



Office of Information Technology

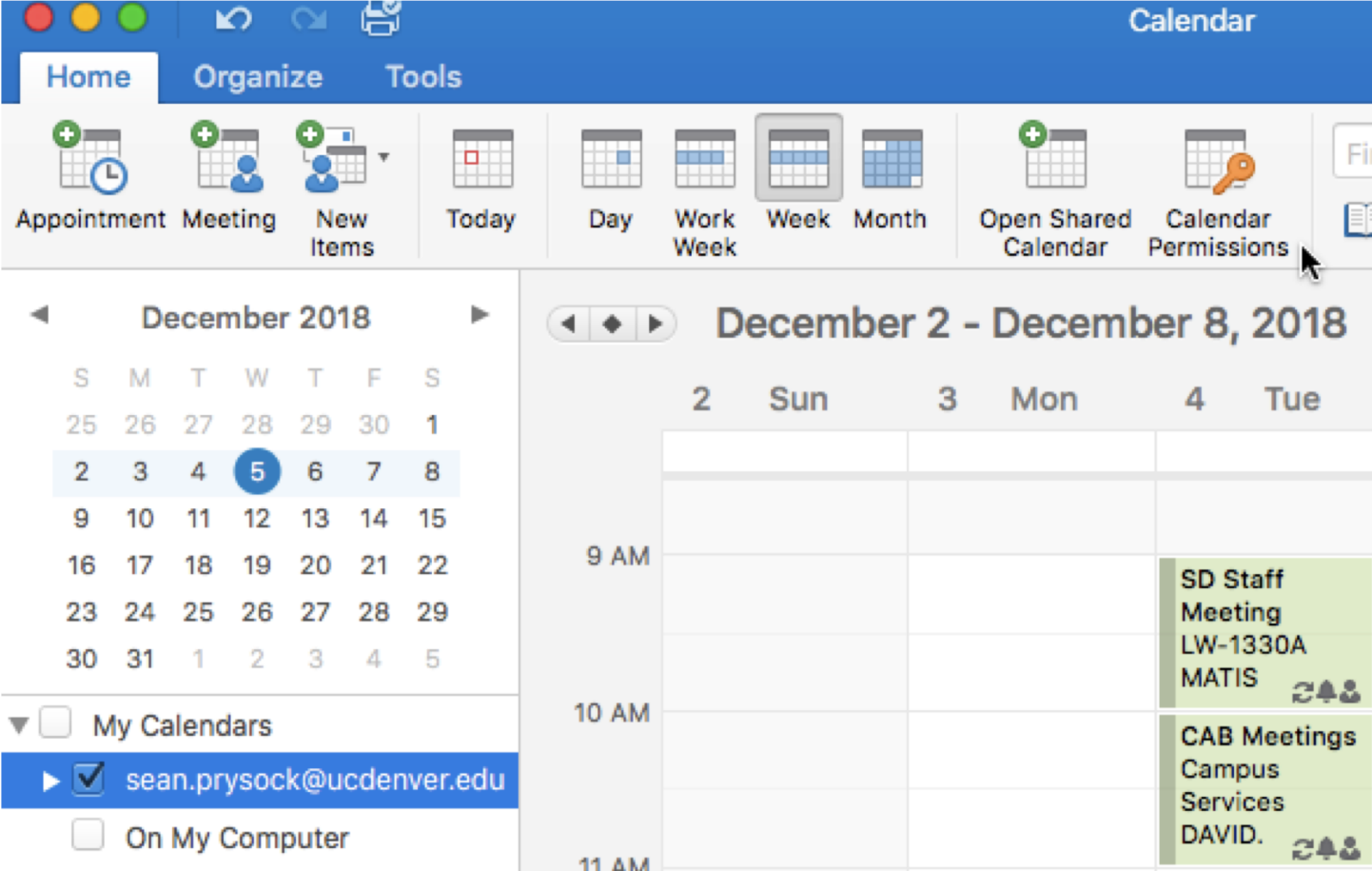
UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

