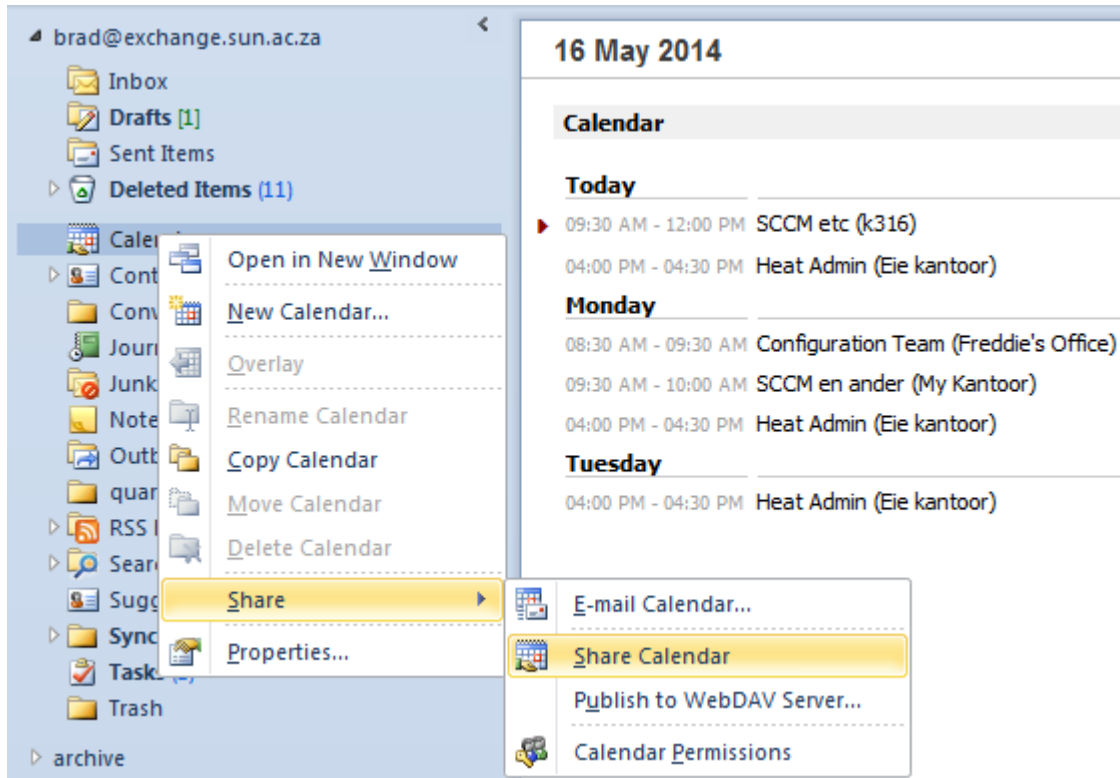


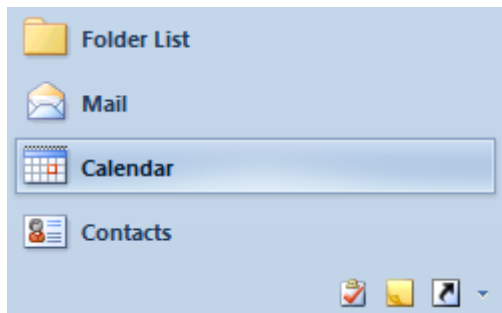
How to share a Calendar

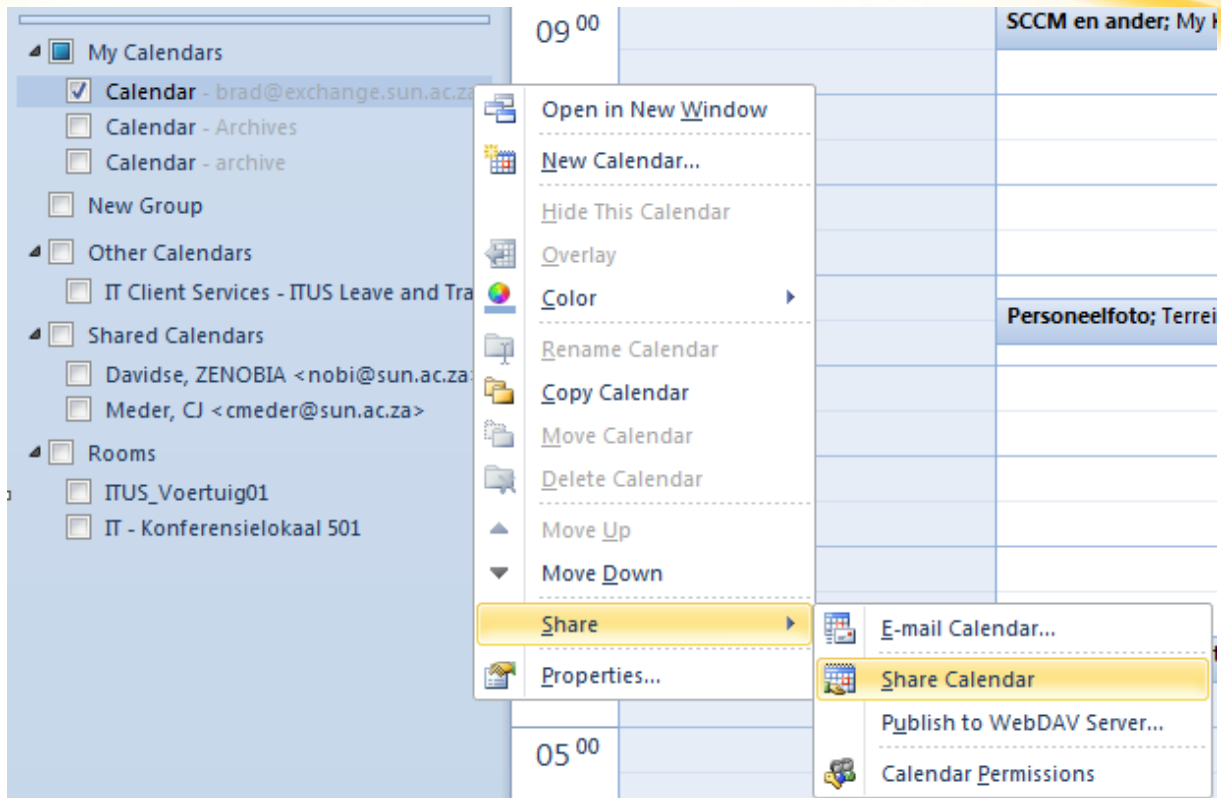
Note: This article is for Microsoft Outlook 2010.

If you would like to share your calendar, right-click on **Calendar** in the folder list, move mouse over **Share**, and click on **Share Calendar**.

