# Shared Mailbox Calendar

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A Shared Calendar is just a component of a Shared Mailbox. In most cases, any Shared Calendar you interact with is in fact a Shared Mailbox. The calendar aspect is likely the only part of it being used. This is very common.

I am the owner of a Shared Calendar. How do I grant someone permissions to it?

If you are the owner of a Shared Calendar, it should already appear in your My Calendars list. Click on the **Calendar icon** then under **My Calendars** right click on the calendar you wish to grant someone permission and choose **Properties**.
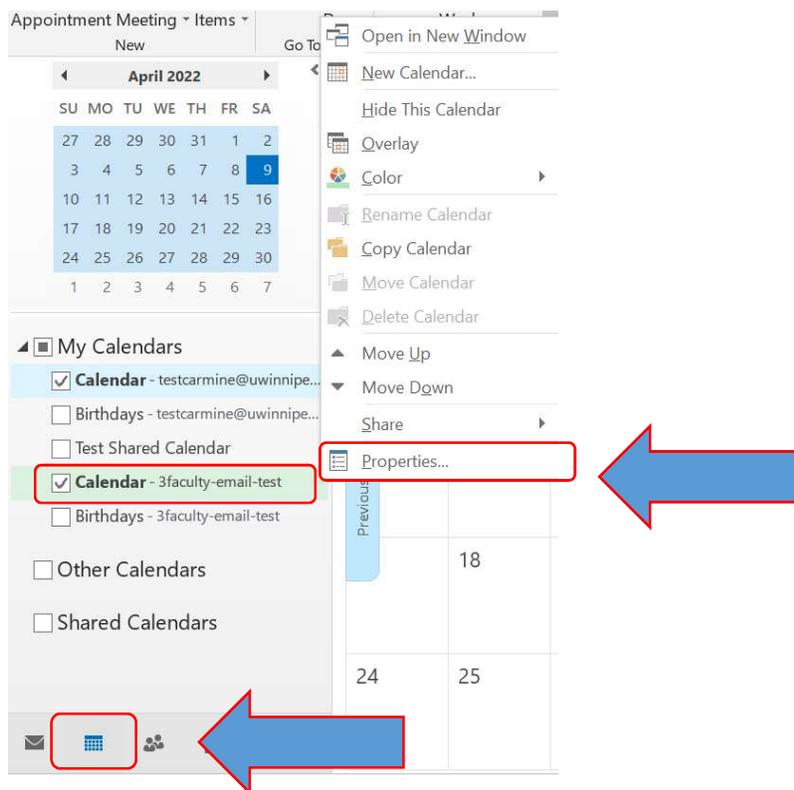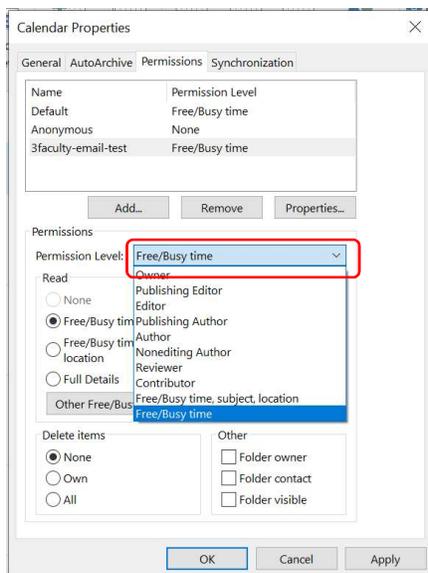
Click on the **Permissions** tab -> **Add** -> Search for a user or group -> **Add** -> **OK**.
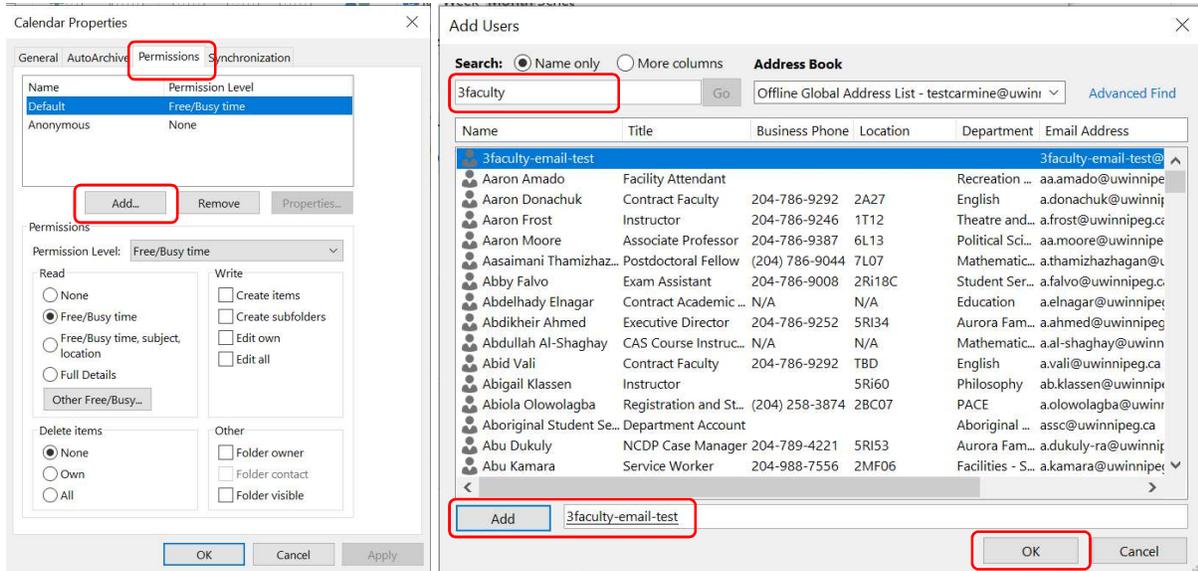
