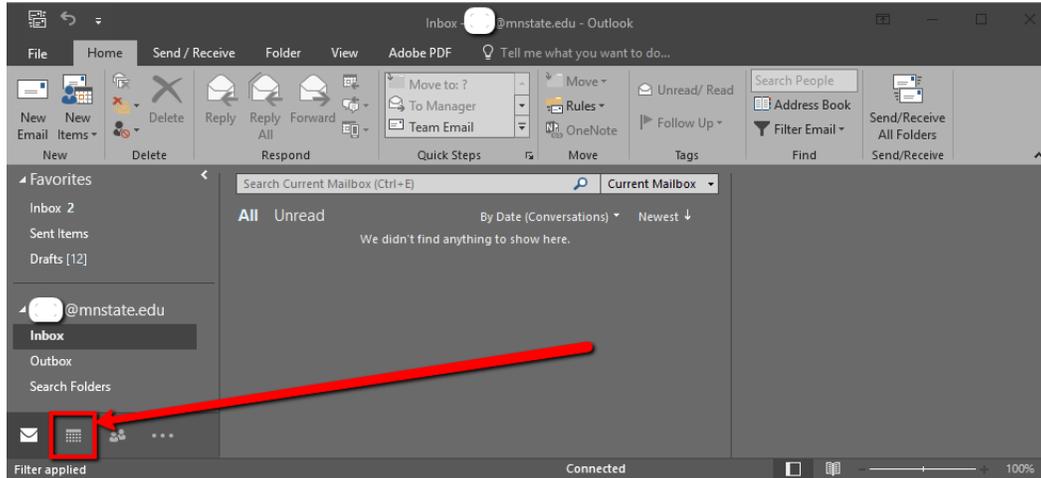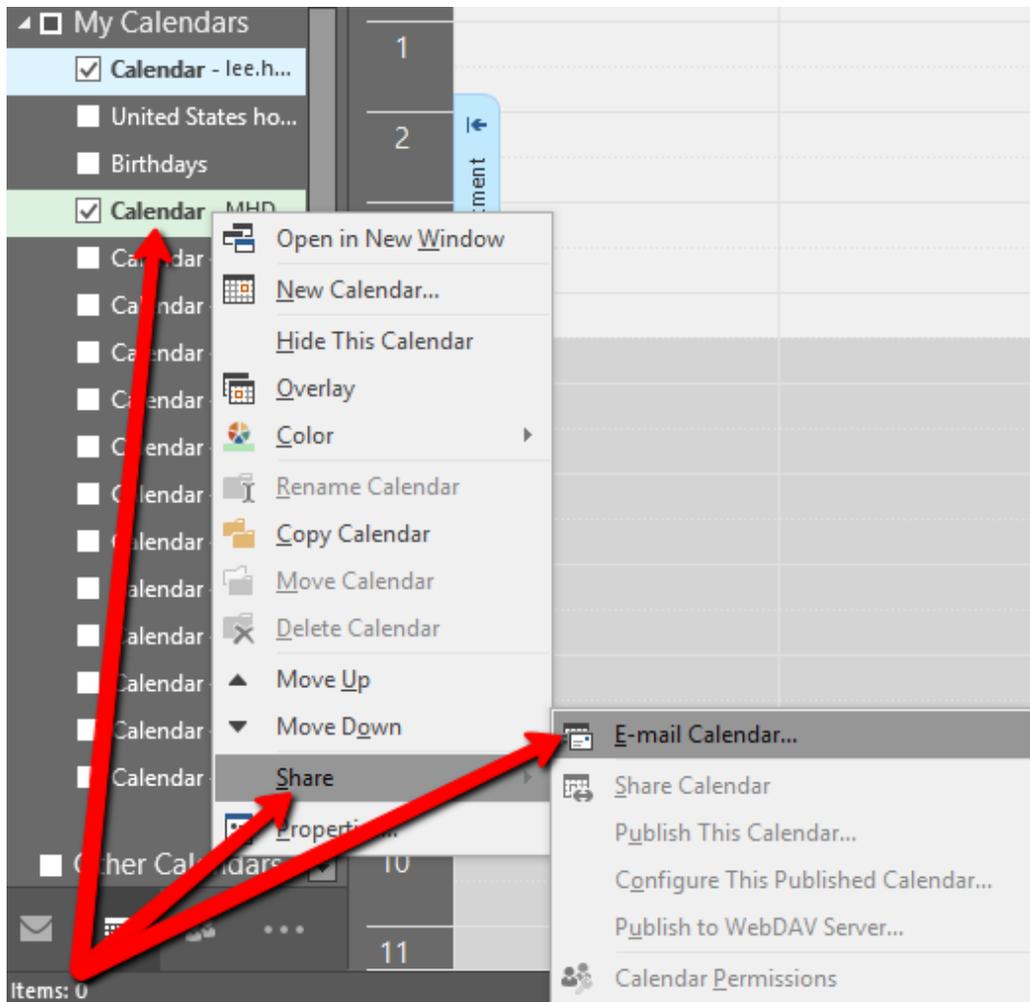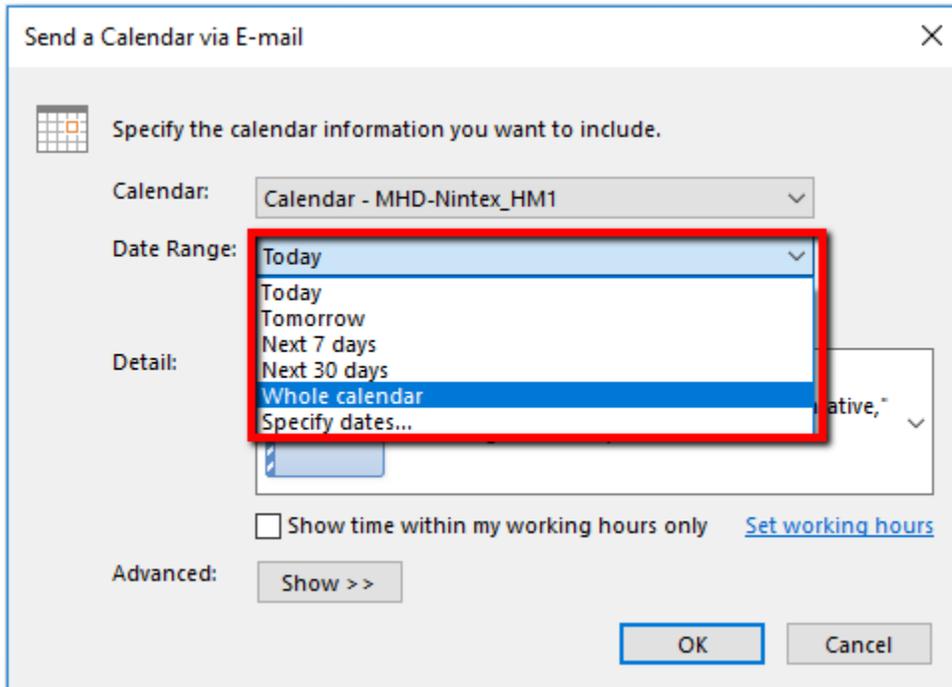1. Open Outlook
2. Navigate to your calendars


3. In the left-hand pane, right-click the shared calendar that you want to share > click **Share** > click **E-mail Calendar…**
