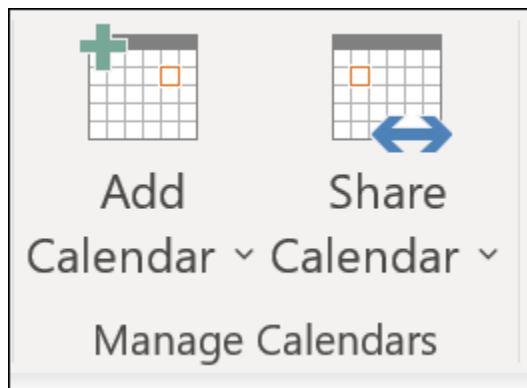
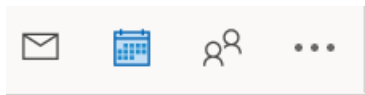


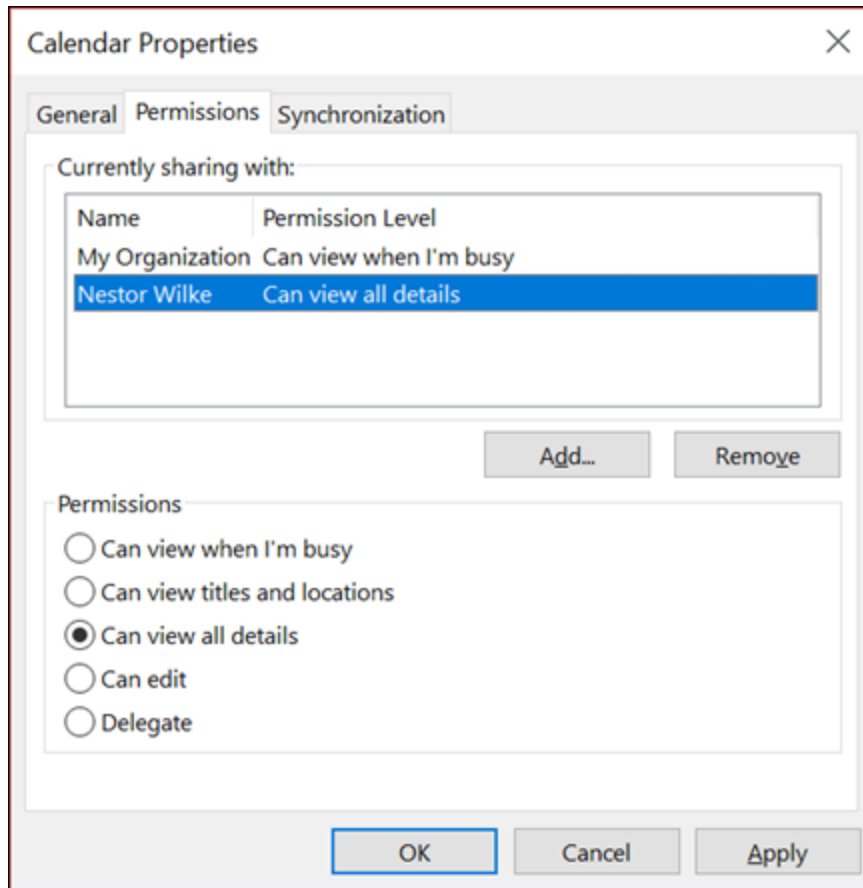
## How to share/delegate calendar access using Outlook and Office 365:

### How to share/delegate calendar access using Outlook:

1. From your Calendar folder, on the Home menu, select Share Calendar.



2. Choose the calendar you want to share from the drop-down menu.
3. In the Calendar Properties dialog box, click Add.
4. You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the Add Users dialog box, click OK.
5. Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click OK.



6. The person you've shared your calendar with will receive a sharing invitation by email.
7. Once the recipient clicks Accept, they'll see your shared calendar in their calendar list.

