Making your calendar visible.
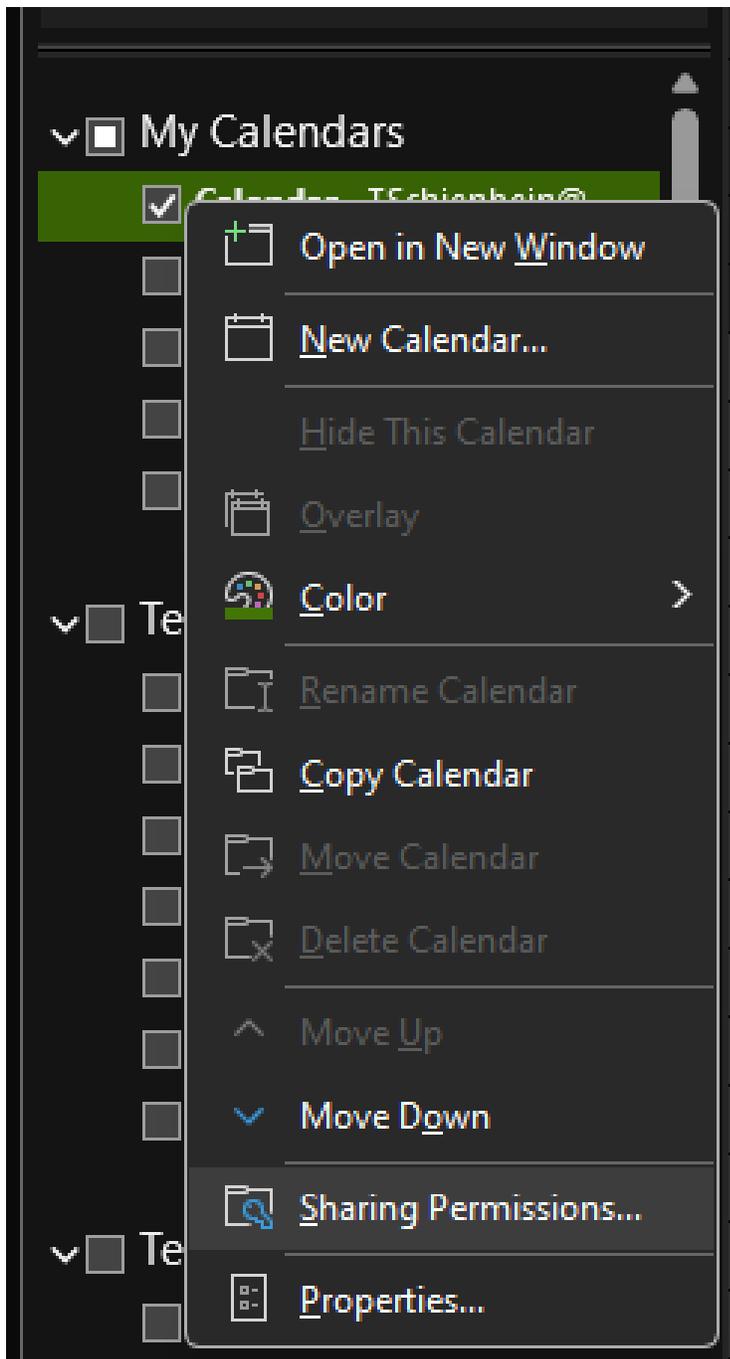
Step 1:

Go to the calendar section in Outlook application.

Find the Section My Calendars

Right click on Calendar -yourname@scc.wa.gov. (example tschienbein@scc.wa.gov)

Lift Click on Sharing permission (screen shoot below):

Making your calendar visible.

Step 2:

Click the radio button, "Can view titles and locations" (Below screenshot)

Next click apply

Final step is click okay.