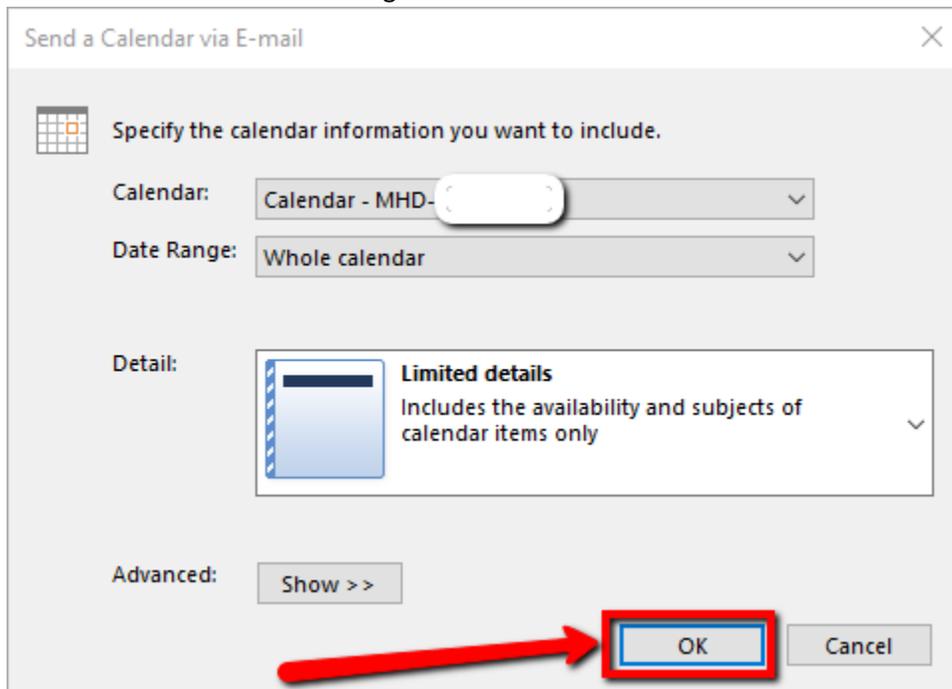
4. This will open a new email and window to configure calendar share settings.
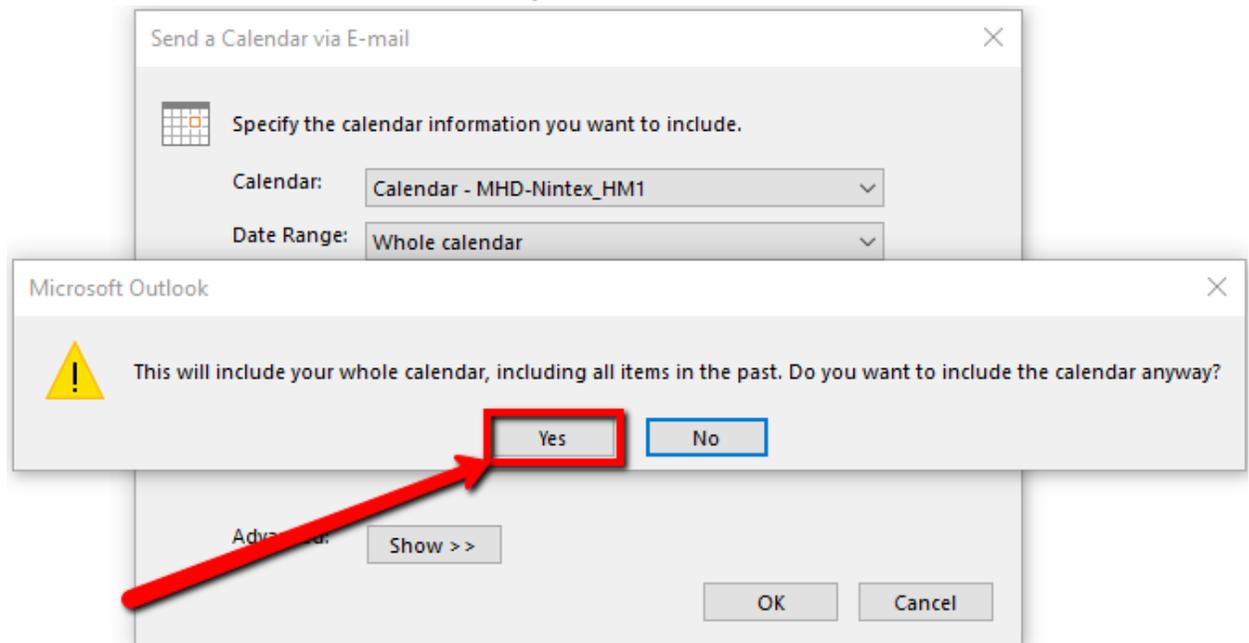5. Click on the **Date Range** dropdown to configure the range of which you want to share

