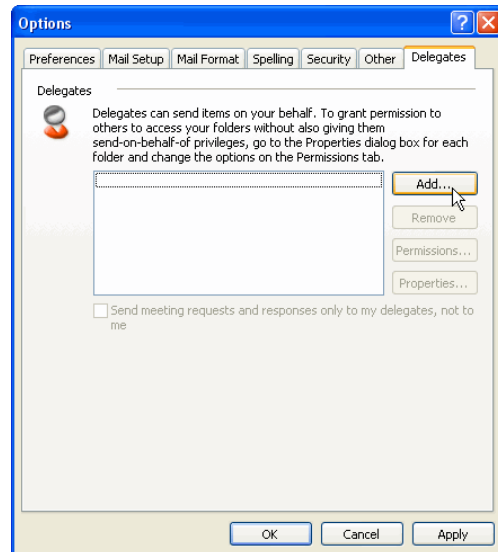


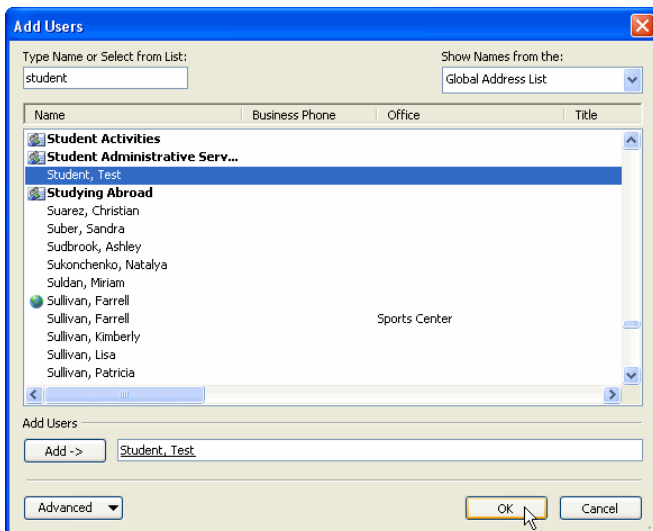
How to Share and View Calendars in Outlook

How to Share your Personal Calendar

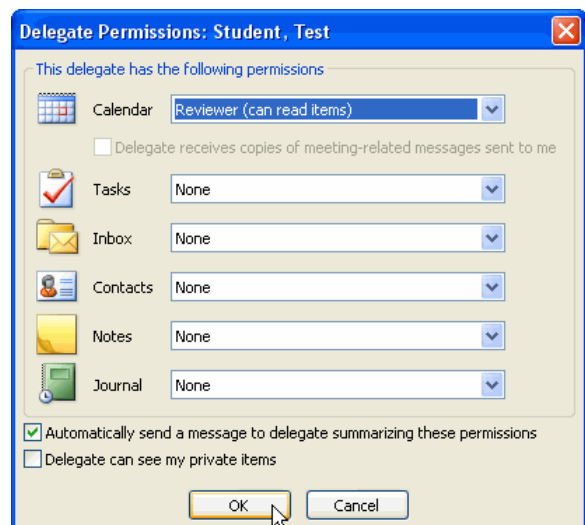
In Outlook, click on the **Tools** menu and select **Options**.
Click on the **Delegates** tab.
Click on **Add** button.



Find the name of the person you want to give permission to access your calendar and click on **Add** button at the bottom left of the window.



Click **OK**. The Delegate Permissions dialog box appears. Give access to one or all the Outlook components by choosing one of the options below:



None – User will not be able to access folder

Reviewer – User will only be able to read the contents of the folder

Author – User will be able to read and write to the folder but not edit or delete contents.

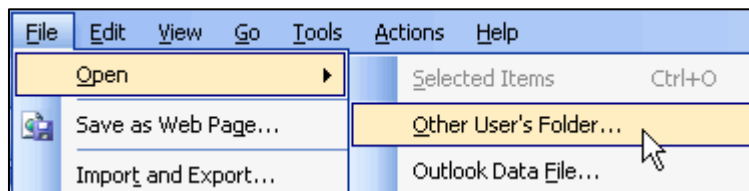
Editor – User will be able to read, write, and modify contents of folder.

There are also three optional checkboxes:

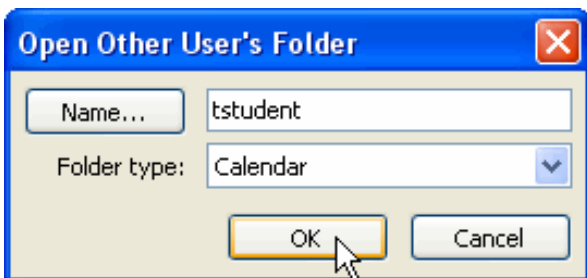
- Allow user to receive copies of meeting related messages.
- Select if you want to send an email notifying the user of what permission they have been granted and to which folders.
- Allow the user to view your private items.

Once you are done, click **OK** to finish and click **OK** again on the Options dialog box to close.

How to Open a Shared Calendar



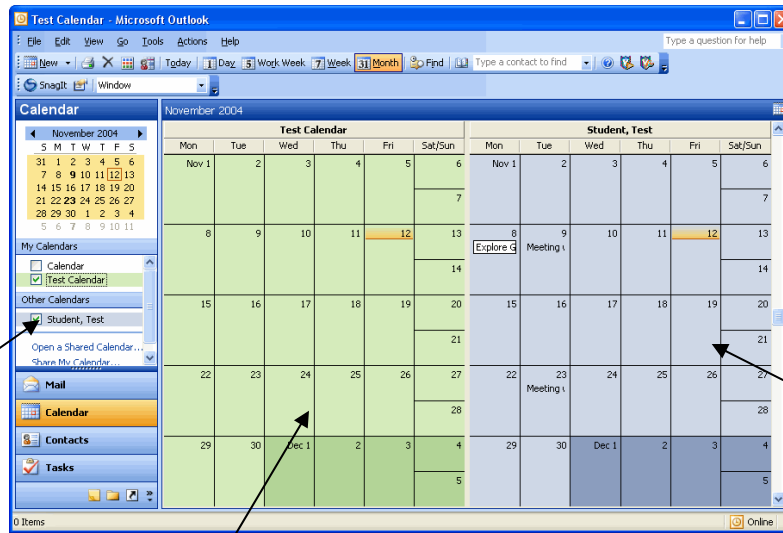
Click on **File** menu and select **Open**. A sub menu will appear.
Click on **Open Other User's Folder...** from the sub menu.



In the Open Other User's Folder dialog box click on the **Name** button to find the name of the person whose calendar you would like to view.

Make sure that **Calendar** is selected in the **Folder Type** field and then click **OK**.

How to Share and View Calendars in Outlook



Uncheck to close other calendar

Your calendar

Other calendar

Depending on the version of Outlook you use, the other user's calendar will either appear within the same outlook window or in a separate window.

To simply close out of the other user's calendar either close the window if it's separate, or click the checkbox next to the other user's name in the navigation pane on the left.