How To Grant Access To Your Calendar
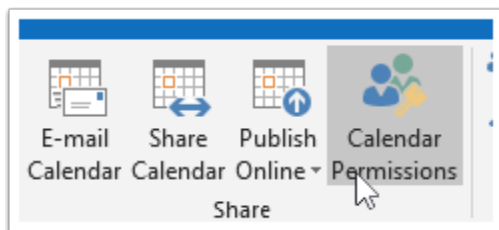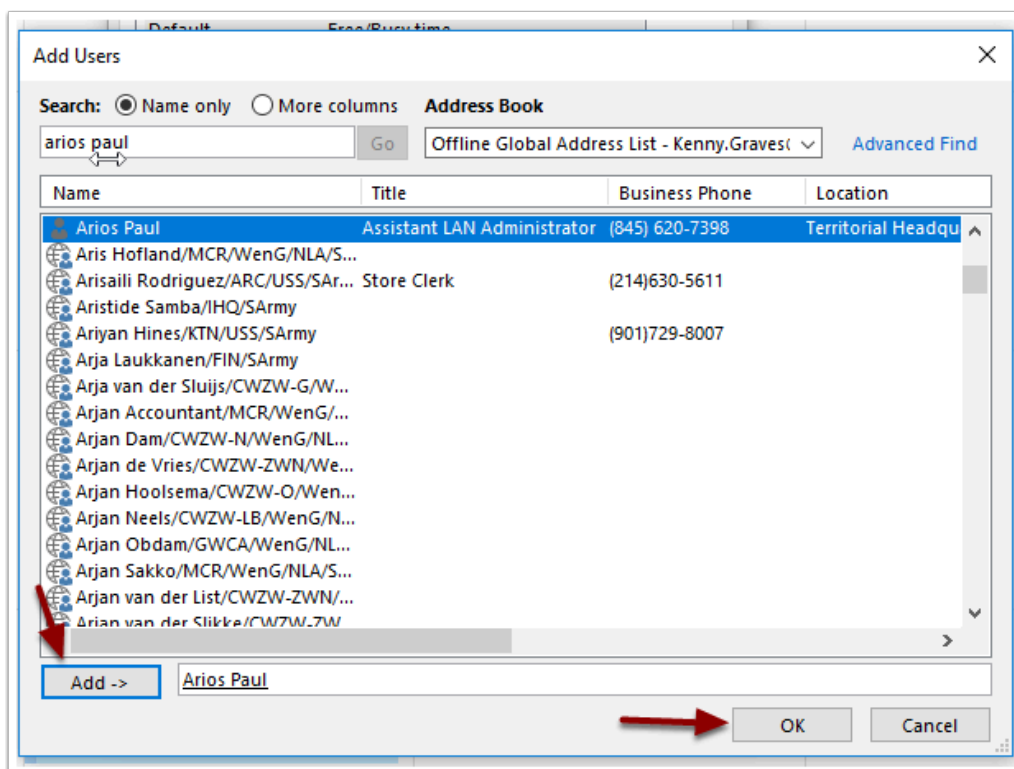
This article will help you grant access to your calendar in Outlook 365
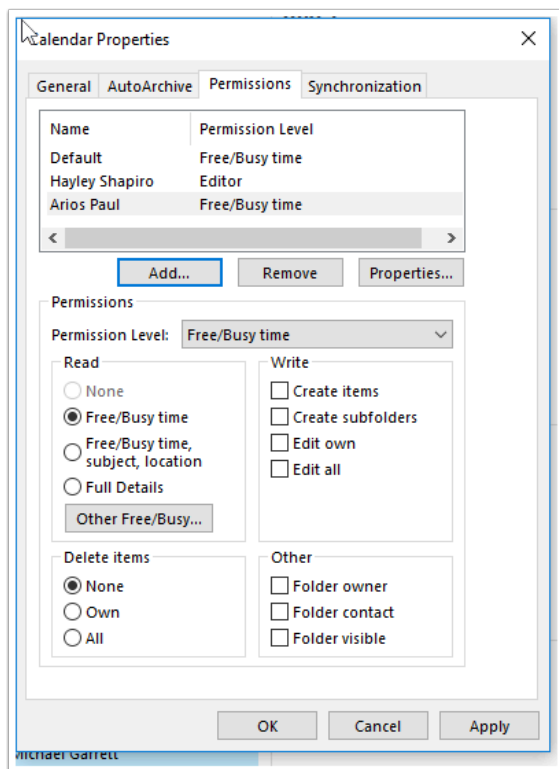
1) Open Microsoft Outlook and go to your calendar.

2) Select Calendar Permissions

3) Search for the person you'd like to give access to your calendar. Then select Add then OK.

4) You can now select What permissions within the calendar to give.

5) You now have granted access to your calendar.