


How to share your calendar in Office 365 from a desktop/laptop

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In order to share your calendar with someone through Office 365 you'll need to do the following:

1. Log in to Office 365.
2. Click on the Calendar app.
3. Open the Calendar Settings menu by clicking the cog icon  (bar at top, on the right).
4. Click 'Options' (bottom of the menu).
5. Click on the 'Calendar publishing' option (found under Calendar > Shared Calendars).
6. Select the calendar you want to use from the drop-down menu.
7. Go to the section called, 'Shows availability, titles and locations'.
8. Copy the ICS link.
9. This is the link you need to paste into the ICS compatible application that you want to share your calendar with.