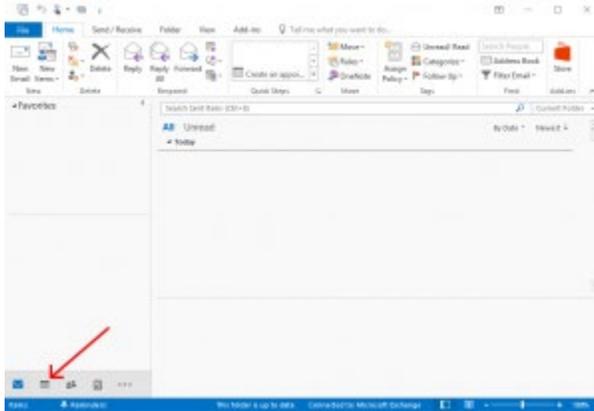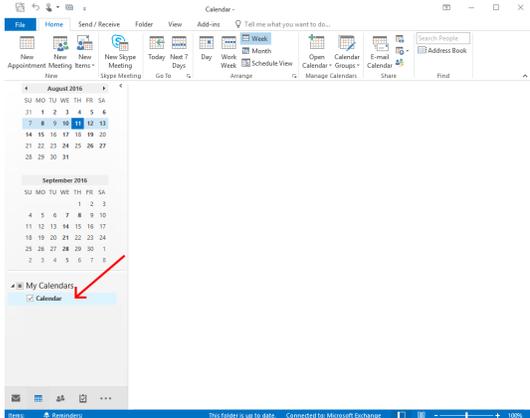# Share Your Calendar or Change Your Calendar Permissions in Outlook 2016 and up Windows
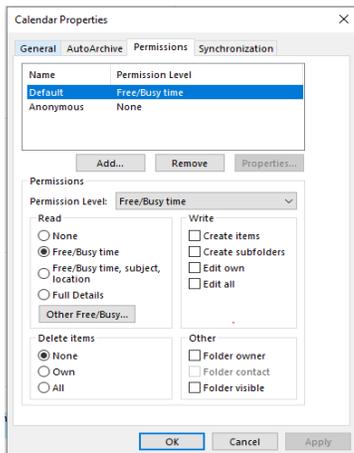
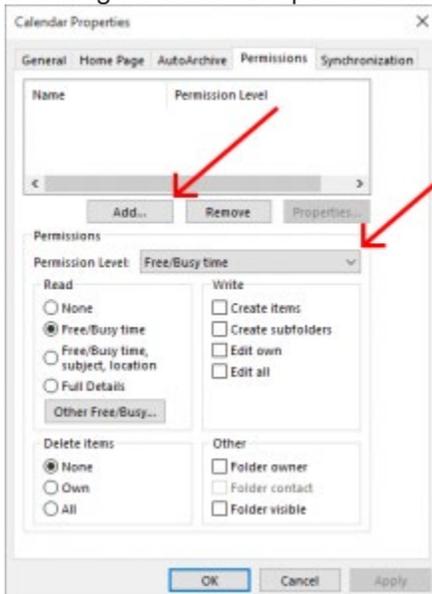1. Click Calendar Icon in lower left corner



2. In the left side bar **Right click on your calendar** then click **Properties**.

3. Click the Permissions tab



4. Click **Add** to add permissions for a new user, or click the name of the existing user in the list to change their current permissions. You can also add new users to see your calendar



5. Either select a predefined set of permissions from the **Permissions Level** pull down or specify the permission. 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. |