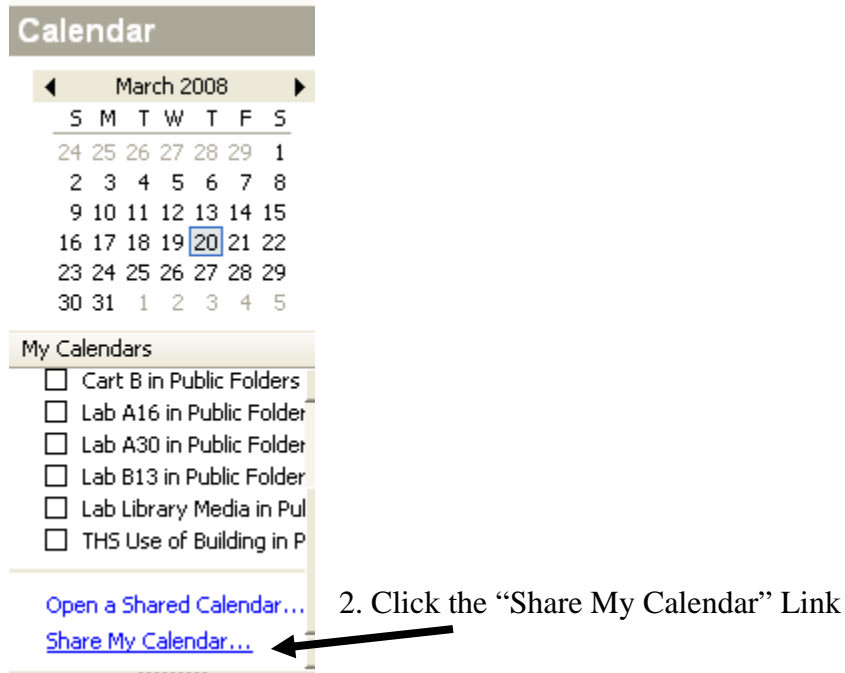


Sharing Calendars

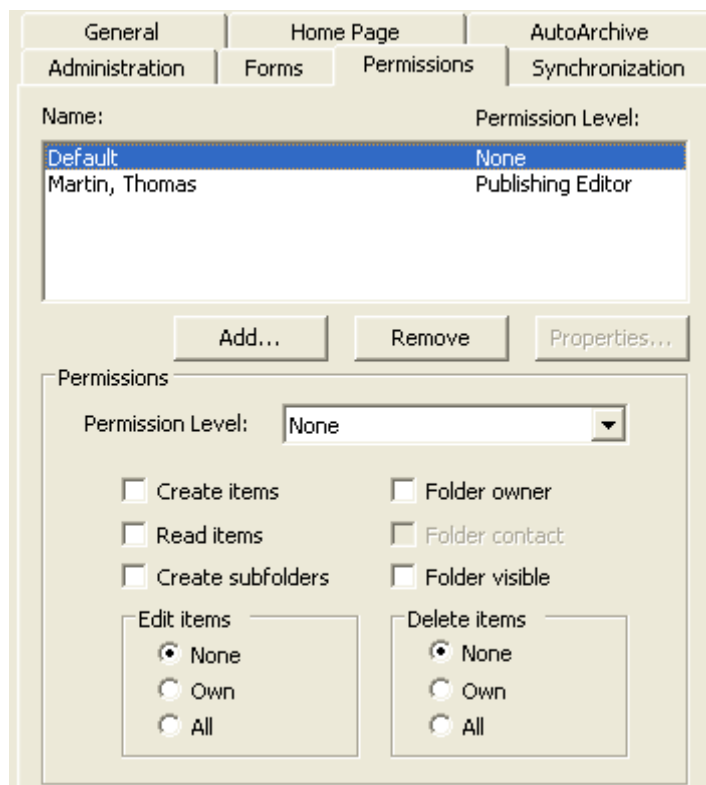
Giving permission for others to view and/or edit your Outlook Calendar

It is often helpful to let others view and edit your calendar (or other Outlook folders). You can do this by giving other users permission to view and/or edit your calendar. To create these settings, follow this set of instructions.

