

Grant access to your published calendar

Note If you have restricted who can view the calendar, a Windows Live ID-enabled e-mail account is required for using the Office Online Calendar Sharing Service. There is no cost for Windows Live ID-enabling any e-mail account.

1. In **Calendar**, in the , right-click the calendar that you have shared on Office Online and want to invite other people to view or subscribe to.
2. On the shortcut menu, point to **Publish to Internet**, and then click **Share Published Calendar**.
3. In the sharing invitation e-mail message, enter the names of the people to whom you want to grant permissions.
4. In the message body, you can include any content that you want.
A link to your published calendar is automatically included when you send the message.
5. When you are ready to send the sharing message, click **Send**.