the list by clicking on the garbage can icon next to their name.

If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228), chat with us at support.cascadia.edu or email us at helpdesk@cascadia.edu.