In order to share a personal calendar you must log onto the web interface of Office 365 (outlook.office365.com {log in using username@nation.citadel.edu as the username & your Lesesne Gateway password}) → Select Calendar at the top → Select Share at the top right→ Next→

Enter the person you wish to share the calendar with (when typing the name, it should populate a list of addresses to choose from). → this will then give you the option to select the permissions for that user (*delegate is full editing/publishing rights*). → Select send. The receiving party will be able to open this calendar as they would normally through the Outlook software- they do not need to be on the Outlook website for that.