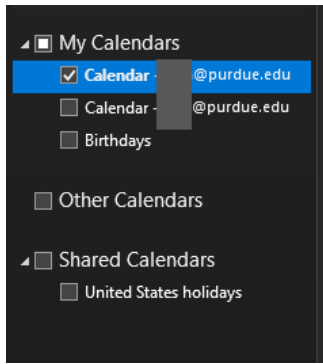


Sharing a calendar in Outlook

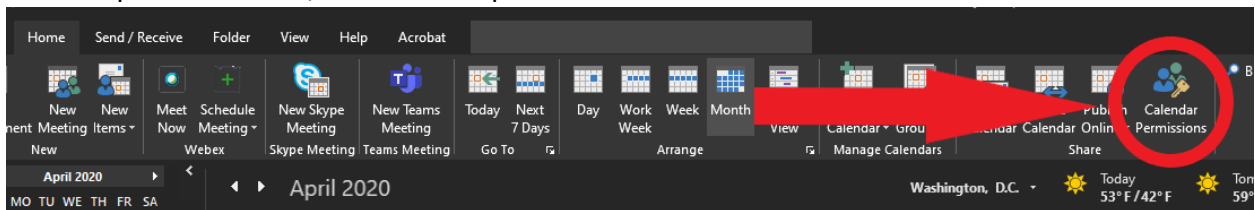
1. Open Outlook.
2. Click on the calendar icon in the lower left navigation area.



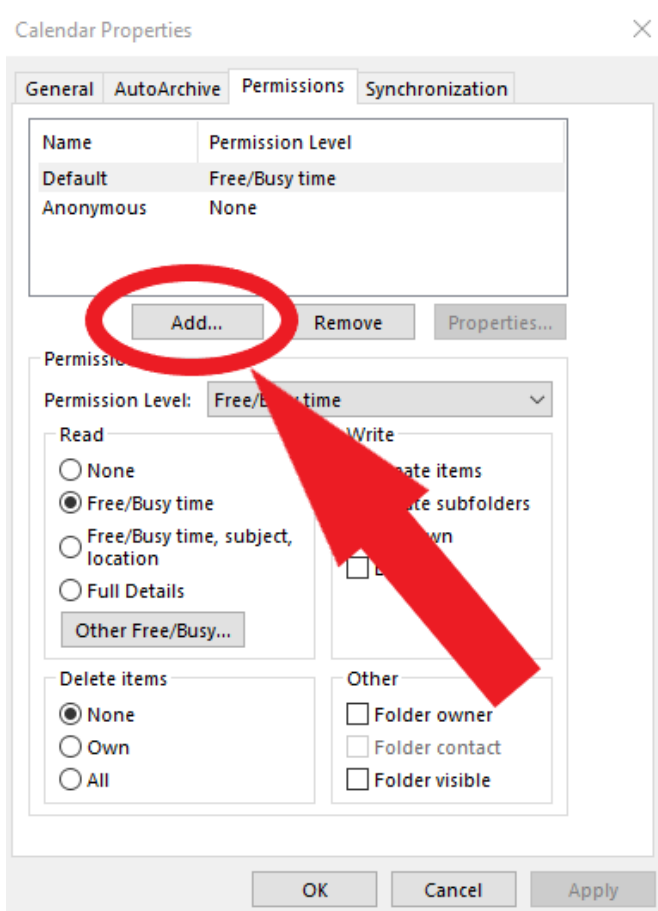
3. Select the Calendar on the left-hand side that you want to share.



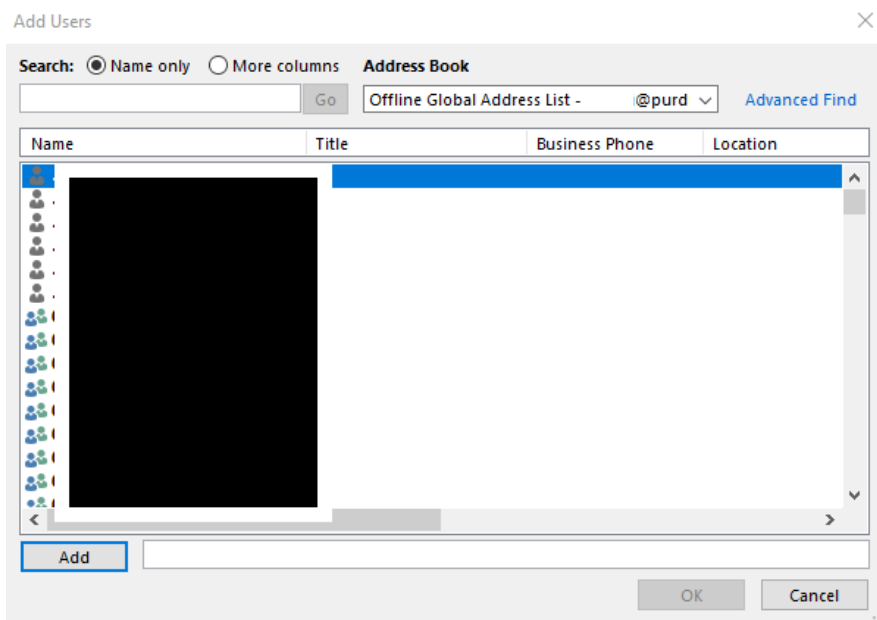
4. In the top ribbon menu, choose the option Calendar Permissions.



