How do I delegate access to my Calendar?

From Outlook

1. Click on the Calendar tab at the bottom left of your screen

2. Within the Calendar tab click the Calendar Permission icon from the menu bar.

3. By default all users can see your availability. If you’d like to delegate additional access to another user click the Add button.
4. Select the appropriate user from the address book, click the add button at the bottom, and then click OK.

5. Back on the Calendar Properties page, highlight the new user and click on one of the predefined Permissions Levels or customize your own with the checkboxes below. Click OK to finish.
From OWA

1. Sign-in with your domain username and password

2. Click the Calendar tab at the bottom left of the screen

3. Click the Share drop down button and select Share This Calendar…

4. Click the To… field to bring up the address book. Select the user you’d like to give additional access to, click the To button below, and then click OK.
5. Select the Calendar delegation settings (note you have more control over delegation from the Outlook client) and click Send.