6. Click on the **Details** dropdown and choose the amount of appointment information you would like to share.
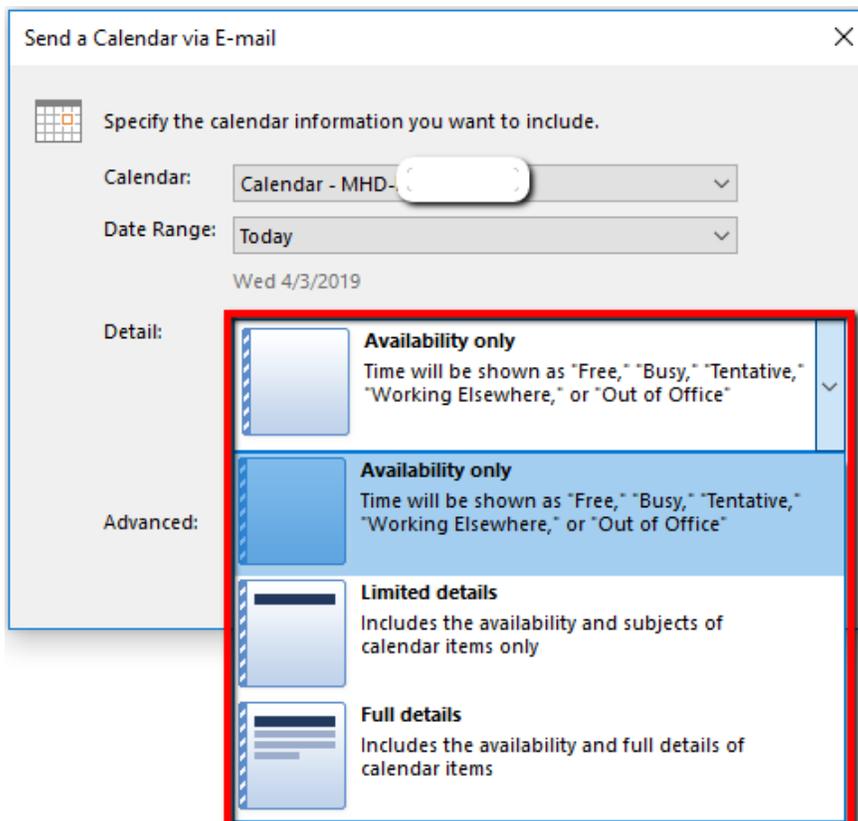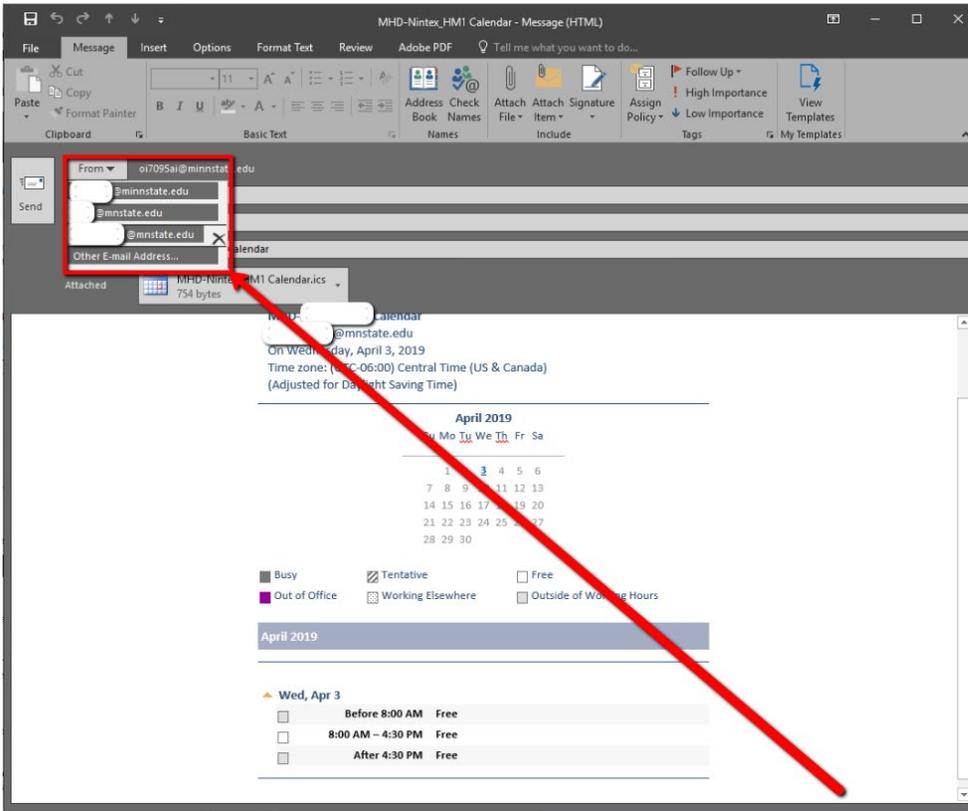
7. Click **OK** once the desired settings has been selected.

8. If Whole calendar was chosen for a date range, click **Yes** to confirm.
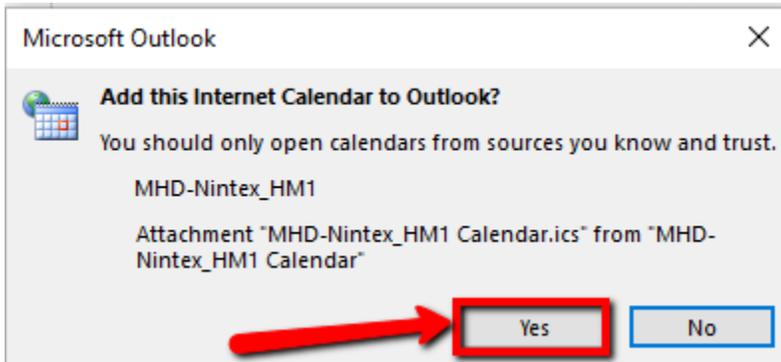
9. Click the **From** dropdown to choose the desired email address that you would like to send the calendar share invitation to.