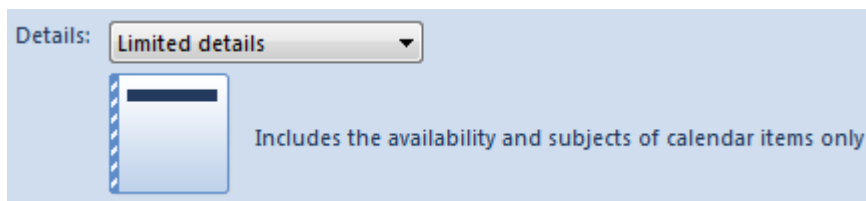
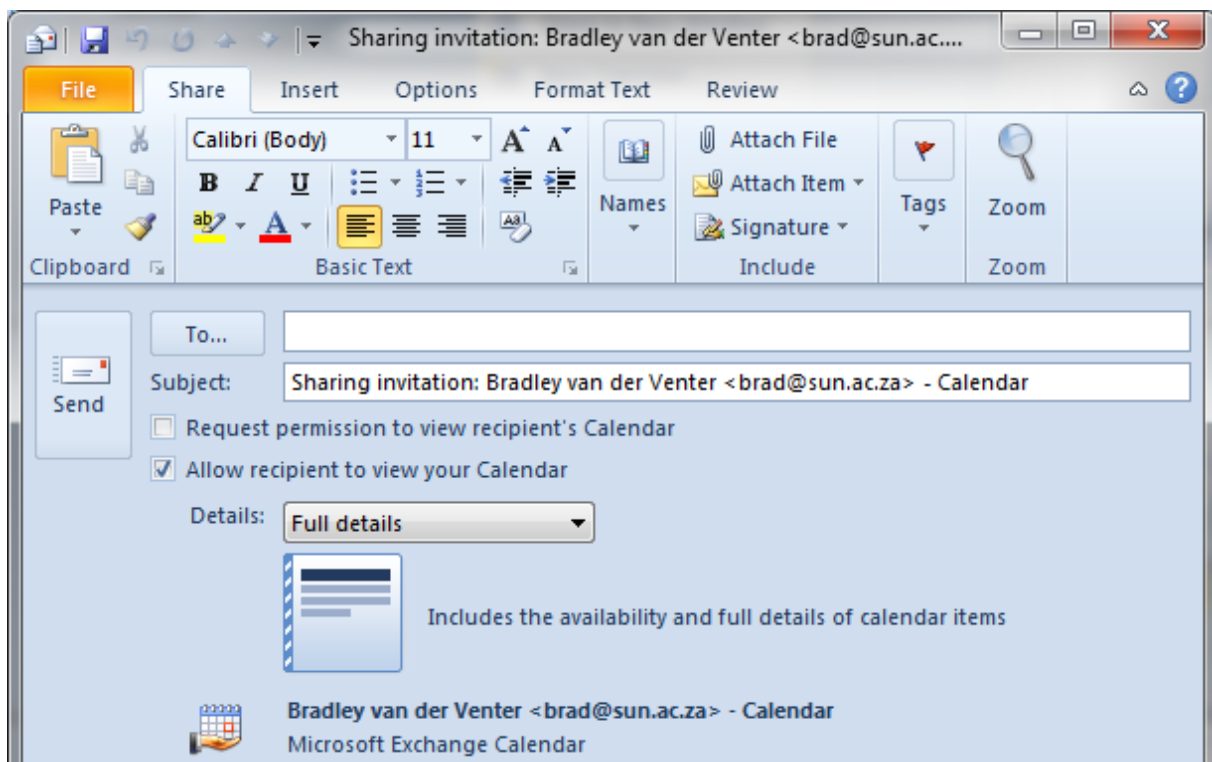


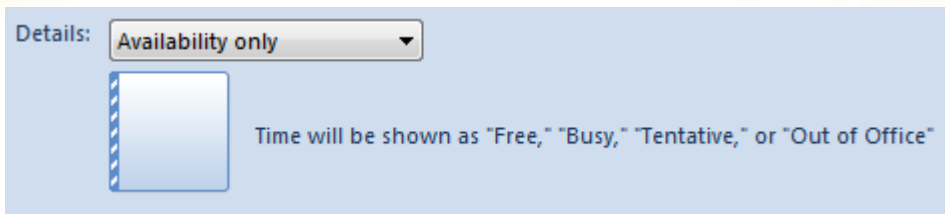
Or, Click on Calendar in the bottom left corner if you do not have Folder List selected and then follow the steps as laid out above.



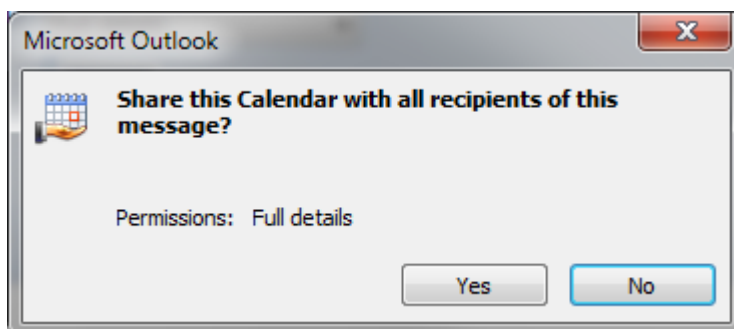


A Sharing invitation window will open, and you can type in the names of the people you want to share your calendar with in the “To” field. Details can be specified according to what you want to allow the person to see. Availability only, Limited detail, or Full detail.

