

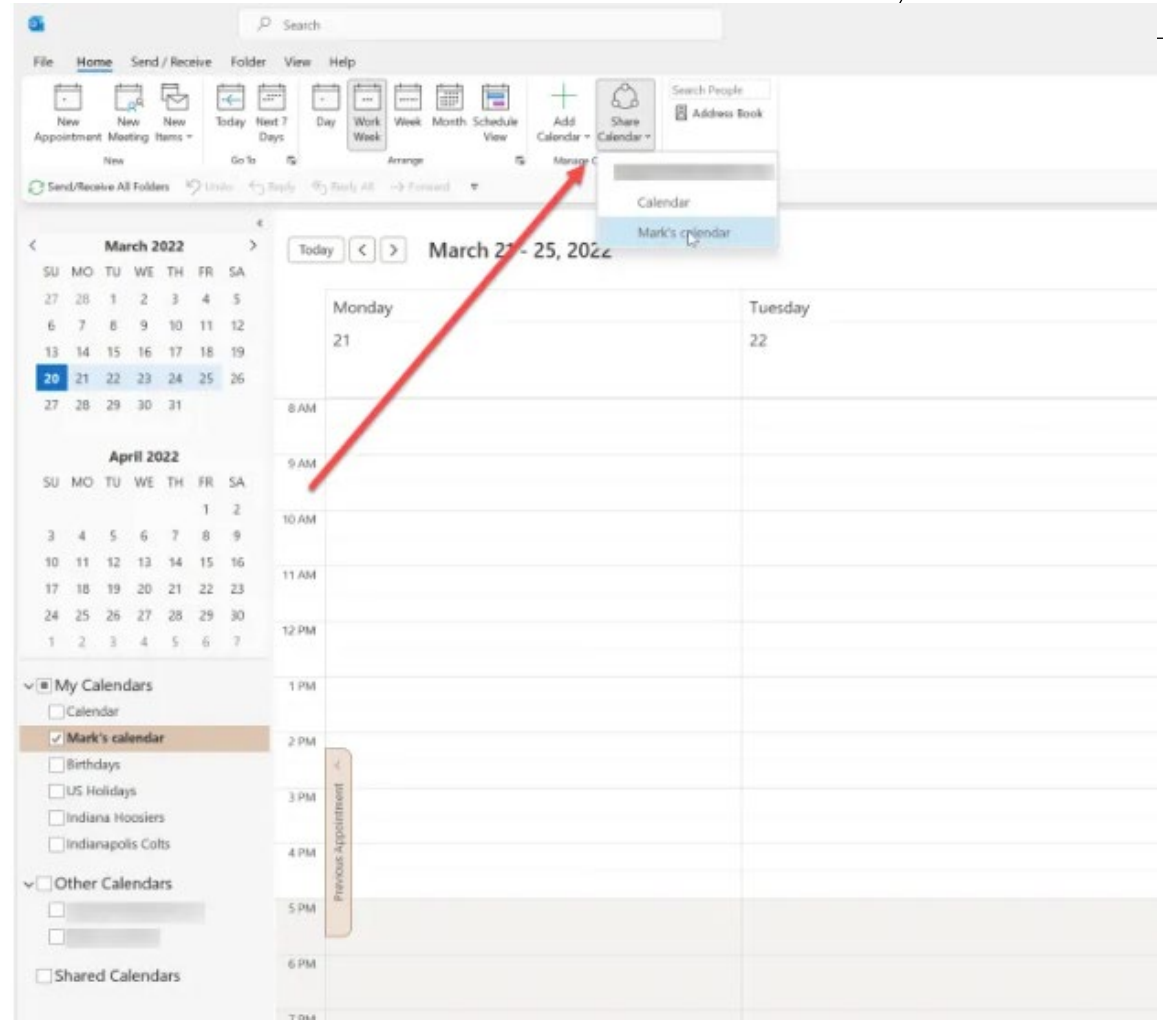
HOW TO:

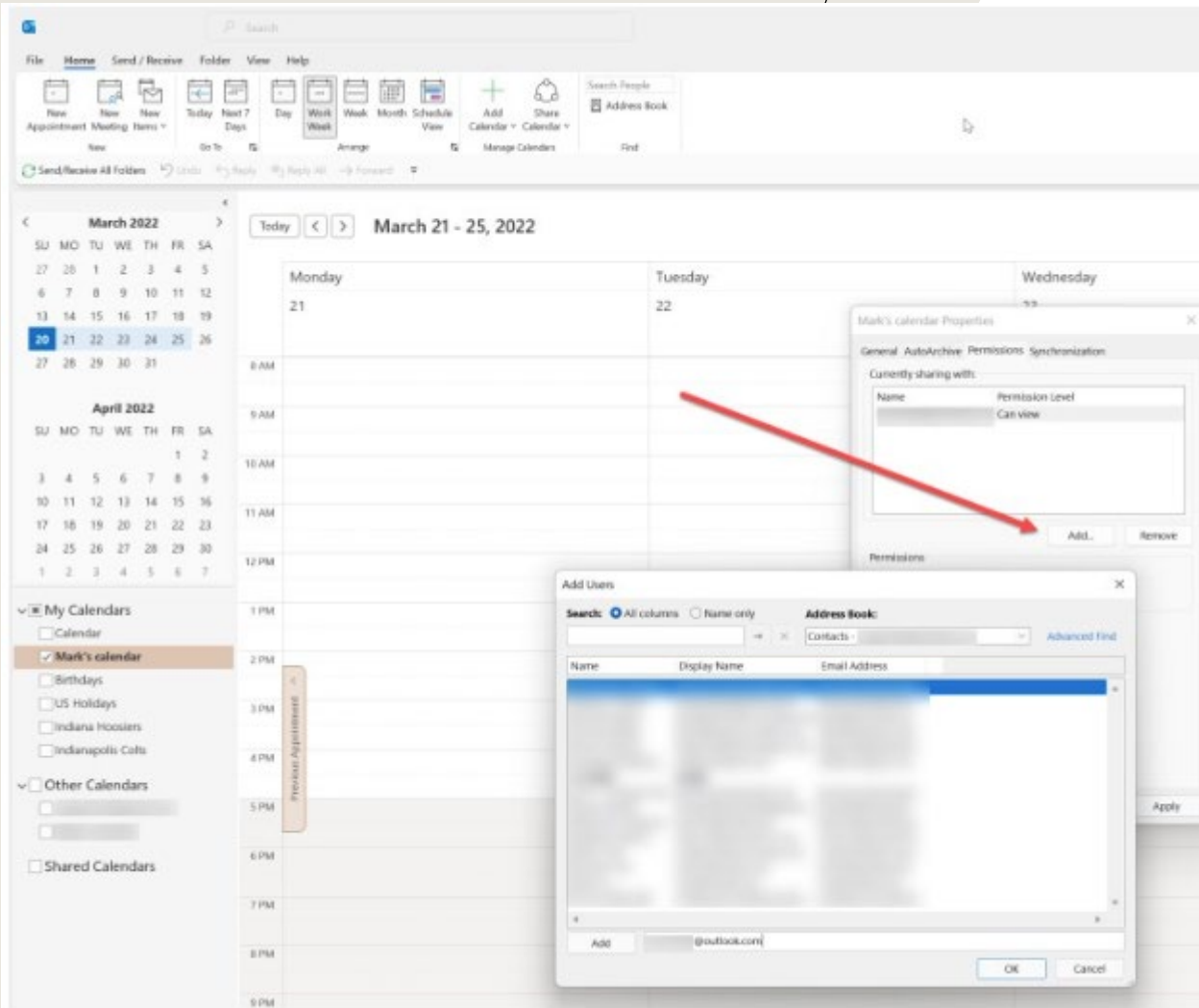
SHARE AN OUTLOOK CALENDAR

Step 1: Open Outlook. Click on the *Calendar* icon in the lower left. Click *Share calendar* from the menu. You'll be presented with a list of calendars that can be shared – not every calendar you have configured in Outlook will be available.

Click on the calendar you want to share.

Step 2: You'll be presented with the *Permissions* section of the calendar *Properties* dialog box. Click the *Add...* button.





In the dialog that opens, you'll have access to your contact list to easily select a user to share with, or you can type an email address into the *Add* box. Select or add as many users as you'd like. Click on a contact and then the *Add* button to add a user from your contacts. This will add the user(s) with the default view permissions. When you're done, click the *OK* button.

Step 3: In your list of users, you'll see the permissions options. Here, we see *Can view* and *Can edit*. Select each user and then choose your desired level of permissions for each.

When you're done, click the *Apply* button and then the *OK* button. This will send an email to each user, who can then accept or reject the calendar sharing invite.

