Sharing your calendar using the Outlook Webmail

Log in to https://webmail.uni-bielefeld.de with your personal email address provided by the University. Click Calendar in the main menu (square in the top left corner).

Click Share in the calendar tool bar and select the calendar you want to share.

In the Share with dialog box, please enter the name of the person you want to share this calendar with, using the University’s email address format. As soon as you start typing the name, the automatic search for a valid directory entry starts.
Choose the appropriate Calendar Sharing permission* in the drop-down menu next to the name.

Click **Send** when done.

---

*Calendar Sharing Permission*

**Availability only:** The person can only see which times you are available or not available

**Limited details:** The person will see availability and the subject of your calendar entries.

**Full details:** The person will see all details of your appointments excluding private appointments.

**Editor:** The person will be able to view, create, edit or delete any event in your calendar. Basically full read and write access to your calendar for this person.

**Delegate:** The person acts as your delegate and gets copies of all your meeting requests. A delegate can edit your calendar and can respond on meeting requests on your behalf. Appointments marked as Private are not viewable by a delegate.