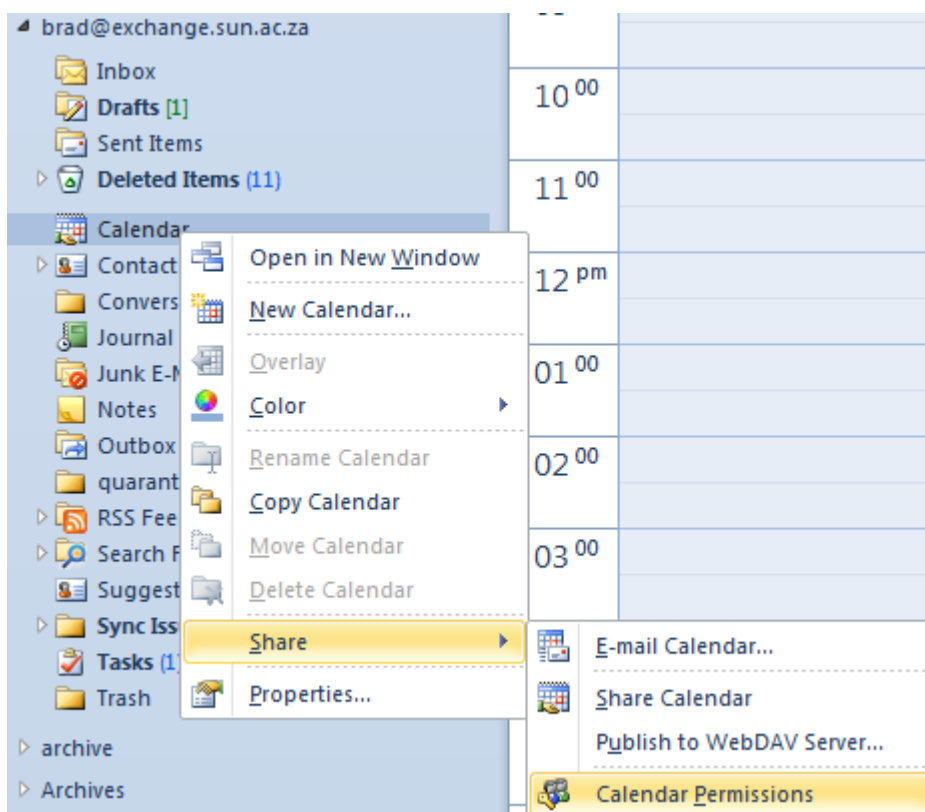




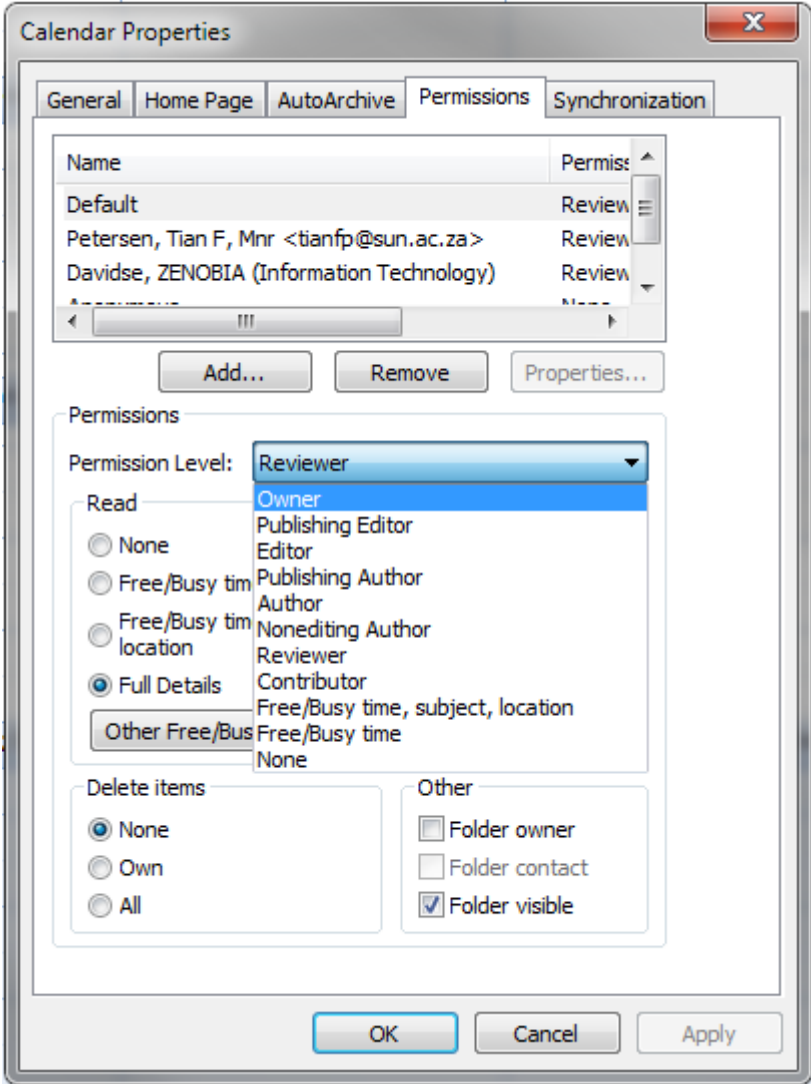
When you click on Send, you first get a dialog where you must confirm that you want to send the sharing invitation. Click on