1. Select the calendar to share by clicking the gear icon.

2. Add people and privileges from “My Organization.”
3. Select a person by typing their name in the search field.

4. From “Share Calendar,” select “Can View All Details.”

5. Select a permission from the options:
   a. “Can View”
   b. “Can Edit”
   c. “Delegate”
6. Select a share option:
   a. “Only When I’m Busy”
   b. “Only Titles and Locations”
   c. “All Details”