Sharing Your Calendar

Open Outlook

On the Navigator Pane click on Calendar

Right-click on your calendar and select Properties.
Click on the **Permissions Tab**

Click *Add*....

Type the last name of the person with whom you want to share your calendar. Or click **Advanced Find** to search the Global Address List

Select the name and click *Add* -> Repeat to add multiple names or groups

Click **OK**

Select the first name from the list to define and apply permission. By default, the **Permission Level** is **None** (you will need to define permission for EACH person or Group) you have added to the list)

Select an appropriate level of consent from the **Permission Level**: drop-down menu
The permission levels are defined as:

- **Owner**: Allows full rights, including assigning permissions; you should not assign this role to anyone
- **Publishing Editor**: Create, read, edit, and delete all items; create subfolders
- **Editor**: Create, read, edit, and delete all items
- **Publishing Author**: Create and read items; create subfolders; edit and delete items they've created
- **Author**: Create and read items; edit and delete items they've created
- **Non-editing Author**: Create and read items; delete items they've created
- **Reviewer**: Read items
- **Contributor**: Create items
- **None**: Gives no permissions for the selected accounts on the specified folder

*Reviewer* or *Editor*, are appropriate for allowing others to schedule and change appointments on your behalf.

Select the next person added above and repeat the steps to assign a permission level. Remember to apply grant and apply permission for each person you selected.

When you are done, click *Apply* and then click *OK*.

The permissions will not apply until the end-users close all emails, calendars and outlook and restart Outlook or restart their PCs.