First just click on the calendar view button it’s located in the lower left hand portion of outlook. Next Right Click on the calendar you would like to share. Then go to share ->share Calendar
In the “To...” window type in who you would like share your calendar with. Hit send

You will see popup window click “Yes” this will give them read-only access (only be able to view your calendar)
If you would like to give the user full access to add to your calendar.
Right Click on the calendar you would like to give permissions to and choose the person who you would like to change permissions. At this point simply choose in the bottom half which permissions you would like them to have. (read/delete/write) once finished simply click apply and ok.