How to Create a New Shared Calendar from a Shared Account
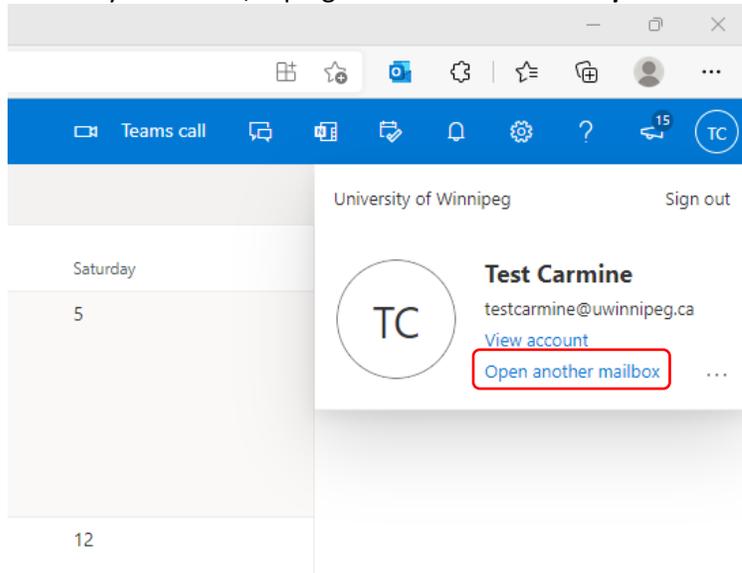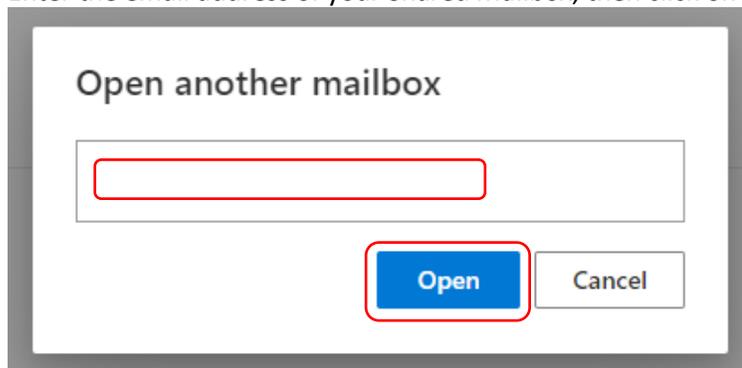
- Open a web browser (*Firefox/Chrome/Edge/Safari*)
- Visit https://outlook.office.com
- Login with your account
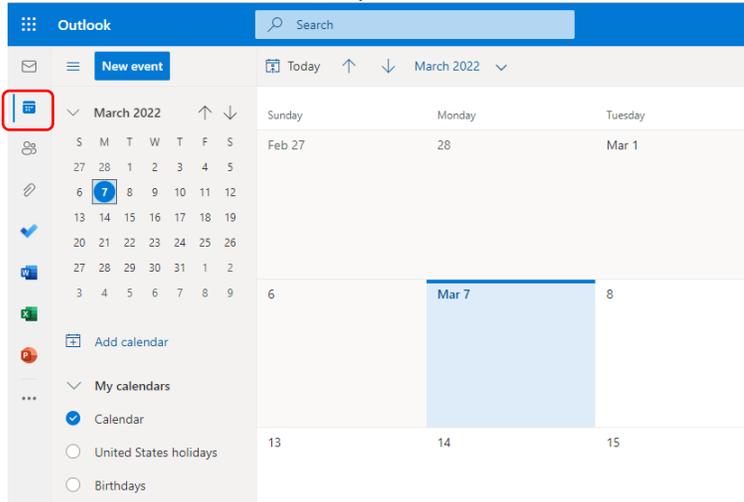- Click on your initials, top right corner and choose *Open another Mailbox*

