# How to share your calendar with colleagues in Outlook

1. Open Outlook
2. Go to calendar (look forin the lower left corner)
3. Click share calendar (in the top menu under ‘Home’)
4. Add the colleagues that you want to share your calendar with

To provide you with the best assistance, we kindly ask you to share your calendar with the department management team (Signe Pihl-Thingvad and Melike Wulfgramm) as well as all employees from the secretariat.

**Important:** The management and the employees from the secretariat should be granted access to ‘view all details’. Remember that you can always make specific appointments private in your work calendar.