Sharing your Outlook Calendar so someone else can block out time

When you share a calendar with a work colleague, there are several different levels of sharing.

1. Go to Outlook 2016 and select Calendars from the bottom left of screen.
2. Select the calendar you wish to share, and click on Share Calendar in the top ribbon.
3. In the pop-up, fill in the name of the person you are sharing with and give them full details. Click on the Send button.
4. Click Yes to the pop-up.
5. Your colleague will receive an email, and they need to Open calendar. Your calendar will appear in the list of Shared Calendars on the Calendar page of their Outlook. At this point the person can only SEE all the details in your calendar.
To allow your colleague to add appointments or block the WHOLE day out, you need to change their access to your calendar from Reviewer to Editor.

6. Go to Outlook and select Calendars from the bottom left of screen.

7. Click on the Calendar Permissions button on the top ribbon

8. Find the person in the list to whom you wish to give fuller rights. Change their Permissions level to Editor and click on Save.

The colleague to whom access has been given should now be able to see your full calendar. (If not, ask them to close Outlook and reopen it.)

9. Check that they can now make an appointment in your calendar and/or can block out the whole day.