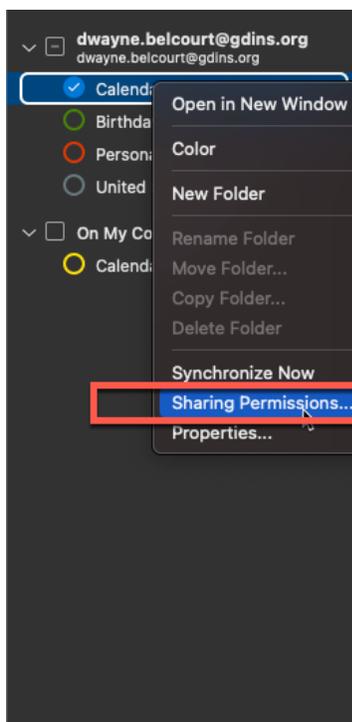# Share Your Calendar or Change Your Calendar Permissions in Outlook 2016 and up MAC
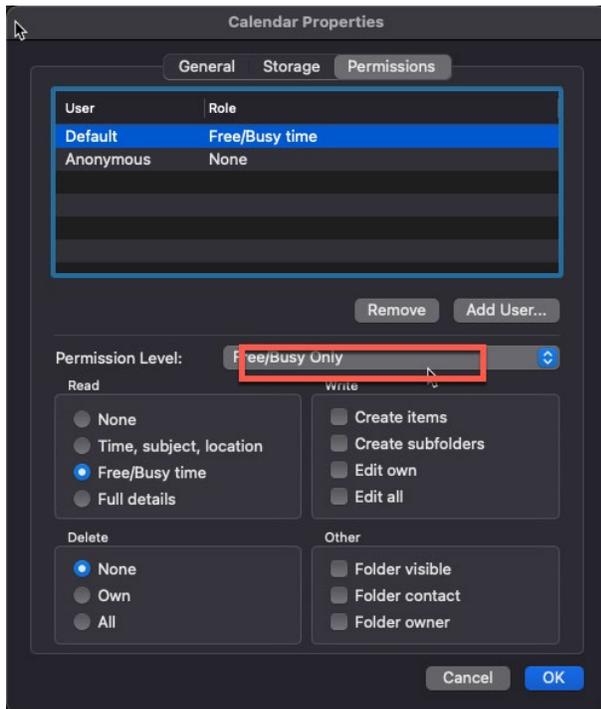
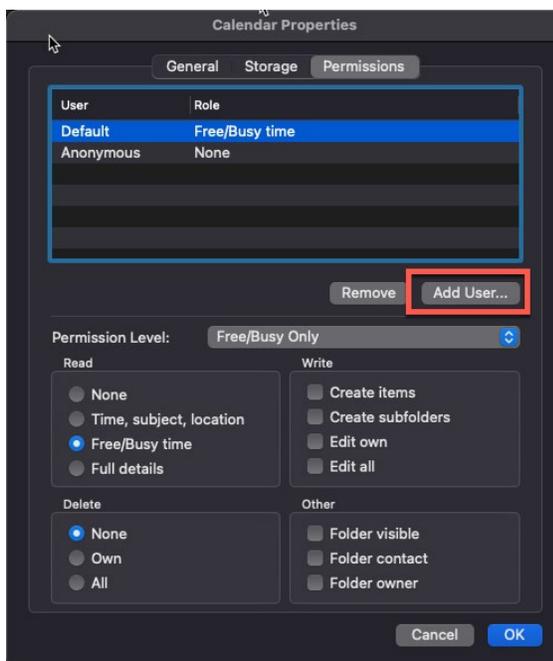1. Click Calendar Icon in lower left corner