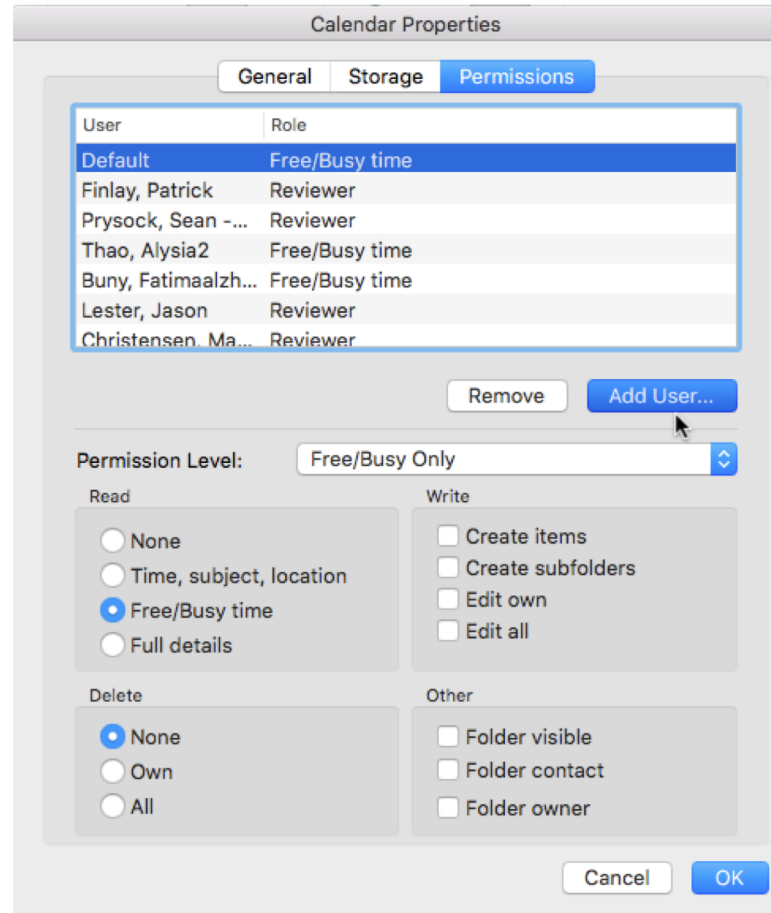
Mac Outlook 2016

Calendar Sharing

Highlight calendar to share then click “Calendar Permissions”



“Permissions” tab > “Add User...”



