Sharing Your Calendar

• The quickest way to share your calendar is view your calendar and from the **Home** tab select **Share Calendar.**



- The "sharing invitation" window will be displayed. This allows you:
 - To send a sharing invitation to one or multiple recipients.
 - Request permission to their calendar
 - Set the level of detail they can view:
 - Availability Only no details only free, busy, tentative or out of office
 - Limited Details includes availability and subject of calendar items
 - Full Details includes availability and full details of calendar items
- Complete the sharing invitation and click on **Send**.

То	click the To b	outton to add names of people to share your calendar with	
Subject:	Sharing invitation: John Doe - Calendar		
Reques	st permission to view recipient's Calendar 🔫	check this box if you'd like to request	
Allow r	ecipient to view your Calendar	permission to view their calendar	
Details	Limited details	click on the down arrow to change the level of access you are giving.	
	Includes the availability and subjects of calendar i	tems only	
22222	John Doe - Calendar		
1	Microsoft Exchange Calendar		
am sharing my o ermission to vie	calendar with you. You will be able to see limited details wy your calendar. Thanks.	(my availability and subject of calendar items). I've also requested	
ermission to vie	ew your calendar. Thanks.		
		a norconal moccado	

• A confirmation box will be displayed. Click on **YES** to confirm the sharing invitation.

TRU Outlook Sharing Your Calendar

Accepting a Sharing Invitation

- Recipients will receive a Sharing Invitation email in their Inbox.
- To accept the invitation and view the calendar, open the email and click on **Open this Calendar**
- Outlook will switch to the Calendar and show your calendar and the shared calendar side-by-side.
- In the Navigation Pane you will see a section named "Shared Calendars".
- All calendars you have access to will be listed here. Use the check boxes to display the calendars you want to see.

Receiving a Request to Share your Calendar

- You may receive a request to share your calendar. Quite often, this is combined with a Sharing Invitation.
- If so, you will receive a Share Request: Calendar email in your Inbox.
- Open the email.
- To allow the requestor to share your calendar, click on Allow. Otherwise click on Deny.
- If they have shared their calendar with you, you will also see **Open this Calendar**.







Changing Share Permissions

- The easiest way to change the permission level you have granted someone is to send them another Sharing Request. However, you can control/change access rights to your Calendar the same way you control access rights to mail folders.
- From the Navigation Pane, click on **Folder List** or the Folder List icon.

		\frown
🖻 🔳	si 🔰 属	
		\bigcirc

• From the Folder List, right-click on Calendar, select **Properties** and then the **Permissions** tab.

To Change Permissions:

- Highlight the person's name. Their current permissions are displayed.
- Click on the down arrow to the right of Permission Levels and select the appropriate level.



- The default read, write, delete items and other settings associated with the selected permission level are displayed. You can customize the settings by selecting/deselecting the radio buttons and check boxes.
- Once complete, click on **OK**.

To Delete Permissions:

• Select the person's name and click on **Remove**.