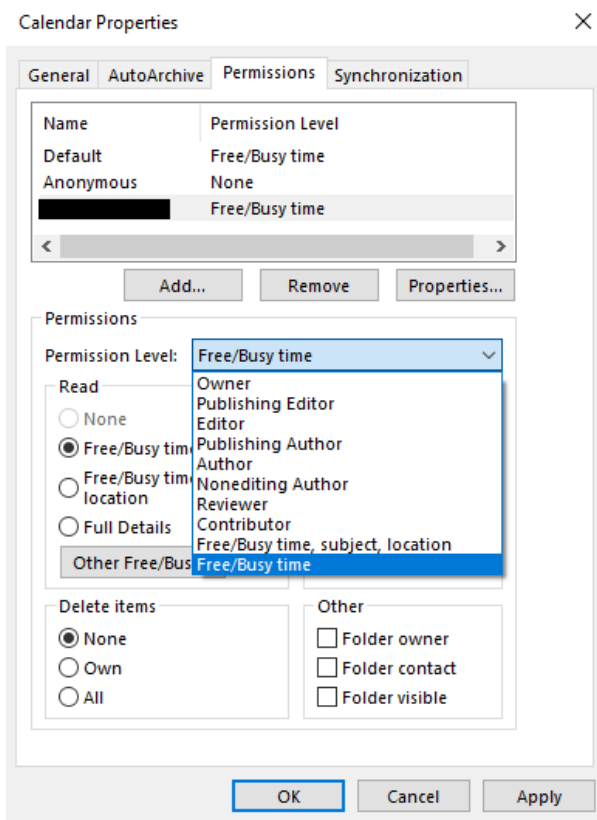
5. Click the Add button.



6. Type in the name of the user you want to share your calendar with and then click on OK

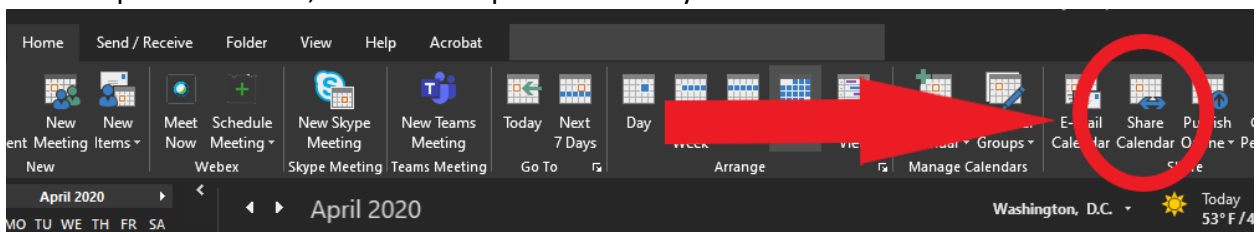


7. Select the permission level you want the other user to have by either the drop down, or manually selecting the options under each Permission Level.