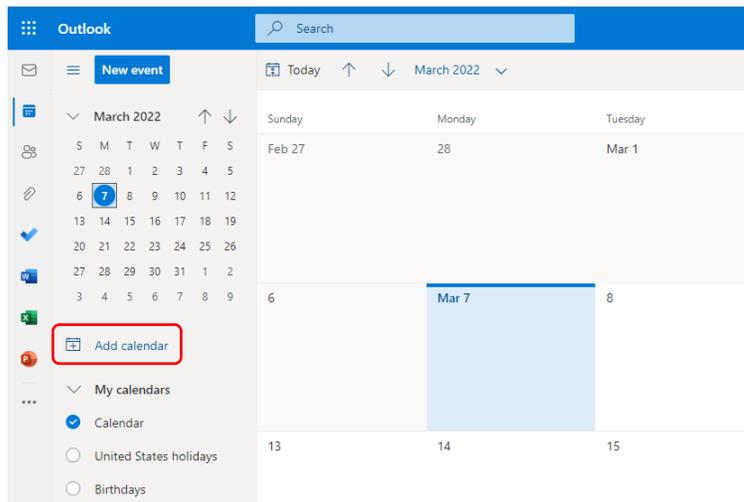- Enter the email address of your Shared Mailbox, then click on *Open*
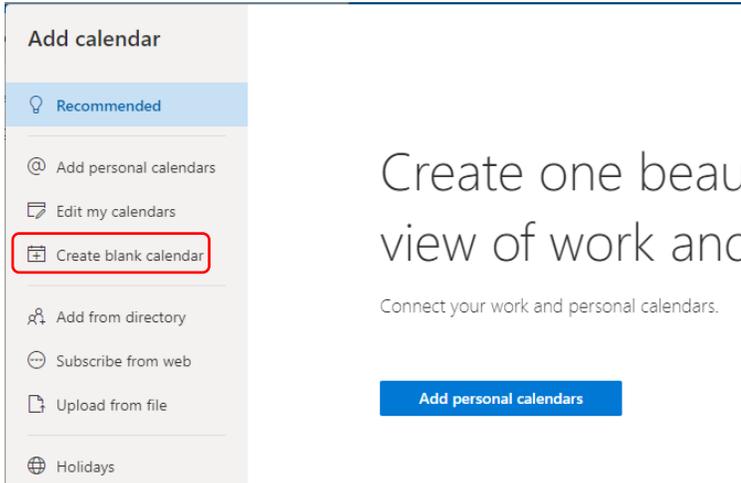
- Click on the *Calendar* icon, top left corner
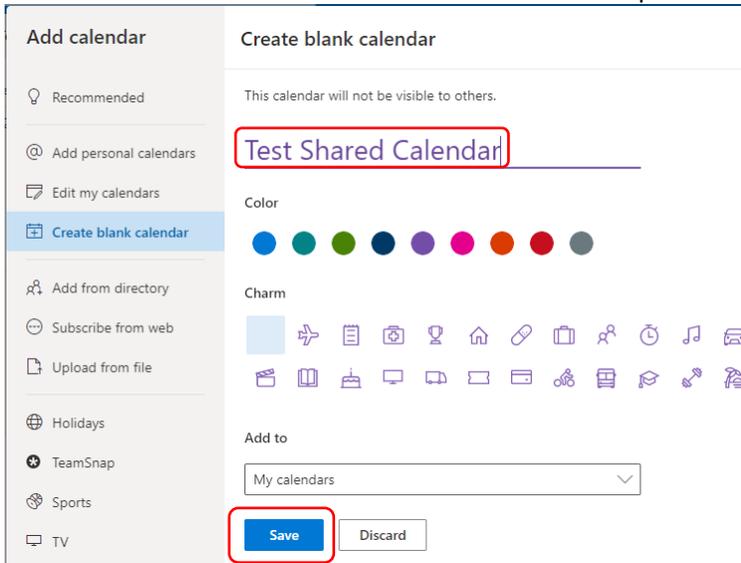