2. In the left side bar **Right click on your calendar** then click **Sharing Permissions**.
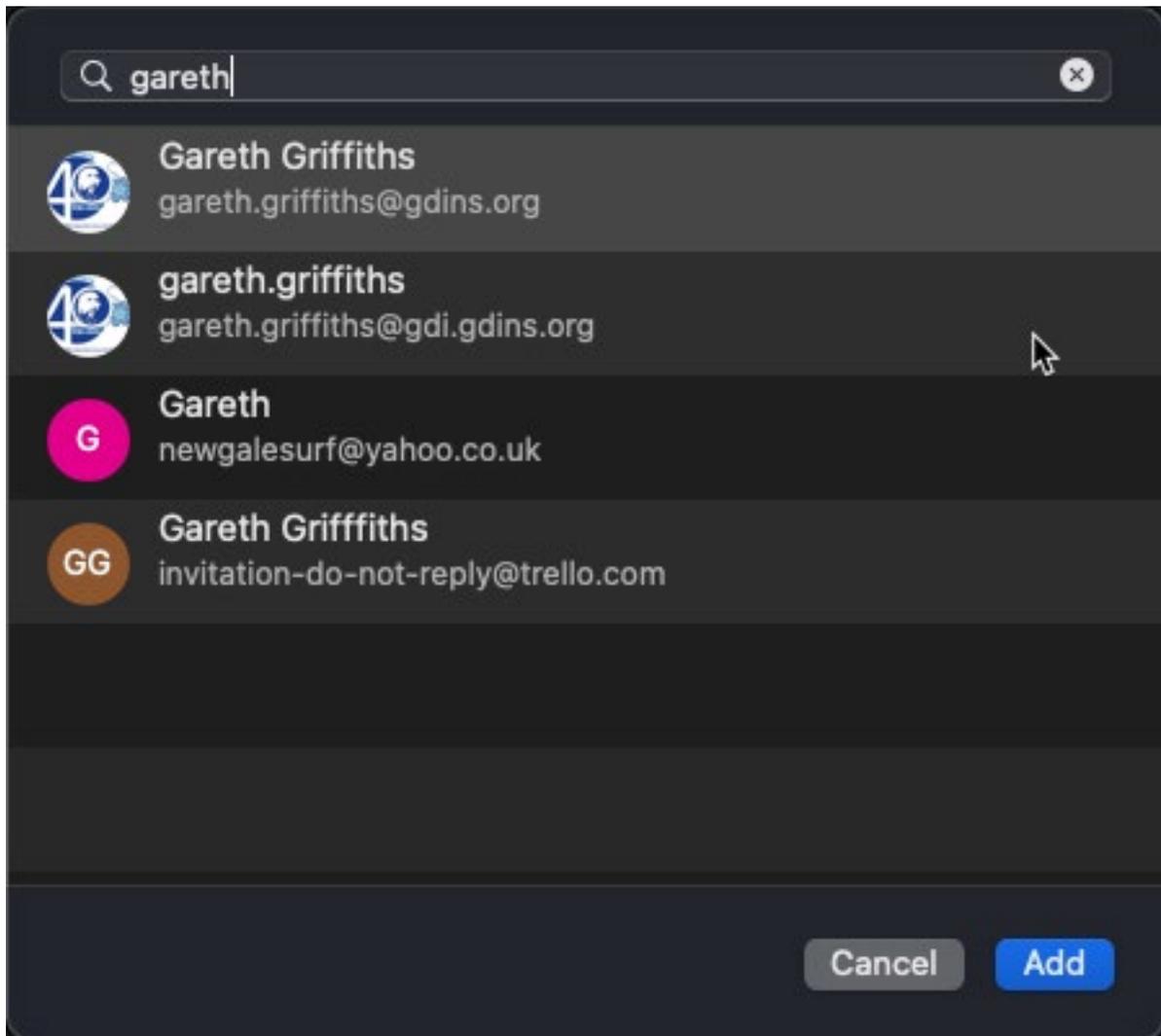
3. You will see the permissions Dialog

4. To add a person to be able to see your Calendar you are going to need to add them with the correct permissions click on the Add user

5. Once you have clicked on the Add User you will need to search for the person that you want add.

6. Once you found the person that you want to add to see your Calendar highlight the user and select add.

7. You will see that the user starts without any permissions you will need to give them permissions to see your calendar. It depends on what you would like the user to do in your Calendar.
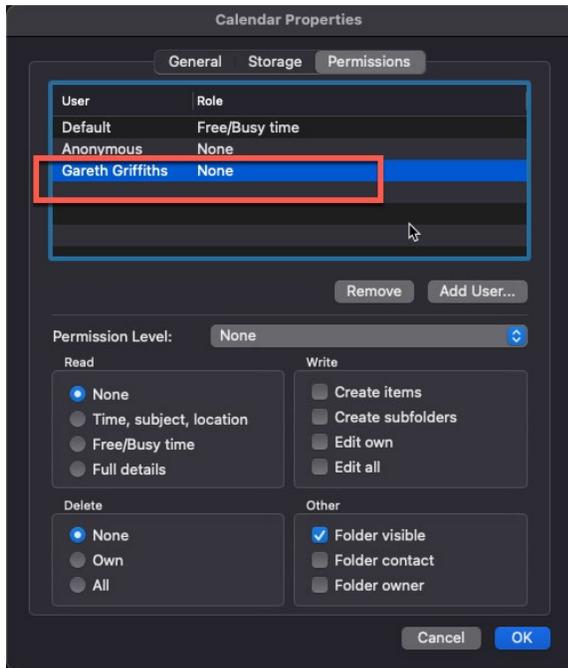
8. Either select a predefined set of permissions from the **Permissions Level** pull down or specify the permission by clicking on the permissions on the bottom. The Default is usually Free/Busy Only but if you want the user to be able to add meetings and such to your Calendar you are going to need to give them more permissions. The permissions levels are below.

Below are the permissions and Description

Permission	Description
Owner	The Owner role gives full control of the folder. An Owner can create, modify, delete, and read folder items; create subfolders; and change permissions on the folder.
Publishing Editor	The Publishing Editor role has all rights granted to an Owner, except the right to change permissions. A Publishing Editor can create, modify, delete, and read folder items and create subfolders.
Editor	The Editor role has all rights granted to a Publishing Editor, except the right to create subfolders. An Editor can create, modify, delete, and read folder items.
Publishing Author	A Publishing Author can create and read folder items and create subfolders but can modify and delete only folder items that he or she creates, not items created by other users.
Author	An Author has all rights granted to a Publishing Author but cannot create subfolders. An Author can create and read folder items and modify and delete items that he or she creates.
Nonediting Author	A Nonediting Author can create and read folder items but cannot modify or delete any items, including those that he or she creates.
Reviewer	A Reviewer can read folder items but nothing else.
Contributor	A Contributor can create only folder items and cannot read items.
None	The None role has no access to the folder.