

File

Share

Insert

Options

Format Text

Review



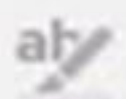
Paste

Clipboard

**B**

*I*

U

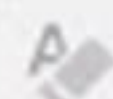
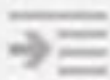
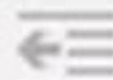


A

Basic Text

A<sup>↑</sup>

A<sup>↓</sup>



Names



Include



Tags



Zoom

Zoom



4

Send

To...

1

Subject

Sharing invitation: - Calendar

☐ Request permission to view recipient's Calendar

3

☒ Allow recipient to view your Calendar

Details

Availability only

Availability only

Limited details

Full details

2

Shown as "Free," "Busy," "Tentative," "Working  
Elsewhere," or "Out of Office"