Microsoft Outlook 2013: Sending a Calendar in Email

Outlook 2013 allows you to send a portion of your Calendar within an email message so that someone without Outlook can read it. This method is not as functional as sharing your calendar with someone who has Outlook. However, sending your calendar in a message can save you from typing a list of your open times for a meeting.

1. Click **New E-Mail** message or click **Reply.** The message window appears.
2. Place your insertion point in the body of the message.

3. From the **Insert** tab, in the **Include** group, click **Calendar**
    The **Send a Calendar via E-Mail** dialog box appears.

4. From the Calendar pull-down list, select the calendar you would like to send.
5. From the Date Range pull-down list, select the desired time frame.
6. From the **Detail** pull-down list, select the level of detail you want to be included in your mailed calendar.
    Availability - Lists "busy" times
       Limited Details - Lists subject for the appointment time
       Full Details - Lists subjects for the appointment times
       NOTE: Subjects are linked to full details below the list.
7. Click on **Advanced** to include details of private appointments.
8. Select **Include details of items marked private or** select **Include attachments within calendar items.**
9. From the E-mail Layout pull-down list, select **List of Events or Daily Schedule.**
10. Click **OK.** Your calendar is added to the email message