Sharing Your Calendar:

To let someone else view what is on your calendar (to share view rights *only*):

- From the main Outlook window, click "Calendar" in the lower left part of the screen.

- Click "Share my Calendar" on the Navigation Pane.

- Click the **To: button** and select each person(s) you want to grant rights to your calendar.

- Click Send (add a note first if you want (e.g., I’ve just shared my calendar with you...please click “Open this calendar” in the upper left corner of this email message.)

- Each person will get an email message letting them know they have rights to your calendar.
Advanced Calendar Sharing (Granting Someone Else More than View Rights)

- From the main Outlook window, click “Calendar” in the lower left part of the screen.

- In the Navigation Pane on the left side of the window, look for “My Calendars” and then right-click the topmost Calendar folder (it’s called “Calendar”).

- From the drop down menu that appears, click “Change Sharing Permissions.”
• On the Permissions tab of the Calendar Properties window, click the 
  Add... button

![Permissions Tab of Calendar Properties Window]

• In the Global Address List (GAL), find and double-click on each person you want to
  have rights to your calendar.

• Then Click OK.

• Back on the Permissions tab of the
  Calendar Properties window, select
  each person one at a time.

• Choose a permission level such as
  Author OR check the boxes beside the
  specific rights you want the person to
  have.

• Click OK.

**WARNING:** Leave the “Default” and “Anonymous” entries as they are!

• Click “Share my Calendar” on the Navigation Pane of the main Outlook window.

• Click the To: button and select each person(s) you want to grant rights to your
  calendar.

• Click Send (add a note first if you want (e.g., I’ve just shared my calendar with
  you...please click “Open this calendar” in the upper left corner of this email message.)

• Each person will get an email message letting them know they have rights to your
  calendar.
Opening (Viewing) a Calendar that has been Shared with You:

Open the email message you’ll receive and click “Open this calendar.”

This person’s calendar will show up in the left Navigation Pane below your own calendar in a section “People’s Calendars.”

Viewing more than one calendar side by side!

- Click the check box beside the calendar(s) you want to view and the right side will show each calendar as a different colored tab.