Share My Calendar

- Go to http://mail.regiscollege.edu, click on “Login to Email"
- Enter your Username and Password, then click “Sign In”
- Select the calendar icon at the lower left corner of the page (the second one, looking from left to right)

- Click on “Share”, and in the drop down select “Share this calendar”

- Next add the person's email address you would like to share your calendar with, then click “Send”

- Finished

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