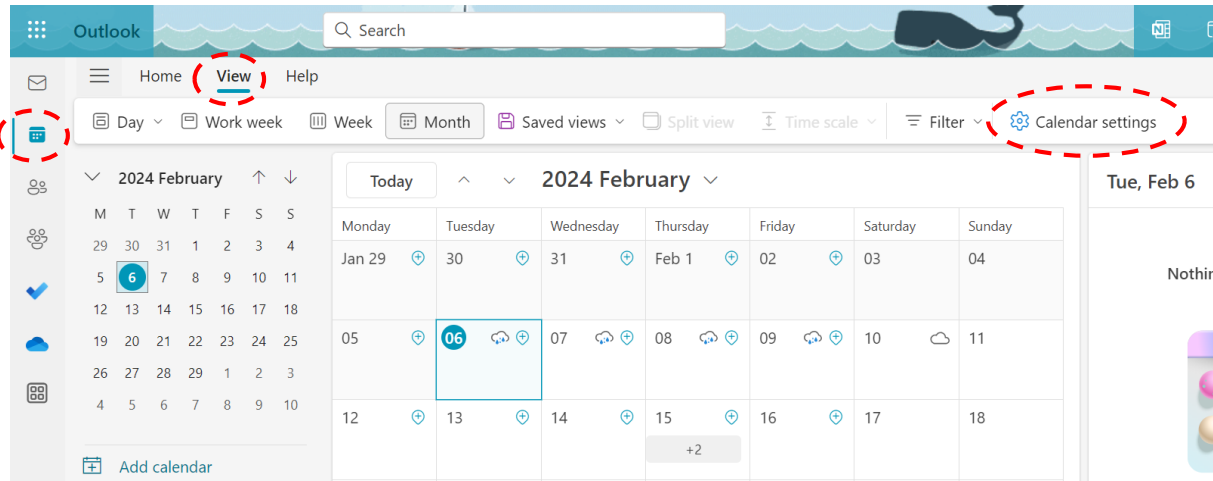
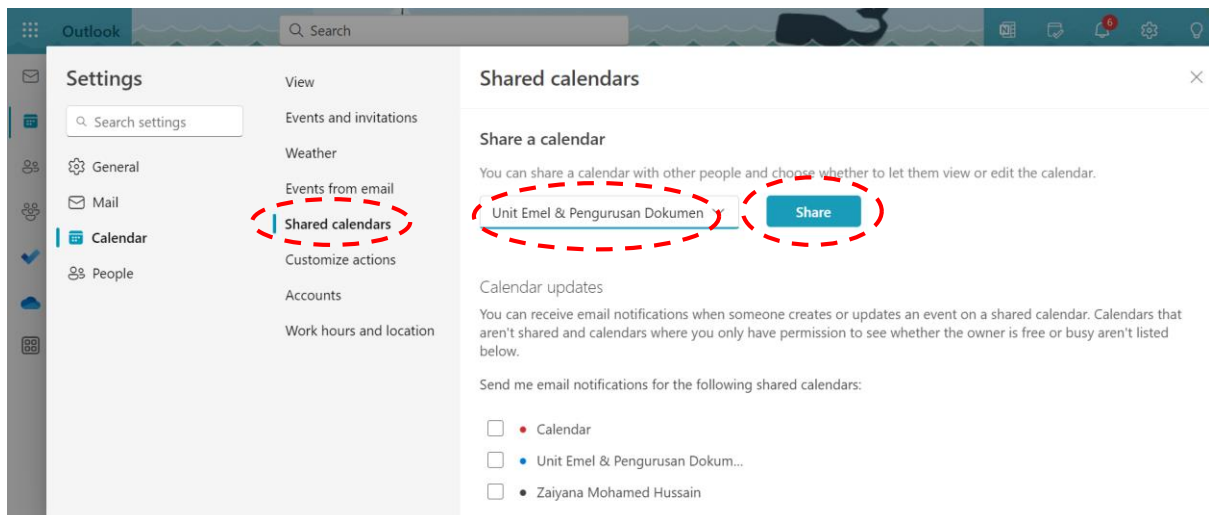


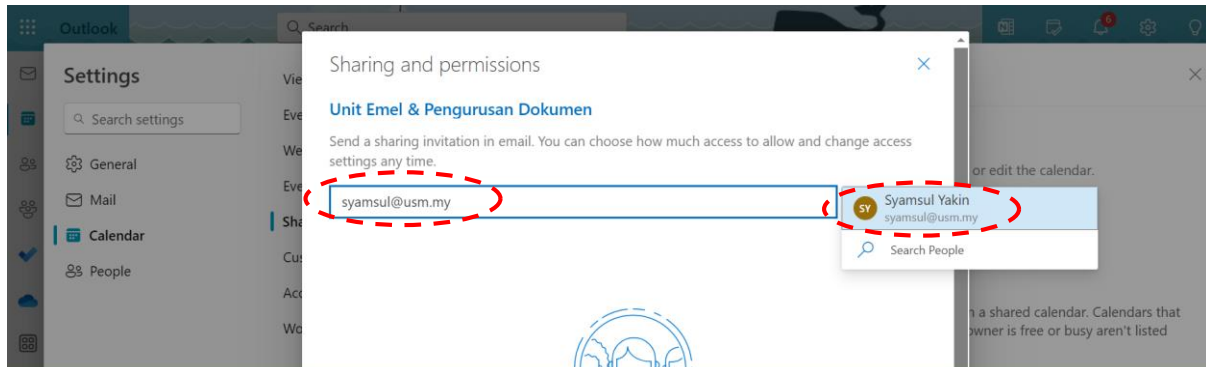
1. Go to <https://owa.usm.my>. Login into Microsoft account.
2. Choose 'Calendar' in your left side pane.
3. Click 'View' and then click 'Calendar Settings'.



