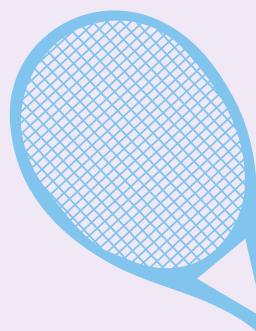




How to share your Outlook Calendar

Four quick and easy ways to share your availability in Outlook...





Name something worse than the email tennis of trying to find a time when everyone is available?



Sharing calendars is a cornerstone of modern time management...

Whether it's in a corporate environment, a small business, or within our personal lives, the ability to share calendars can transform the way we plan, communicate, and collaborate.

This guide delves into the practical steps of sharing calendars across different platforms and offers insights into enhancing meeting productivity and calendar management.

Benefits of Collaboration and Sharing Calendars

Collaborative scheduling through shared calendars offers numerous benefits:

- Improves communication and efficiency by reducing the need for back-and-forth emails.
- Saves time and boosts productivity by providing real-time updates and avoiding scheduling conflicts.
- Enhances accountability within teams by clarifying collective goals and individual roles.

How to Share Your Outlook Calendar

Whether it's a weekly update meeting or planning a webinar, Microsoft Outlook provides a seamless way to share your calendar with colleagues.

Here's a step-by-step guide to sharing your Outlook calendar:



Step 1: Open Your Calendar in Outlook

Step 2: Choose the Calendar to Share

Step 3: Share Your Calendar

look for the “Share Calendar” option, this will be in the top right of the home tab.

Step 4: Enter Recipient Details

Step 5: Set Permission Levels

Step 6: Add More Recipients (Optional)

Step 7: Review and Send the Invitation

Step 8: Accessing a Shared Calendar

You’ll receive an invitation via email. To access, simply accept the invitation, it will then appear alongside your own in Outlook.

How to Insert Your Calendar into an Email

Sometimes, you may want to insert your calendar into an email to show your availability to a recipient, especially to suppliers and clients. Here's how you can do it:



Step 1: Create a New Email

Step 2: Position the Cursor

Type your message, then place the cursor where you want to insert the calendar information.

Step 3: Insert Calendar

Go to Insert > Calendar. If you don't see "Calendar" on the Insert tab, select "More commands" on the right end of that tab, then, under "Include," select "Calendar."

Step 4: Choose Calendar and Date Range

Step 5: Select Detail Level

Step 6: Send the Email

How to Create a Scheduling Poll in Outlook

Creating a scheduling poll in Outlook can simplify the email tennis of finding a meeting time that works for everyone. Here's how to do it:



1. Open Outlook and either create a new email or reply to an existing one.
2. Add the required attendees in the “To” field and any optional attendees in the “Cc” field.
3. Click on the “New Scheduling Poll” option in the ribbon menu.
4. Enter the meeting details, such as the time zone and duration.
5. Scheduling Poll will suggest suitable meeting times based on attendees’ schedules.
6. Select a few suitable meeting times and click “Next” to finalise the poll.

You can add a meeting location and adjust settings for online meetings if necessary.

How to Share Your Calendar in Gmail

Gmail also offers the ability to share calendars, which can be beneficial for organisations to enhance efficiencies. To share your calendar in Gmail



1. Open Google Calendar on your computer (sharing isn't available through the app).

2. Find the "My calendars" section, hover over the calendar you want to share, and click "More Settings and sharing".

3. Under "Share with specific people," click "Add people" and enter the email addresses of those you wish to share with.

4. Use the drop-down menu to adjust their permission settings and click "Send".

Get Ahead

The practice of sharing calendars is more than just a convenience; it's a strategic move towards increased efficiency and better collaboration.

We know that time is a precious commodity, so leverage the tools at your disposal to manage it wisely and share it generously.

