

Microsoft Outlook – Sending Calendar Details Via Email

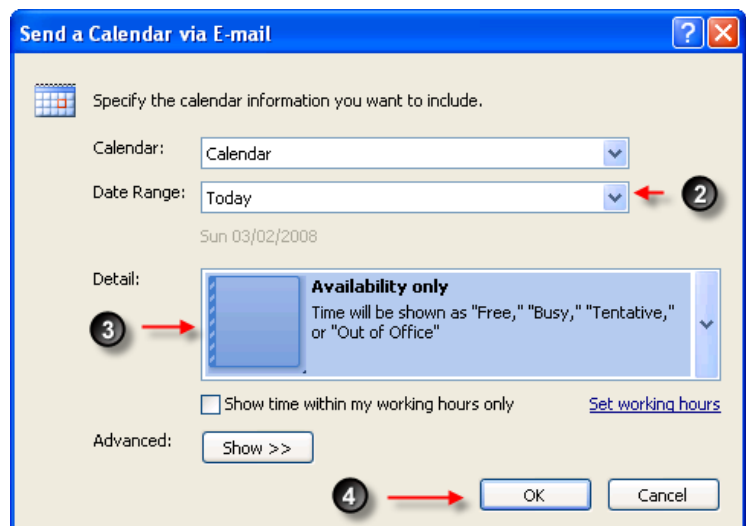


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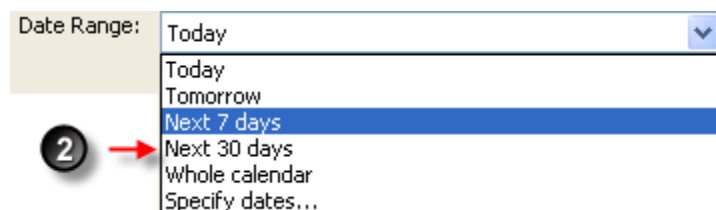
You may wish to share calendar details to others that are not on the same network or do not have shared access to you calendar.

Using the Sending Calendar details via Email will allow you to share appointment details.

1. **Select Send a Calendar via E-mail option.**

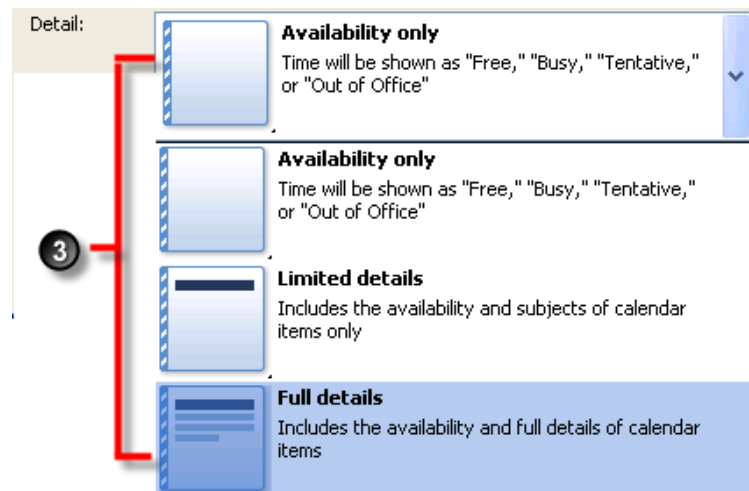


2. **Select a Date Range.**



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3. **Choose** the level of detail.



4. The calendar details have been attached to a new mail message.

Address the Email and **Send** to the recipient.

