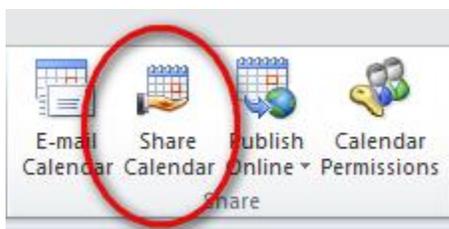
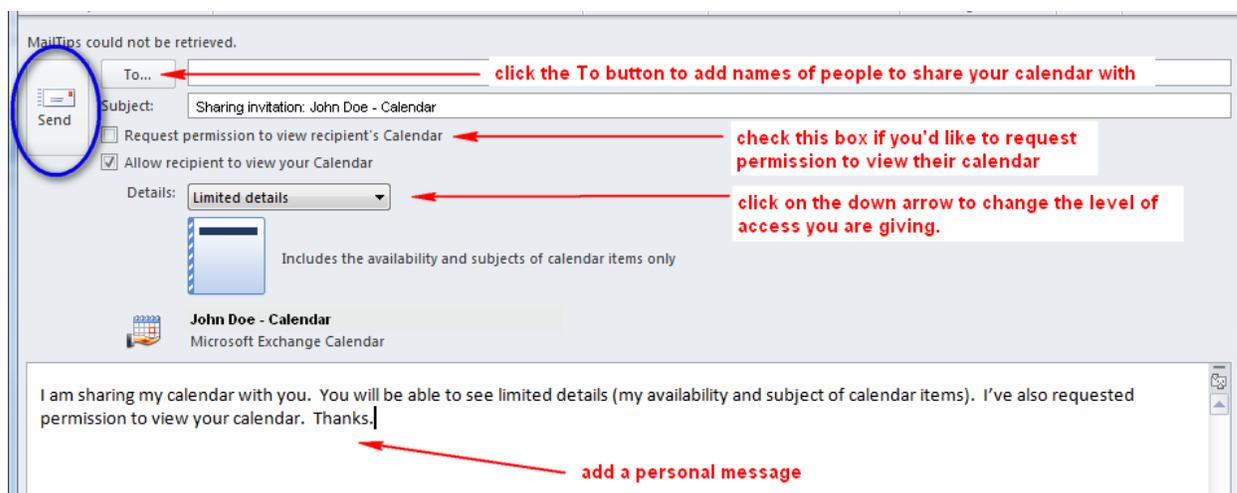


Sharing Your Calendar

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



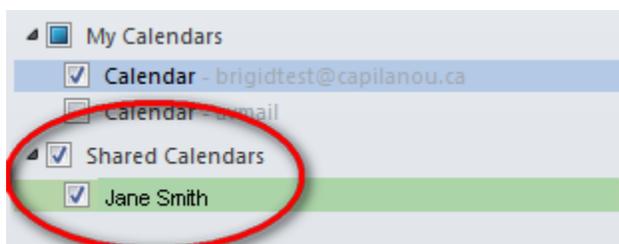
- The “sharing invitation” window will be displayed. This allows you:
 - To send a sharing invitation to one or multiple recipients.
 - Request permission to their calendar
 - Set the level of detail they can view:
 - Availability Only – no details only free, busy, tentative or out of office
 - Limited 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**.



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

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**.



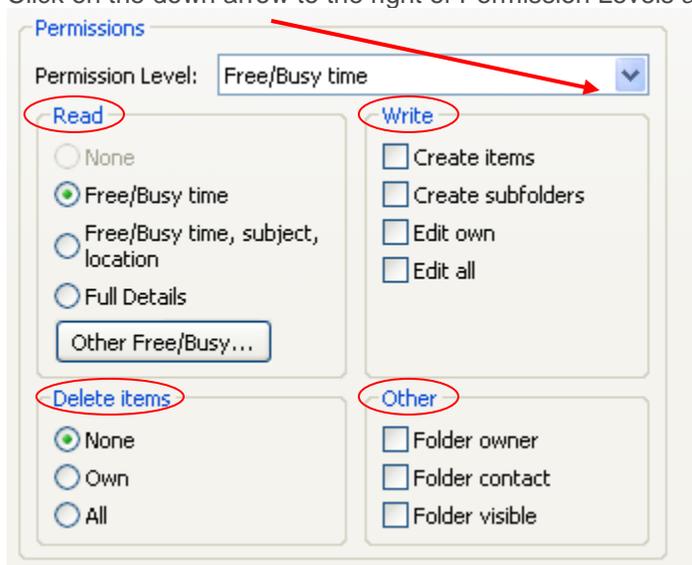
Changing Share Permissions

- 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.
- 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**.