

Pupils sharing their calendars

1. Visit this webpage using a browser on iPad or a PC

<https://outlook.office.com/mail/options/calendar/SharedCalendars>

2. Under **publish a calendar**, select your calendar:

The screenshot shows the 'Shared calendars' settings page. On the left, the 'Calendar' option is selected in the sidebar. In the main area, under 'Publish a calendar', the 'Select a calendar' dropdown menu is open, and the 'Calendar' option is highlighted with a red circle.

3. Set the permissions to **Can view all details**

The screenshot shows the 'Select permissions' dropdown menu. The 'Can view all details' option is highlighted, and the 'Publish' button is visible to the right.

4. Click on **publish**

The screenshot shows the 'Publish a calendar' page. The 'Calendar' dropdown is set to 'Calendar', and the 'Select permissions' dropdown is set to 'Can view all details'. The 'Publish' button is highlighted with a red box.

5. Copy the link next to **HTML** – this link can be shared with anyone you wish to see your calendar events

The screenshot shows the 'Publish a calendar' page. The 'HTML' link is highlighted with a red box. The 'Unpublish' and 'Reset links' buttons are visible on the right.

6. Parents and Guardians simply need to visit this webpage from any browser to view the calendar, it can also be added to favourites for easy access