

HOW TO SHARE A CALENDAR IN OUTLOOK

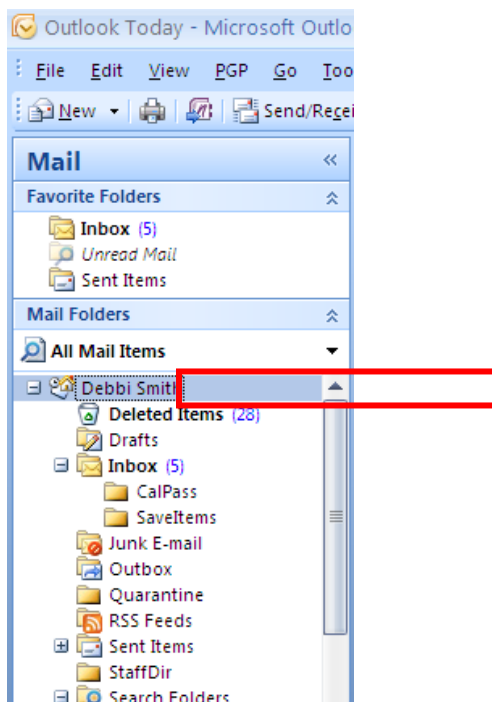
Updated 9/30/08

Step 1

The person who wants to SHARE their calendar does this part.

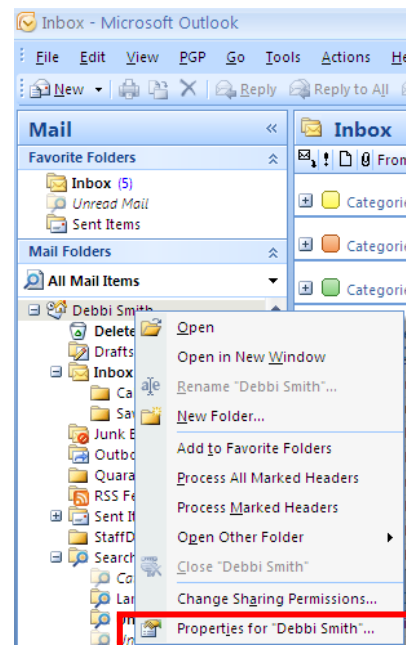
Open Outlook on your computer.

Right click on your name under Mail Folders.



Step 2

Select Properties from the menu that pops up

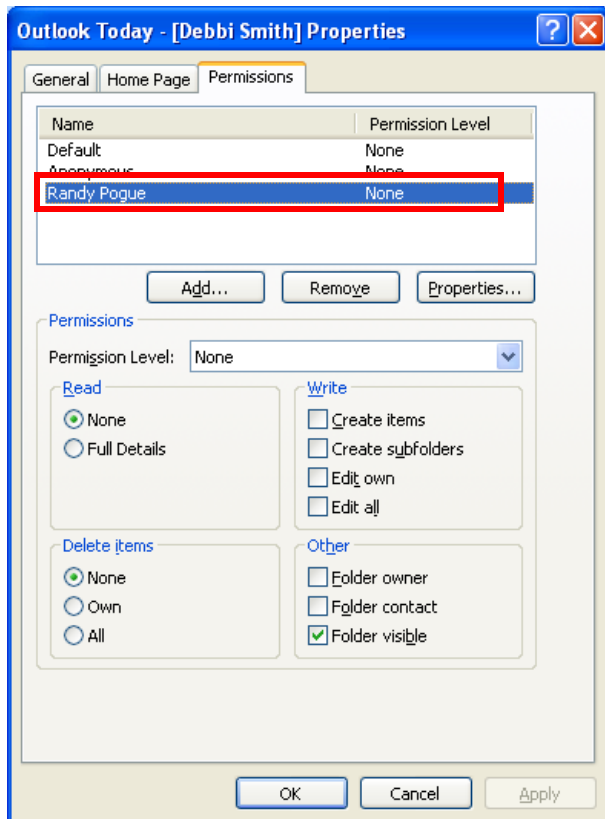


Step 3

Click on the Permissions tab.