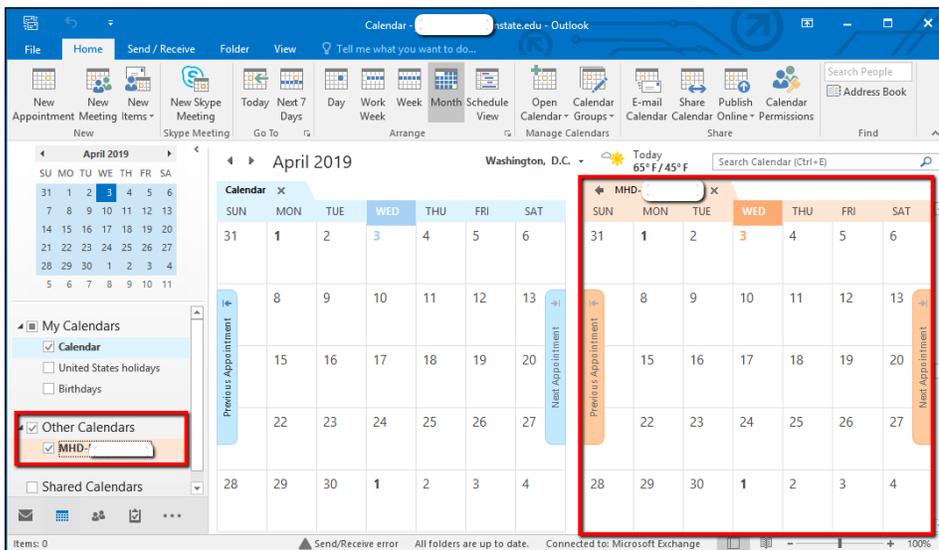

10. Enter your chosen recipient(s) then click Send.
11. The recipient of the invitation should click the **Open this Calendar** button in outlook to accept the invitation
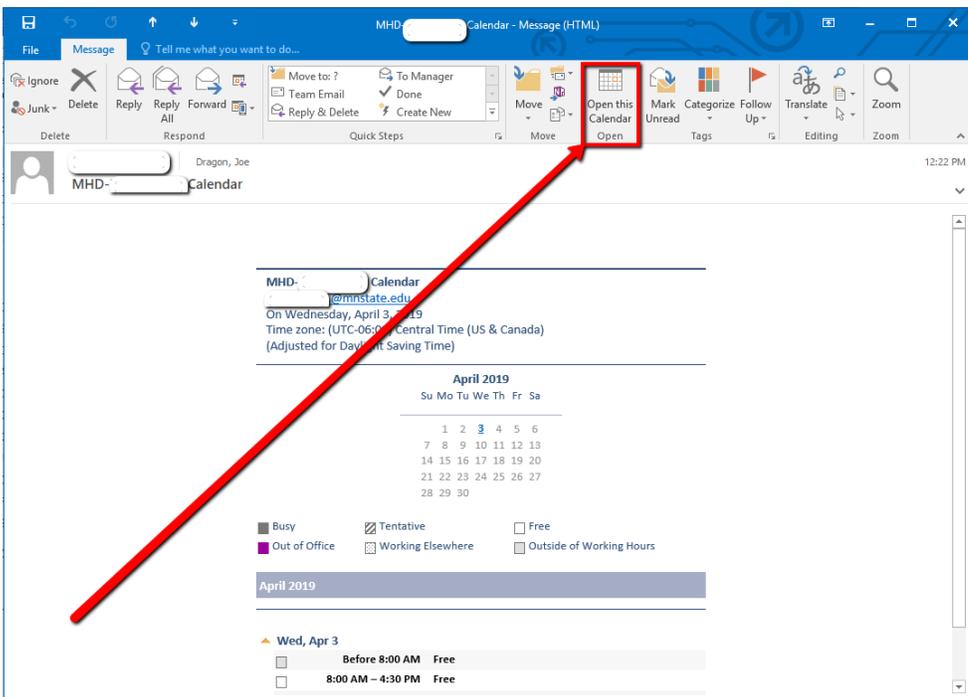
12. Click Yes on the "Add this Internet Calendar to Outlook?" prompt

13. This will bring the recipient to the calendar section of Outlook where they can now see the shared calendar

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.