Yes, if the names you entered are correct.



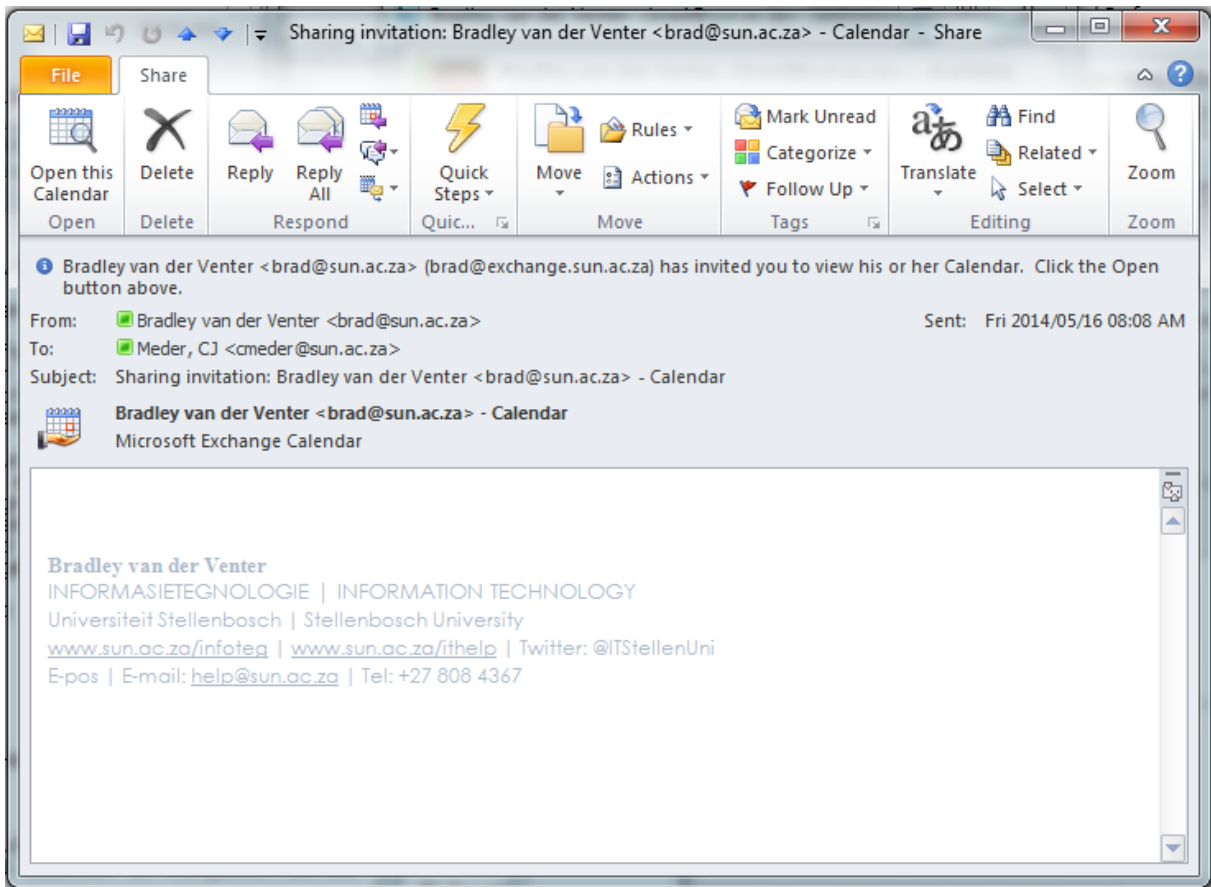
To set further permissions, right-click on **Calendar**, move mouse over **Share**, and then click **Calendar Permissions**.