1. Open Outlook. Open the calendar you want to share



2. Click the "Share My Calendar" Link



3. A Dialog box will open

Click "Add" and select the person you wish to add

Decide what rights this person should have

If you only want them to SEE the calendar, make sure that "Folder Visible" is checked

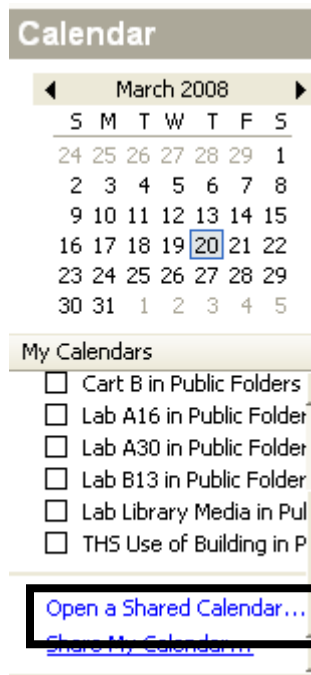
Do this for each of the users who will have access to your calendar.

Sharing Calendars

When you are finished, click the Apply button. (Once you are familiar with these settings, you can simply select a role from the Roles menu.)

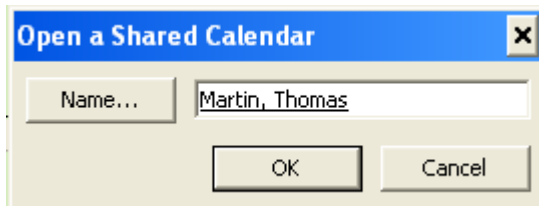
When you are done choosing permissions for all users that will have access to your calendar, click OK.

Accessing a calendar for which you have permissions



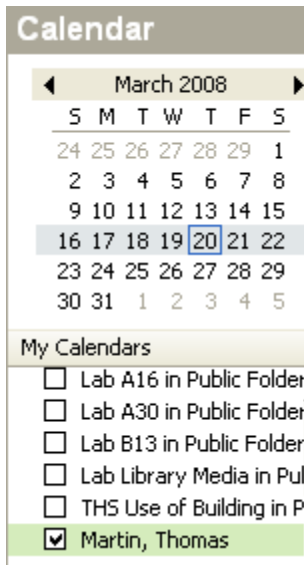
1. Click the link “Open a Shared Calendar”

2. Click on the Name button and find the name of the owner of the calendar that you are accessing or simply type in the name (it needs to be exactly as listed in the address book).

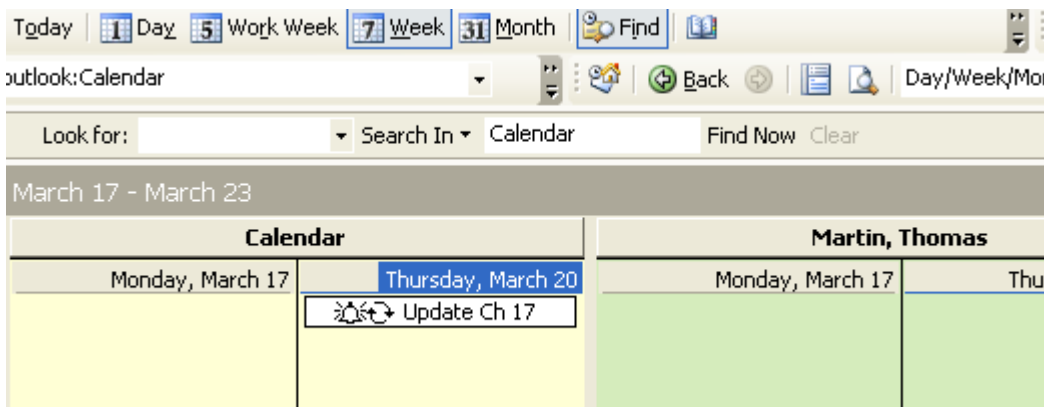


Click OK then OK

Sharing Calendars



It will now appear in “my calendars”. If you check it, it will be visible. All calendars that are checked will be visible side by side



You can see 1 Day, 5 days, Week or Month – click on the view.

Creating additional Calendars

In the “Folder List” (GO – Folder List)

Right Click on your mailbox

Select – “New Folder”

From the DROP DOWN MENU select “Calendar Items”

Click OK – You now have a new Calendar!