By default, the new user will have Free/Busy permissions, which means they will only be able to see the times of meeting on the Shared Calendar, but no other information. Use the **Permission Level** drop down box to select the desired permission. Although there are many possible permissions, and those are even further customizable using the radio buttons and check boxes, you may run into problems when sharing with people using Outlook for Mac. It is recommended that you limit your options to **Free/Busy time**, **Reviewer**, **Author**, **Editor** or **Owner**.
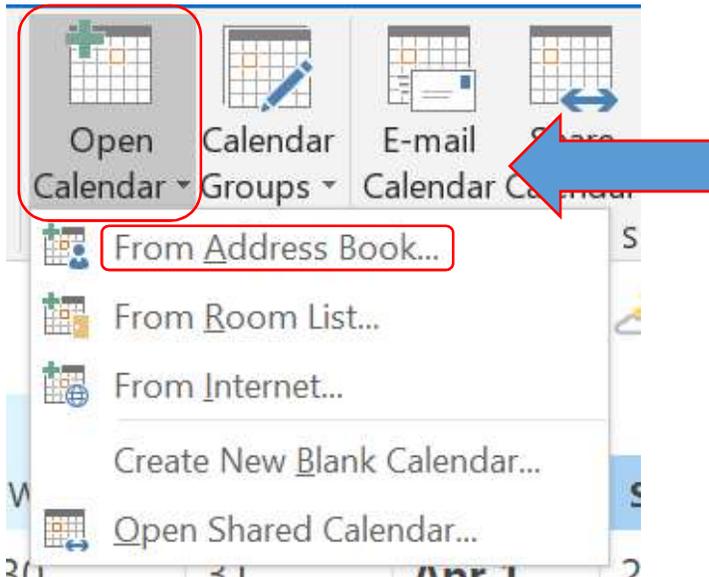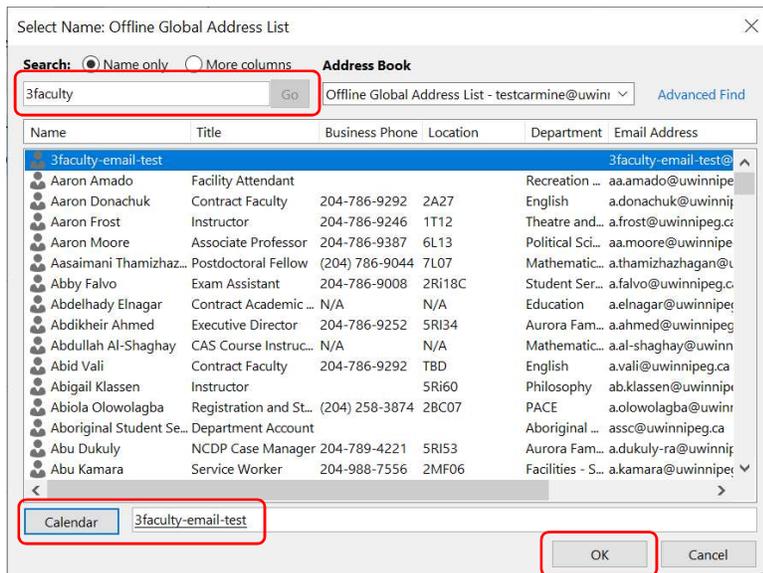
How do I add a Shared Calendar to my Outlook Account?

If you have permissions to a Shared Calendar and you do not see it in your list of calendars, click **Open Calendar** then choose **From Address Book**.

Search for your calendar the click on **Calendar** and **OK**.

It will appear in your calendar list, under **Shared Calendars**.