### **I see a "This calendar can't be shared" error**

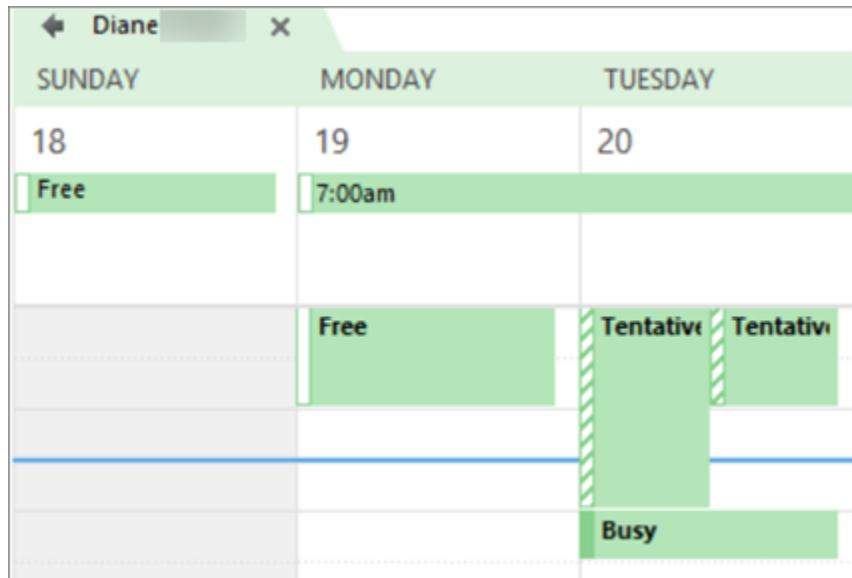
If you see a message that says This calendar can't be shared, there are three possible reasons.

- The email address is invalid.
- The email address is an Microsoft 365 Group
- The email belongs to an external user who isn't part of your organization.

## What permissions people have to your calendar

You can choose from several different permission levels when sharing your calendar.

- Can view when I'm busy. Those sharing your calendar with this permission level can only see which times you're available, like this:



The screenshot shows a calendar interface for a user named Diane. The calendar is displayed in a week view, showing Sunday (18), Monday (19), and Tuesday (20). The interface includes a header with the user's name and a close button. The calendar grid shows availability status for each day. On Sunday, the status is 'Free'. On Monday, the status is 'Free' from 7:00am onwards. On Tuesday, the status is 'Tentative' from 7:00am to 1:00pm, followed by 'Busy' from 1:00pm to 5:00pm. The 'Tentative' status is indicated by a green background with diagonal lines, and the 'Busy' status is indicated by a solid green background.

SUNDAY	MONDAY	TUESDAY
18	19	20
Free	7:00am	
	Free	Tentative Tentative
		Busy

- Can view titles and locations. Those sharing your calendar with this permission level will see availability and the subject and meeting location, like this:

TUESDAY		WEDNESDAY	THURSDAY
20		21	22
Office Hours at the Microsoft Tom Vane		BP Tech Online Meeting Ignacio	
Help with StaffHub;			Keeping Skype Meeting Andre
			weekly review Skype Meeting; TBD Diane
			Job Role discussion Skype Meeting; Con Diane

- Can view all details. Those sharing your calendar with this permission level will see all details of your appointments, just like what you see.

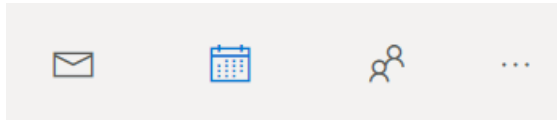
### Stop sharing your calendar

At any time you can revoke access to your calendar. Note that it may take a while for Microsoft 365 and the user's Outlook to sync and remove the view to your calendar.

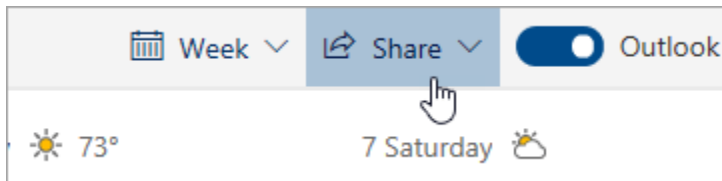
1. Click Calendar.
2. Click Home > Calendar Permissions.
3. On the Permissions tab, click the user's name and then choose Remove.
4. Click OK.

