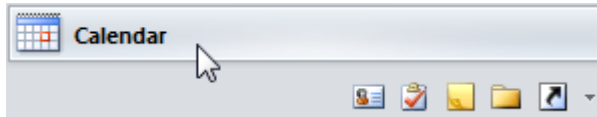
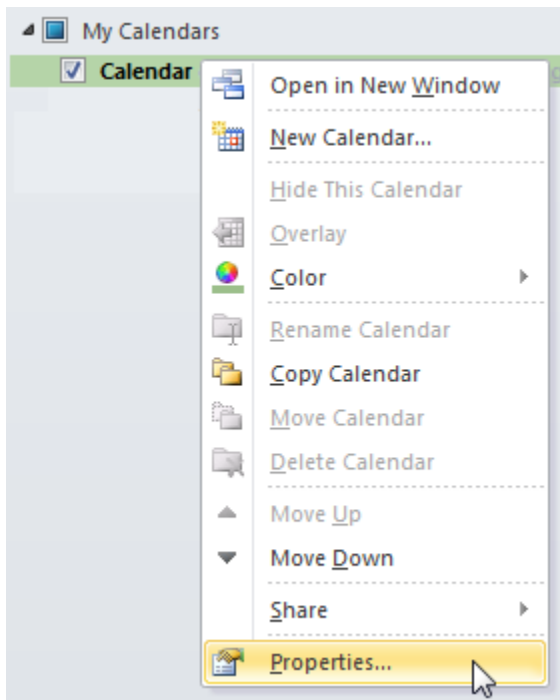


Sharing Your Calendar

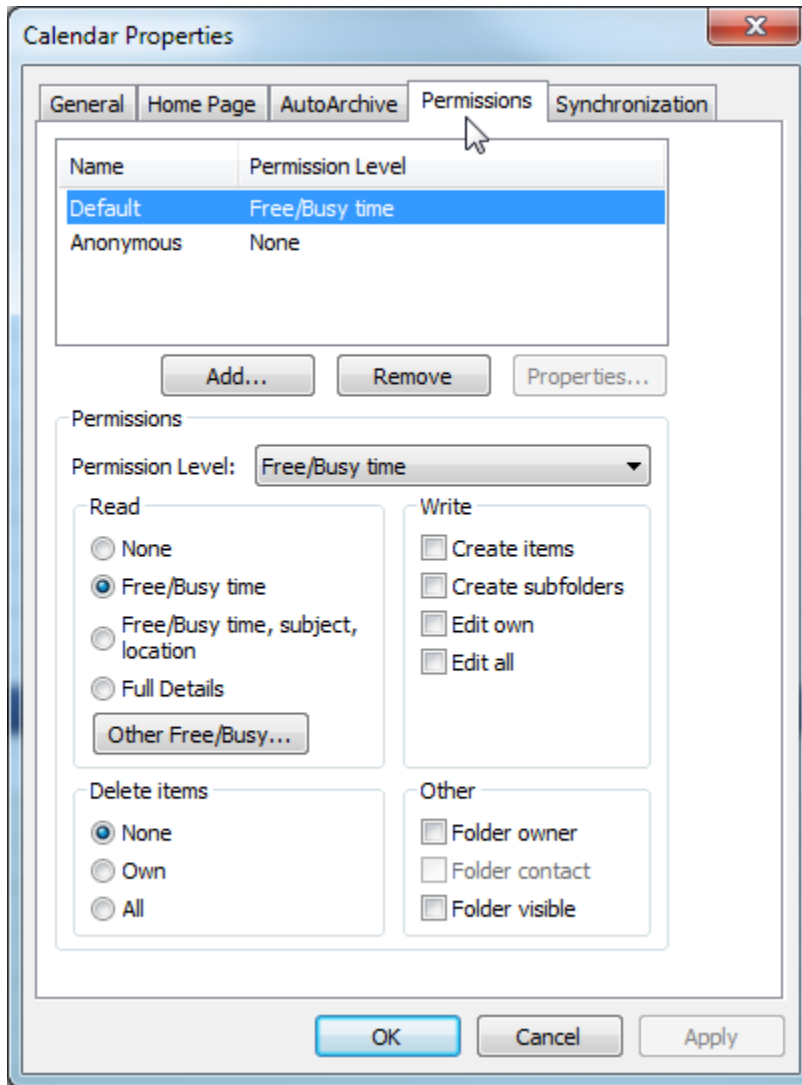
Open Outlook



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
- **Nonediting 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.