Sharing Outlook Calendars for Macs

Use these instructions if you are trying to share an Outlook Calendar in Office 2016 for Mac, or if someone shared their calendar with you and you need to access it.

Step-by-step guide for the person sharing their calendar 2016 for Mac

Person Sharing Calendar

1. Open Outlook on the users computer that is going to be sharing the calendar
2. Click Outlook in the menu bar
3. Choose Preferences
4. In the next window choose Accounts
5. If the user has multiple accounts listed make sure the Yale.edu account is highlighted
6. Then click Advanced
7. Then choose Delegates
8. Click the “+” button under Delegates who can act on my behalf
9. Search for the user that you’re trying to share the calendar with
10. Highlight the user and click Add
11. In the next window choose the access you’d like to give that user
   For Calendar access only without any editing permissions choose Reviewer or Author if the user has permission to create calendar events
12. Once the permissions are set click Ok, and Ok.

Person Opening/Accessing Calendar

1. Open Outlook
2. Click the Calendar icon
3. Click on Open Shared Calendar
4. Search the name of the user’s calendar you’re trying to view
5. Highlight the user and click Open
6. A pop-up will appear check the box and click Ok

   If you get an error about not having permissions to view this folder then delegate access isn’t setup correctly
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