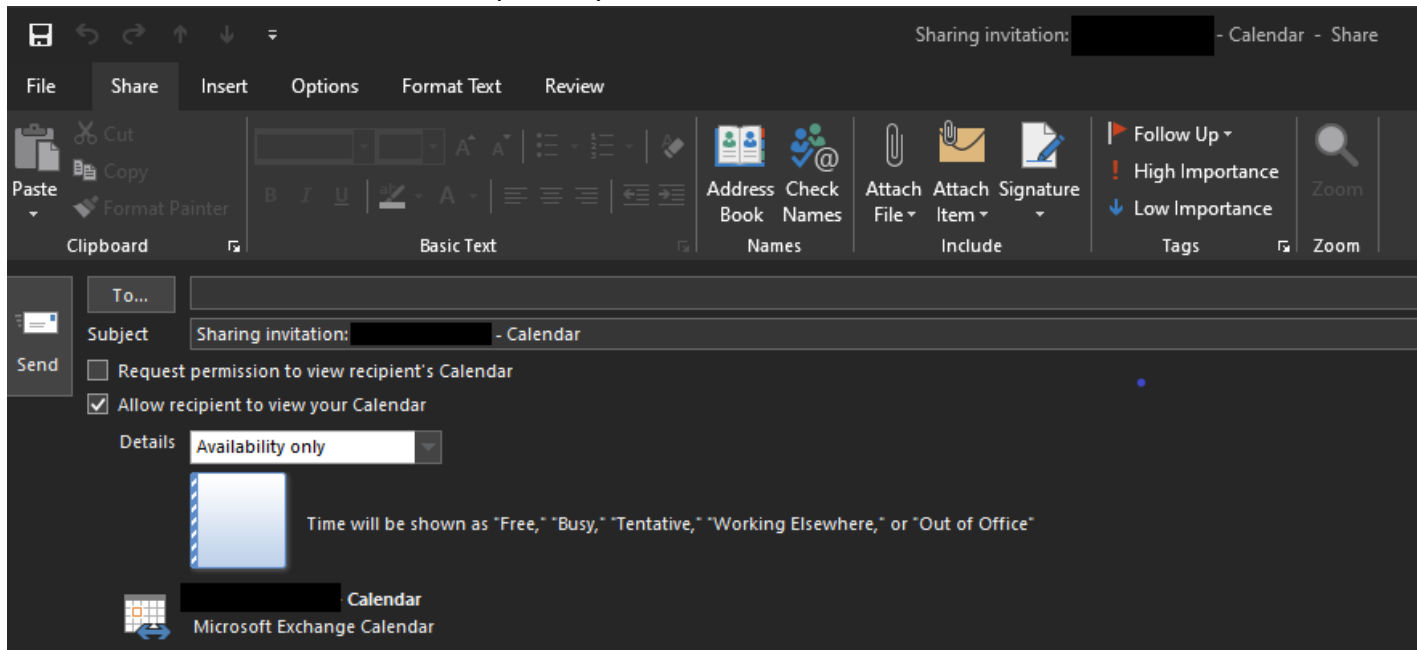


8. Click OK.

9. In the top ribbon menu, choose the option to share your calendar.



10. In the To field, enter the name of the person you want to share the calendar with.



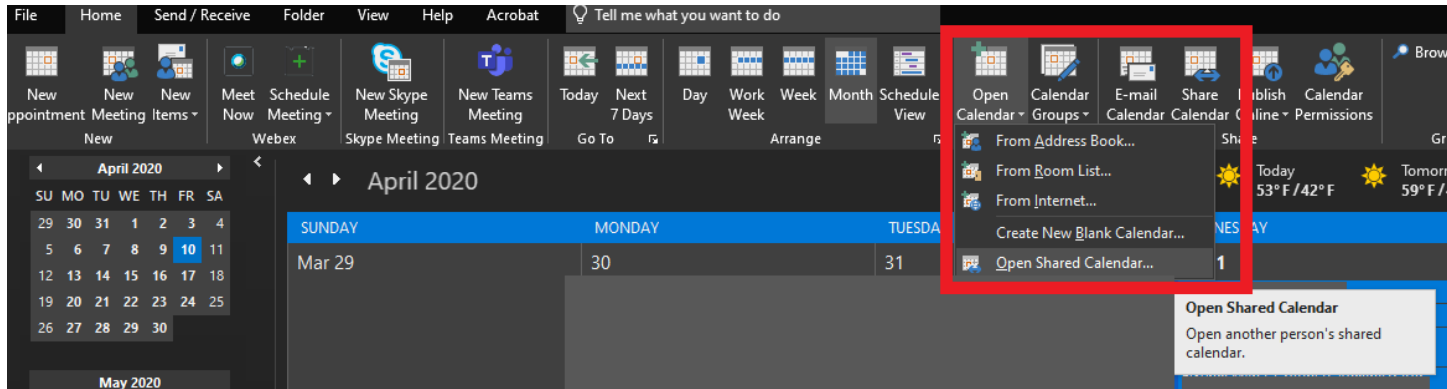
11. Click Send. This will email a link to the user you have chosen.

Connecting to a shared calendar in Outlook

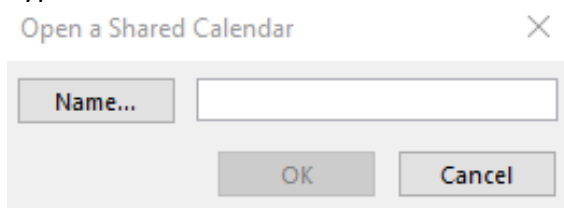
1. The other user **MUST** have given you permission to connect to their shared calendar first.
2. Open Outlook
3. Click on the calendar icon in the lower left navigation area.



4. In the top ribbon menu, choose the option to Open Calendar > Open Shared Calendar



5. Type in the name of the user that has shared their calendar with you.



6. Click OK

- You should now see the shared calendar listed in the main window to the right of your calendar. You will also find the shared calendar on the left-hand side listed under Shared Calendars.

