



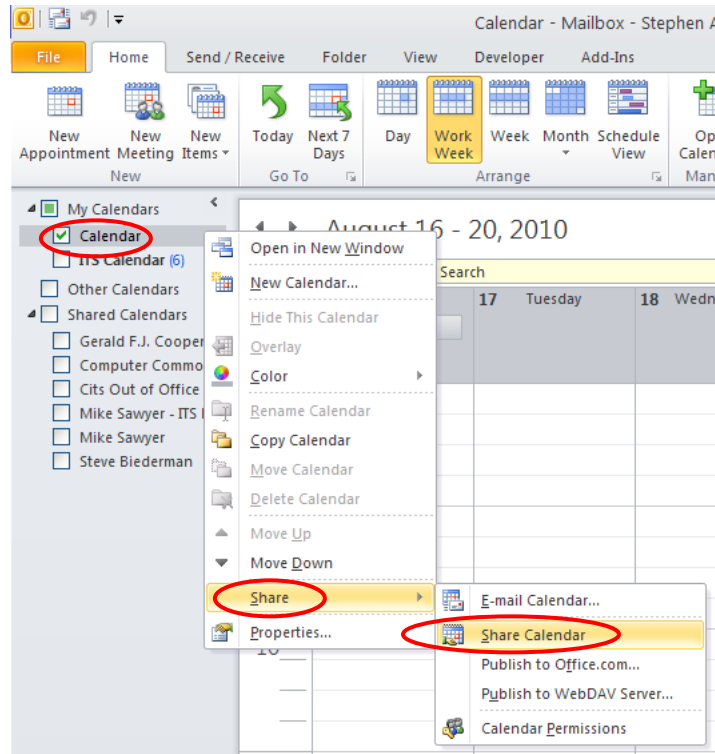
Share your calendar with others

Date: August 9, 2010

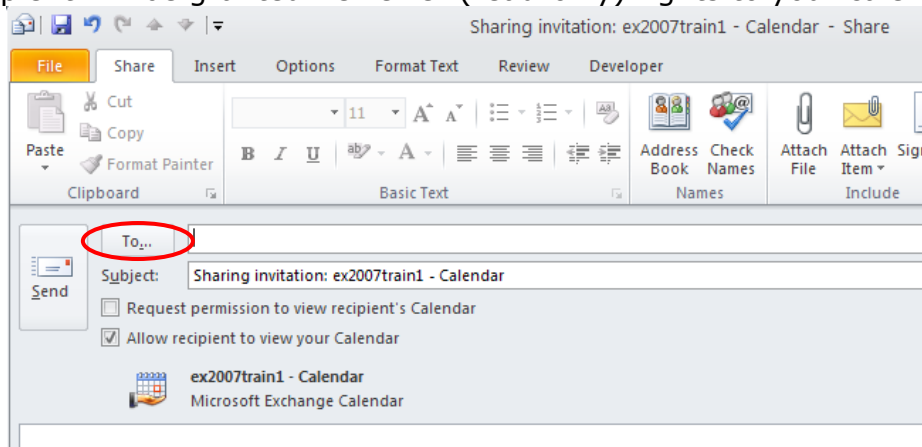
Version: 1.0

Share your calendar with others in Outlook 2010

1. In CALENDAR right-click **Calendar** → highlight **Share** → left-click **Share Calendar**.



2. An e-mail invitation should be created as shown below. Click on the **To...** field and select the users you wish to share your calendar with. By default, the recipient will be granted Reviewer (read-only) rights to your calendar.



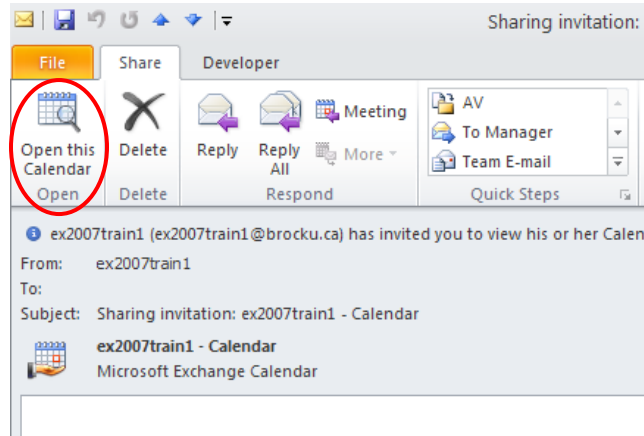


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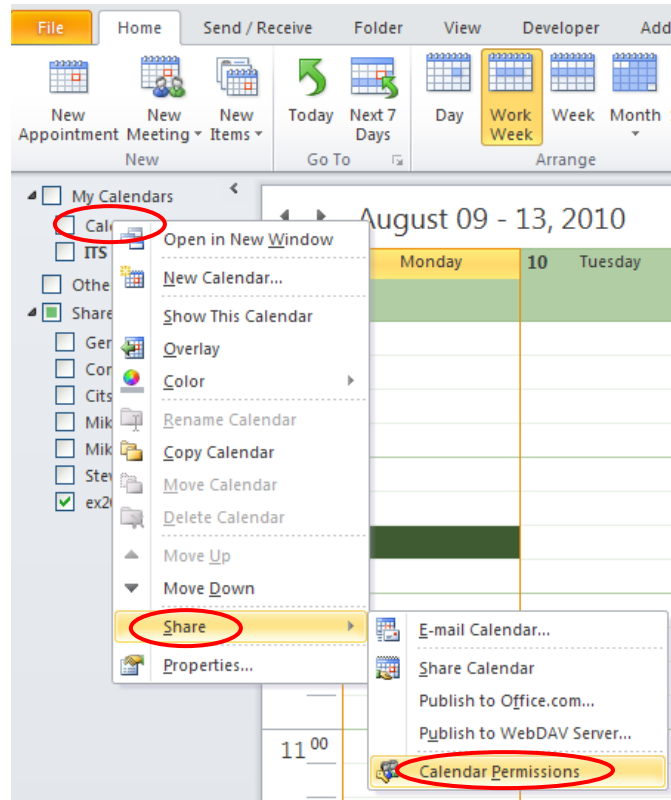
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3. The recipient should receive the following e-mail. They will need to left-click on **Open this Calendar** to accept your invitation and view your calendar. Your calendar will be added automatically to the recipients list of available calendars.



4. To change the access rights to you calendar, right-click **Calendar** → highlight **Share** → left-click **Calendar Permissions**.





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5. Individual rights can be managed from this screen. The most common permission level is reviewer. In situations that the recipient requires more control over your calendar, "Author" and "Editor" will meet most user needs. The permission level of "Owner" should only be used in very rare situations. Please consult with our help desk at ext. 4357 if you require additional details.