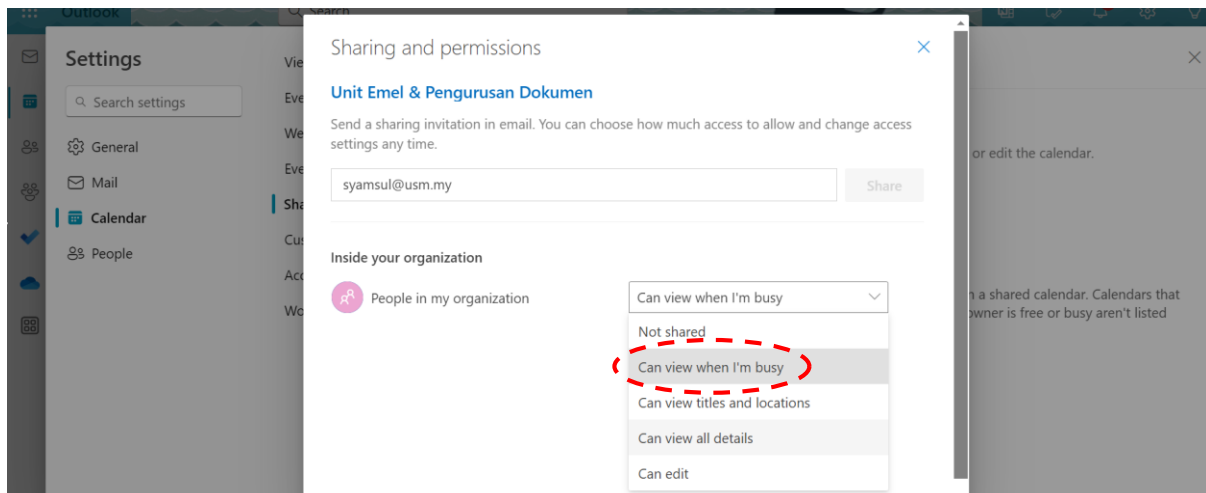
4. Click 'Shared calendars'.
5. Choose which calendar your want to share. Exp: 'Unit Emel & Pengurusan Dokumen'
6. Then click 'Share'.



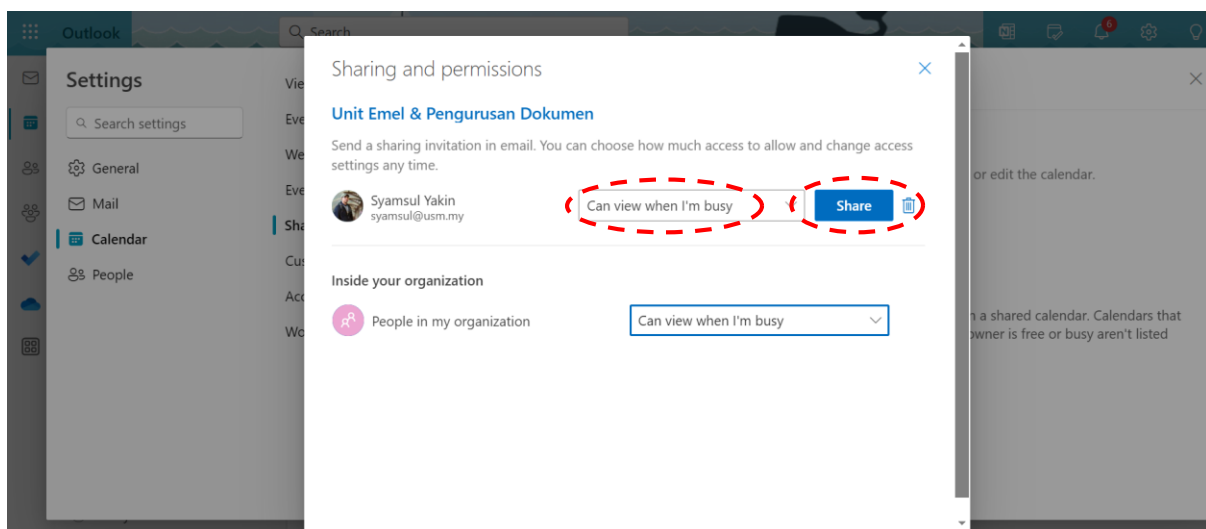
7. Type an **email address you want to share the calendar to;**



8. Choose **type of calendar** you want to share. Exp: Can view when I'm busy.



9. Click **'Share'**.



10. And you're done.