Search for person to share with

Search for person to share with

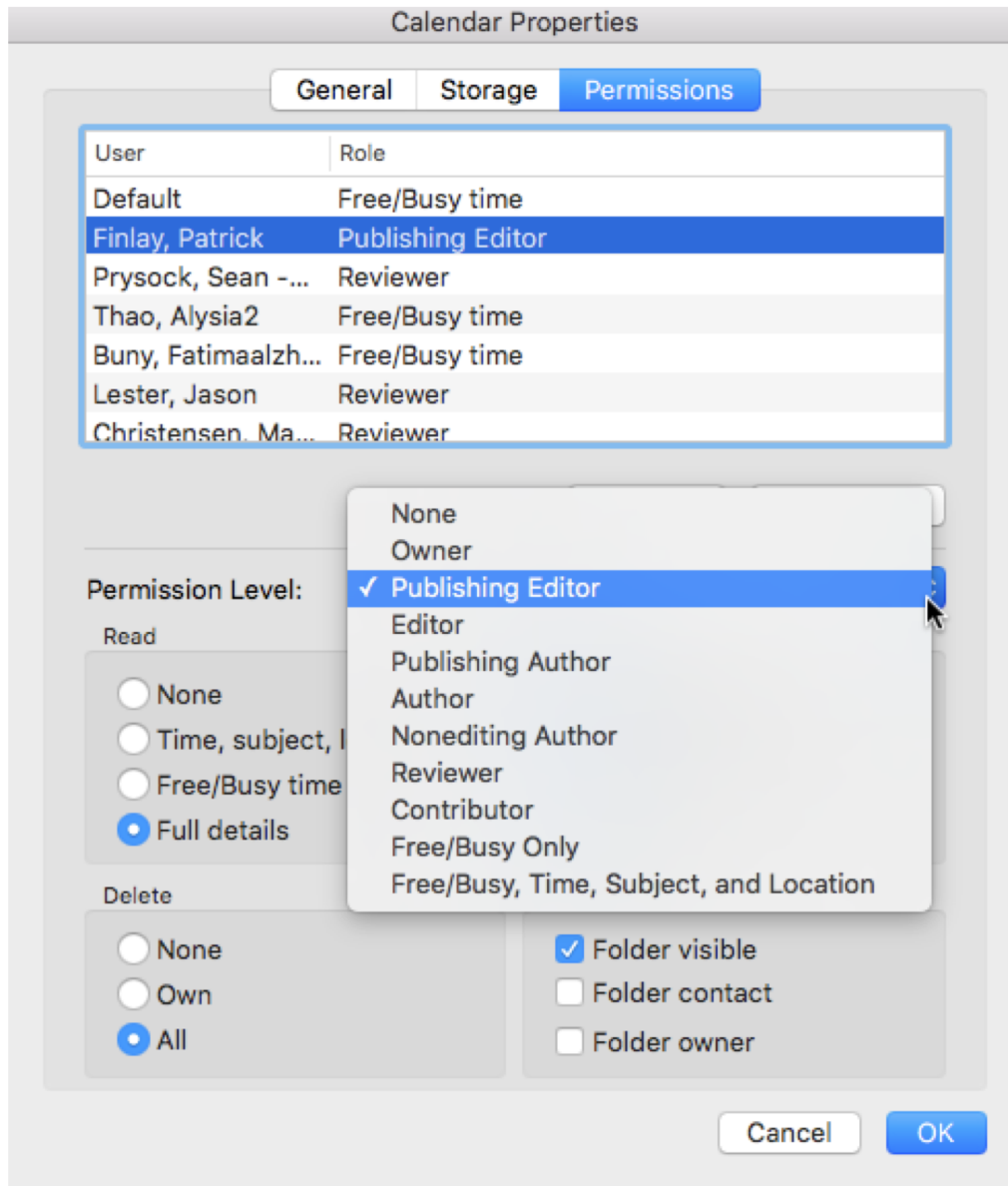
finlay, pa

Finlay, Patrick
IT PROFESSIONAL

Finlay, Patrick - EA
finlaypEA@ucdenver.edu

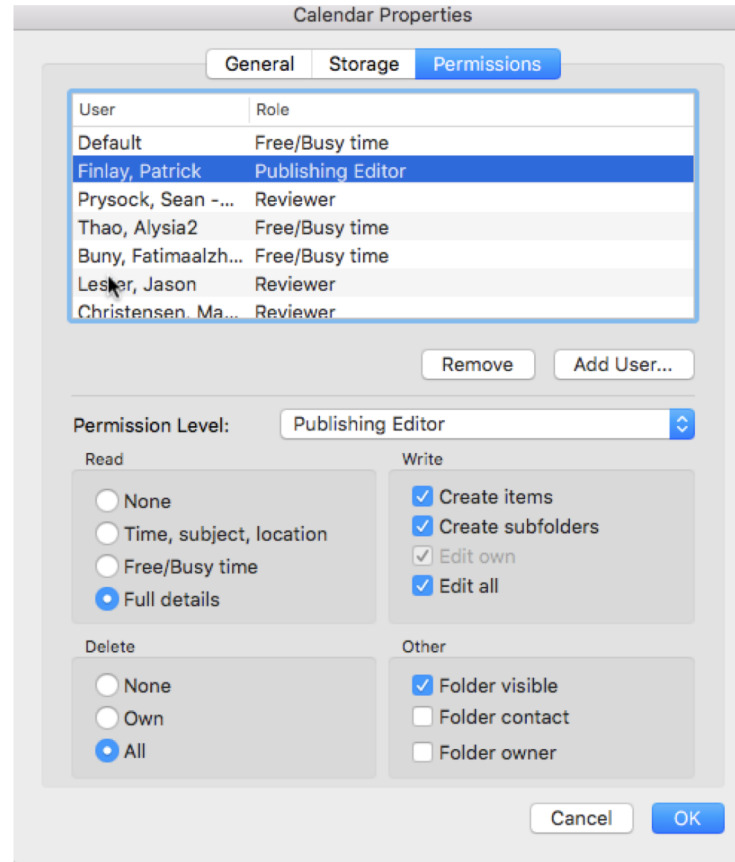
Cancel Add

Choose permissions level



Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files that you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You cannot open the folder.

Success! Simply highlight and click “Remove” to stop sharing.



Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at oitsupport.ucdenver.edu or Open a Ticket at <http://4help.oit.ucdenver.edu>.