- Click on *Add Calendar*
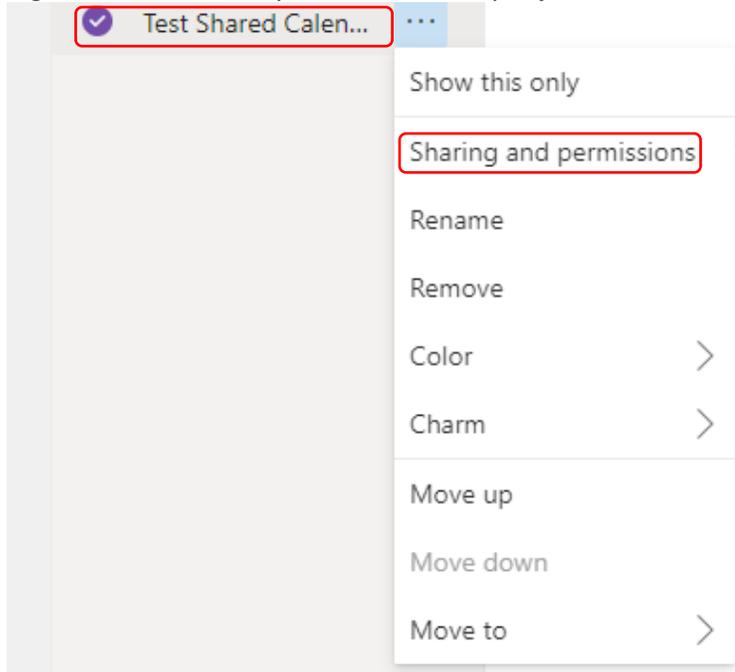
- Click on **Create blank calendar**

- Give the new Calendar a desired name. Choose a unique color to distinguish it, then click **Save**
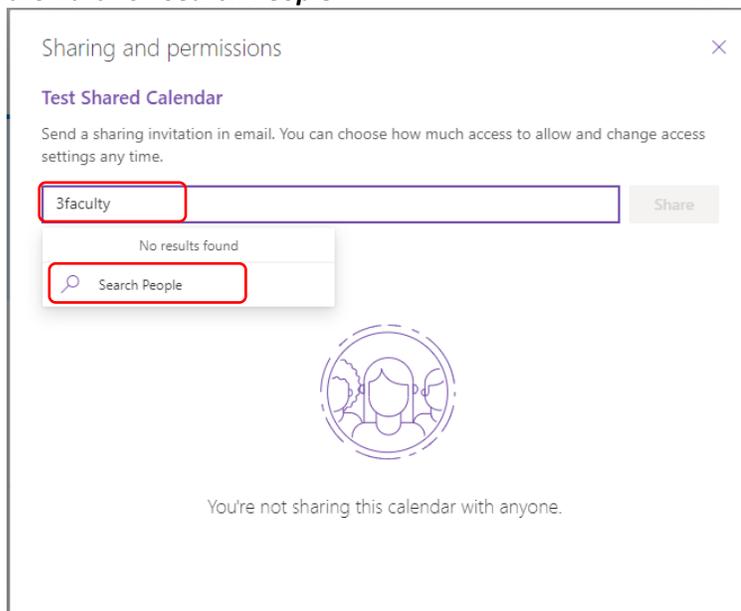

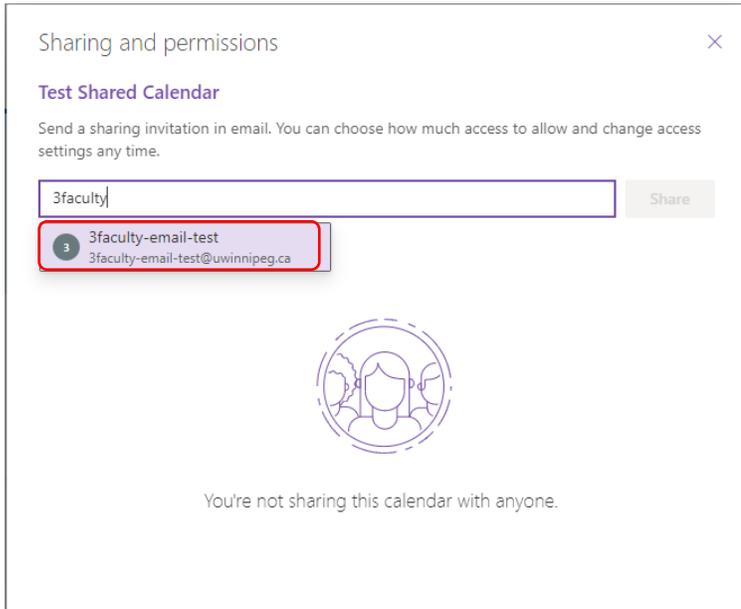- Click on the **X**, to close the **Add calendar window**

