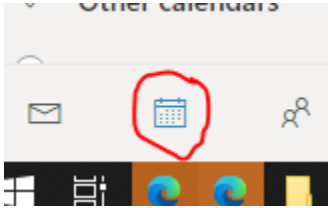
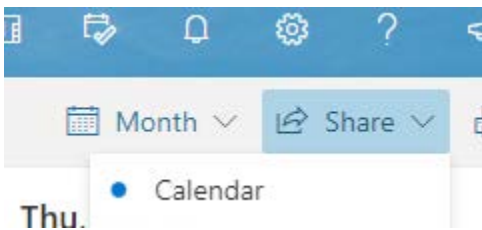


Grant calendar permission to Counselor Desktop Appointment Scheduler in OWA

1. Access your account at <https://outlook.office.com>.
2. Click the Calendar icon shown below in the lower left corner of the page.



3. Click Share and then Calendar in the upper right corner of the page.



4. Enter cdas@college.ucla.edu in the provided search box and press enter.


Sharing and permissions



Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Share

 cdas@college.ucla.edu

5. Select Can edit from the list of options then click Share.

Sharing and permissions



Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.



Counselor Desktop Appointme...
cdas@college.ucla.edu

Can edit



Share

