
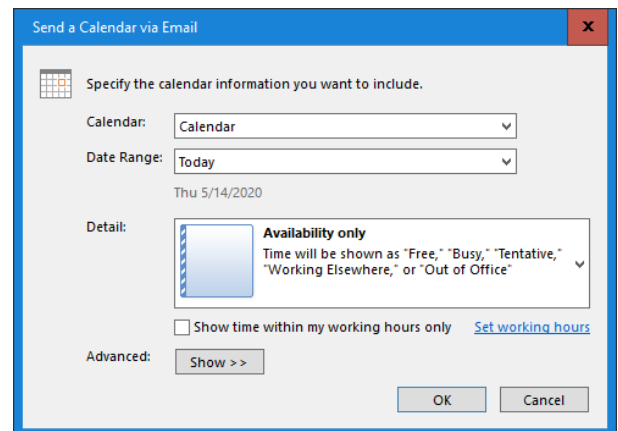


## How to e-mail your calendar in MS Outlook 2019

1. Open Outlook and click on the Calendar icon  at the bottom left of the window
2. From the Home Ribbon menu Click on **E-mail Calendar**
3. Choose what calendar you want to e-mail
4. Choose the dates you want in the **Date Range** box
5. In the **Detail** box choose what you want to share
  - a. **Availability** – shares date, time, and weather the appointments are marked Free, Busy, Tentative, Working Elsewhere, or Out of Office
  - b. **Limited** – shares everything Availability does, Title, and Location except if is marked Private
  - c. **Full** – shares everything except if is marked Private
6. Click OK



Now you will be looking at an e-mail message with your calendar information attached.

7. Enter the e-mail address
8. Click **Send**

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