- Right click on the newly shared calendar you just created and click on **Sharing and permissions**
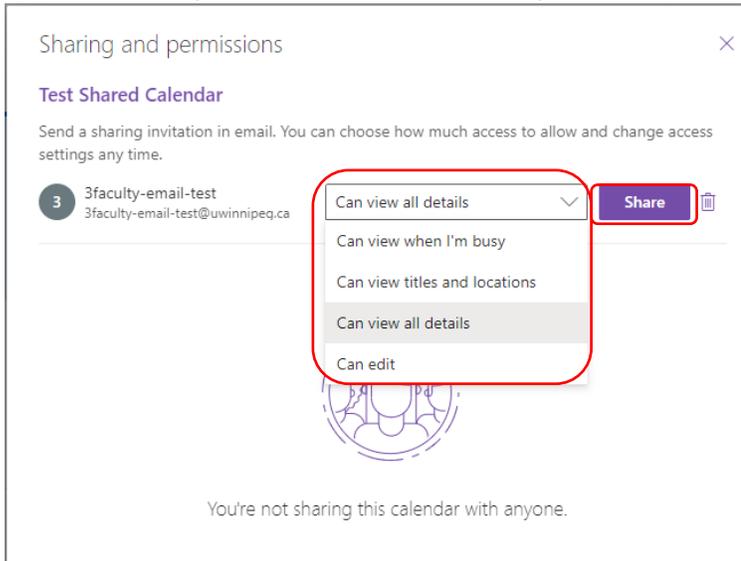
- In the window that opens, type the name of the person you wish to share this calendar with, then click on **Search People**
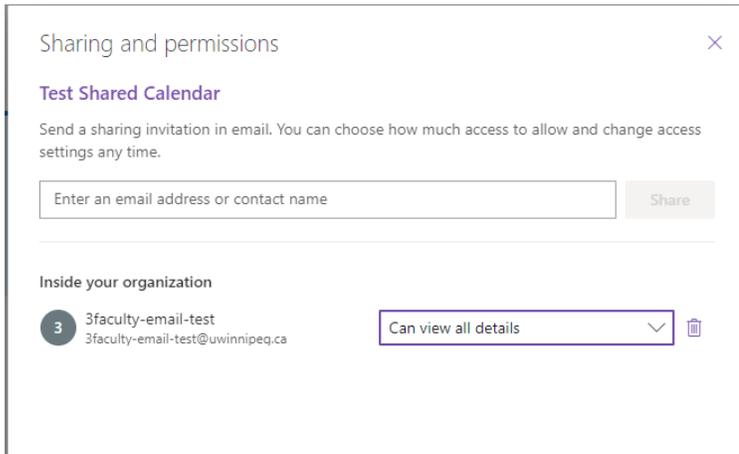
- You should now see the person below, click on it

- You can now choose the level of permission you would like them to have to the new Shared Calendar. Once you have chosen the level of permission, click on *Share*

- This will send an email to the recipient with the Shared Calendar Link allowing them to add the Shared Calendar to their Mailbox.
- You can keep adding more individuals by clicking on the **_Enter an email address or contact name_** field.
- To change an individual's permissions, click on the pull down arrow and choose the desired permission level.
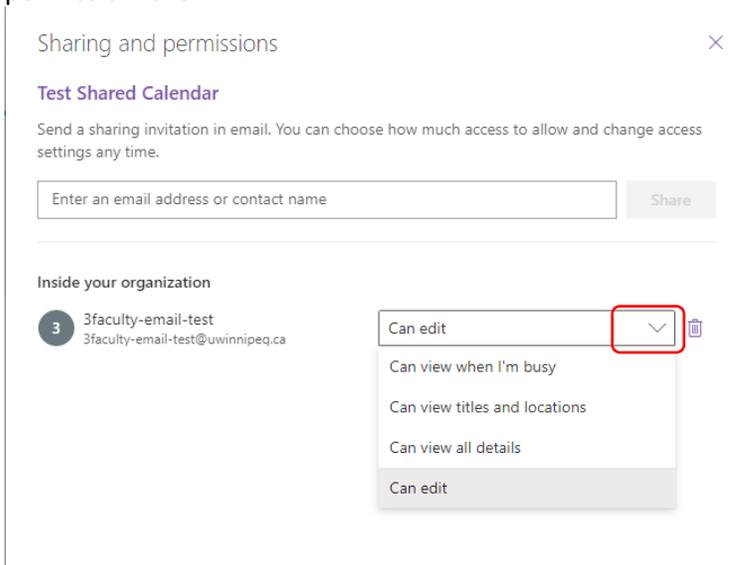
- To delete someone who no longer needs access to the Shared Calendar, you can click on the Trash icon next to their name on the far right.