## Office 365:


1. At the bottom of the page, select  to go to Calendar.



2. In Calendar, on the toolbar at the top of the page, select Share, and choose the calendar you want to share.



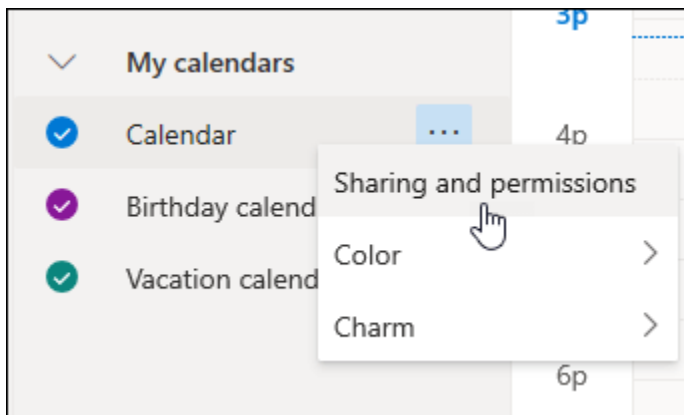
**Note:** You can't share calendars owned by other people.

3. Enter the name or email address of the person you want to share your calendar with.
4. Choose how you want the person to use your calendar:
  - Can view when I'm busy lets them see when you're busy but doesn't include details like the event location.
  - Can view titles and locations lets them see when you're busy, as well as the title and location of events.
  - Can view all details lets them see all the details of your events.
  - Can edit lets them edit your calendar.
  - Delegate lets them edit your calendar and share it with others.
5. Select Share. If you decide not to share your calendar right now, select .

### To change calendar sharing permissions:

You can change the permissions you've set for a calendar, or stop sharing the calendar completely, by right-clicking the calendar name under Calendars.

1. At the bottom of the page, select 📅 to go to Calendar.
2. Under Calendars, right-click the calendar you want to update sharing settings for, and select Sharing and permissions.



3. Find the person whose permissions you want to change and either choose a new level of permissions or select 🗑️ to stop sharing your calendar with them.

## **How to setup a Rule to move a message to a different folder in Outlook 2019:**

Use inbox rules to automatically perform specific actions on email that arrives in your inbox.


For information about how to use Archive, Sweep, or other tools, see [Organize your inbox with Archive, Sweep, and other tools in Outlook.com](#).

### **Create an inbox rule**

Rules are applied to incoming messages and can be created from any folder.

1. To quickly create a rule that moves all email from a specific sender or a set of senders to a folder, right-click a message in your message list that you want to create a rule for, and select **Create rule**.
2. Choose the folder where you want all messages from that sender or set of senders to be moved, and then select **OK**.
3. Select **OK**.

**If you'd like to do more than just move the message from a specific sender or set of senders to a folder, select **More options**.**

1. To create a completely new rule, at the top of the page, select **Settings**  **> View all Outlook settings > Mail > Rules**.



## 2. Click Add new rule.

Every rule needs at least three things: A name, a condition, and an action. Rules can also contain exceptions to conditions. You can add multiple conditions, actions, and exceptions at each step by choosing Add a condition, Add an action, and Add an exception.

If you don't want any more rules to run after this one does, select the Stop processing more rules check box. For more information, see [Stop processing more rules in Outlook.com](#).

Press Save to create your rule or Discard to cancel rule creation.

### **Edit an inbox rule**

1. At the top of the page, select Settings  > View all Outlook settings.
2. Select Mail > Rules.
3. In the rule you want to edit, select  Edit.
4. Select Save to save your edited rule.

**Note:** Some rules created in other versions of Outlook can't be processed by Outlook.com. You won't be able to run or edit the rule in Outlook.com.

### **Delete an inbox rule**

1. At the top of the page, select Settings  > View all Outlook settings.
2. Select Mail > Rules.
3. In the rule you want to delete, select  Delete.



Tip: If you just want to turn the rule off for a while, select the toggle next to the rule.

## **How to setup a Rule to move a message to a different folder in Office 365:**

If you are using **Office 365 (mail.office365.com)**: Right click on the email that you would like to create the rule for and select Advanced Actions and then Create Rule. Then if the folder exists already click on Select a Folder and Choose the Folder desired. If the folder has not been created then choose New Folder. If you would like Advanced Options then select More Options.