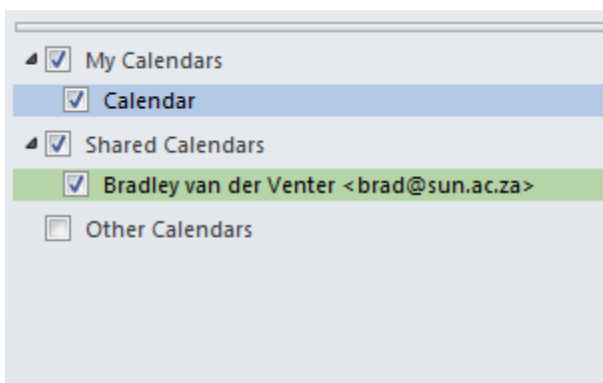
Here you can specify the type of access that the person should have, e.g. Reviewer, Editor. Owner.



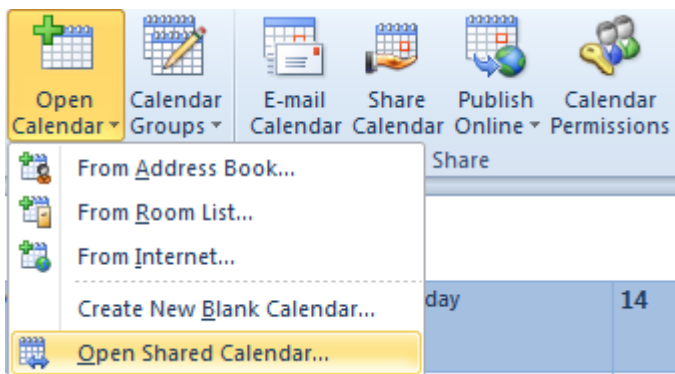
The persons that you send the invitation to, receives a summary of the permissions that you set for them to view your calendar, in their inbox.



By clicking on **Open this Calendar**, the calendar will now be added as a shared calendar in this persons Outlook profile to view or to add meetings and appointments, depending on the permissions that was given.



To open a shared calendar without a sharing invite, Click on Calendar in Navigation Pane on the left side, then go to the top ribbon and Click **Open Calendar** from the **Manage Calendars** group and then Click on **Open Shared Calendar**



On the **Open Shared Calendar** window you can either type the persons username or you can click on **Name** and browse to the person's name in the Global Address List

