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.
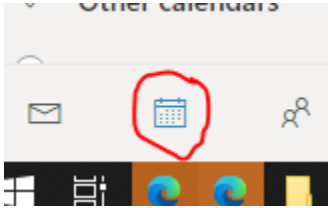
3. Click Share and then Calendar in the upper right corner of the page.
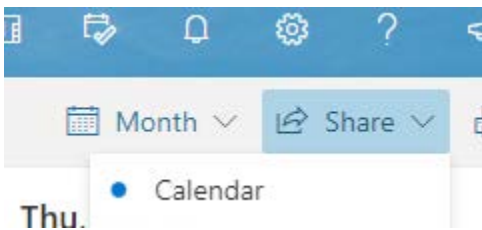
4. Enter cdas@college.ucla.edu in the provided search box and press enter.

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