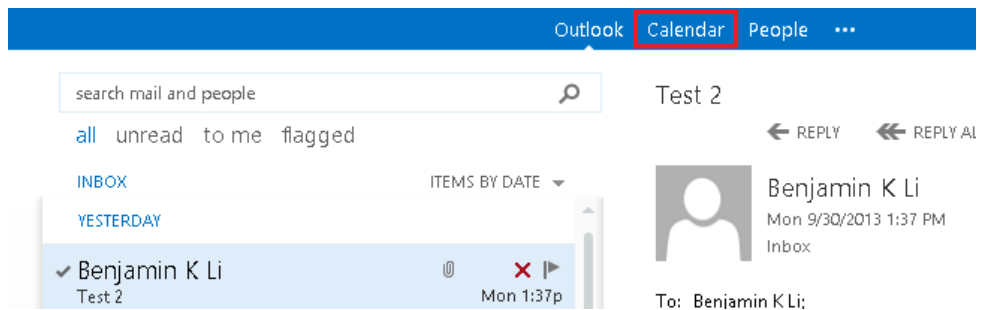
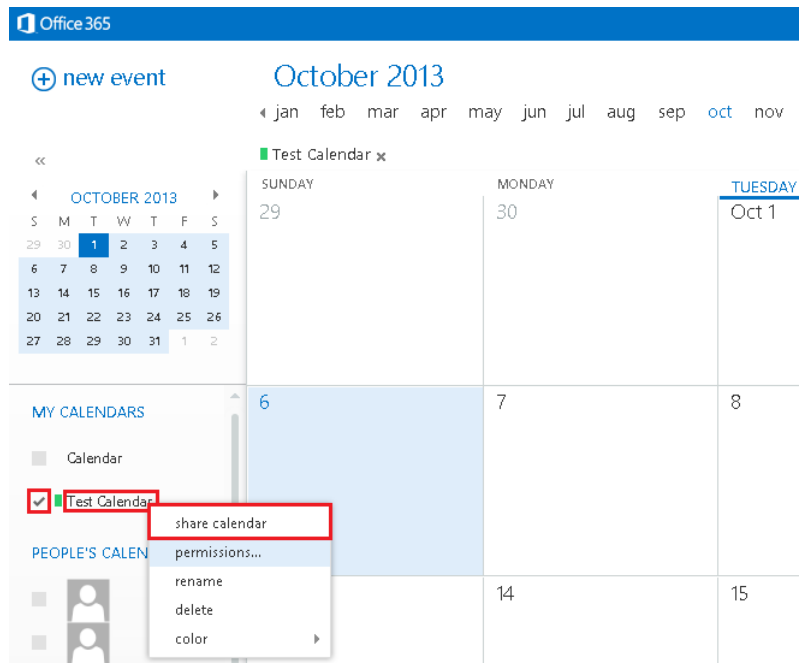


*This guide instructs employees and students of Valdosta State University on how to share a calendar with an employee(s) or student(s) of Valdosta State University.*

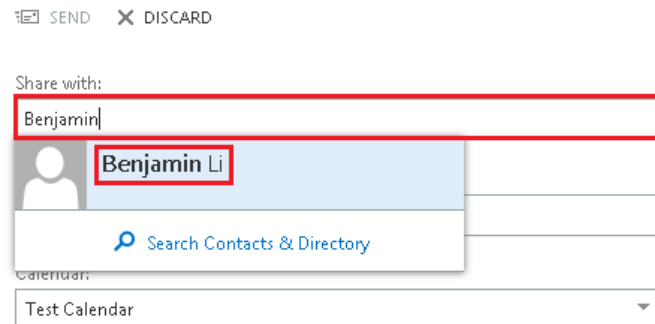
1. In a web browser, go to [office.valdosta.edu](http://office.valdosta.edu) and login using your Active Directory credentials.
2. Click the **Calendar** button at the top-right.



3. Right-click the **Calendar name**. Then, click the **Share Calendar** link.



4. Search for the user you wish to **Share** the calendar with.



SEND DISCARD

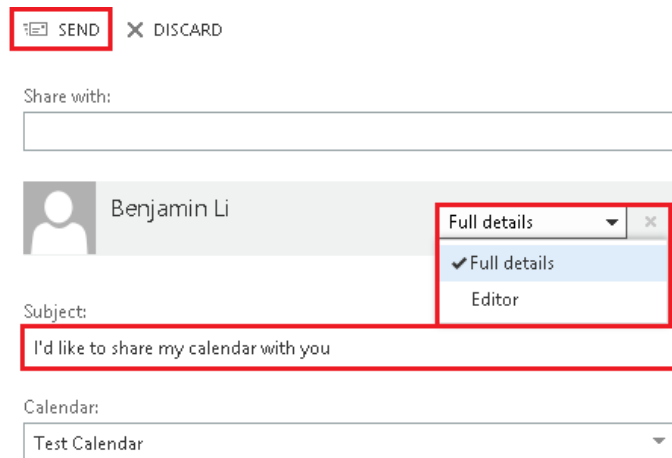
Share with:  
Benjamin

Benjamin Li

Search Contacts & Directory

Calendar:  
Test Calendar

5. Choose the **Permissions** level. Then, click the **Send** button.



SEND DISCARD

Share with:  
[Empty]

Benjamin Li

Full details  
Full details  
Editor

Subject:  
I'd like to share my calendar with you

Calendar:  
Test Calendar