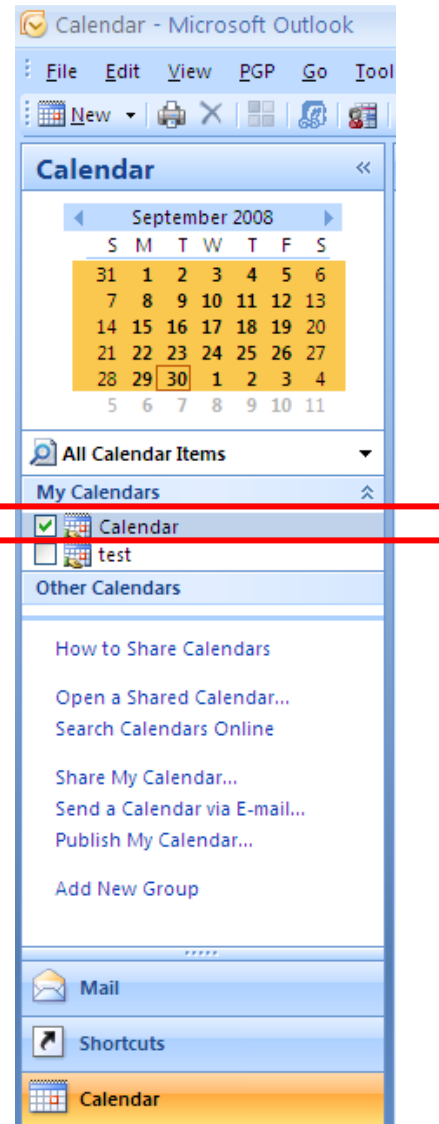
Click the Add button and select the person you want to see your calendar.

Leave the person's permissions as NONE. Click OK.



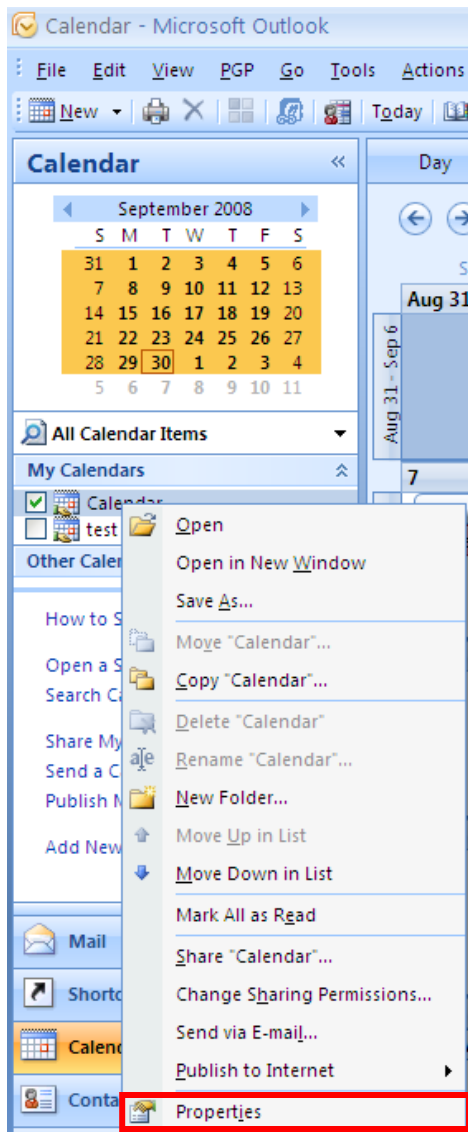
Step 4

Go to your Calendars. Right click on your calendar name.



Step 5

Select Properties from the menu that pops up



Step 6

Click on the Permissions tab. Click the Add button and again select the person you want to see your calendar.

This time, change the person's permissions to the level you want.

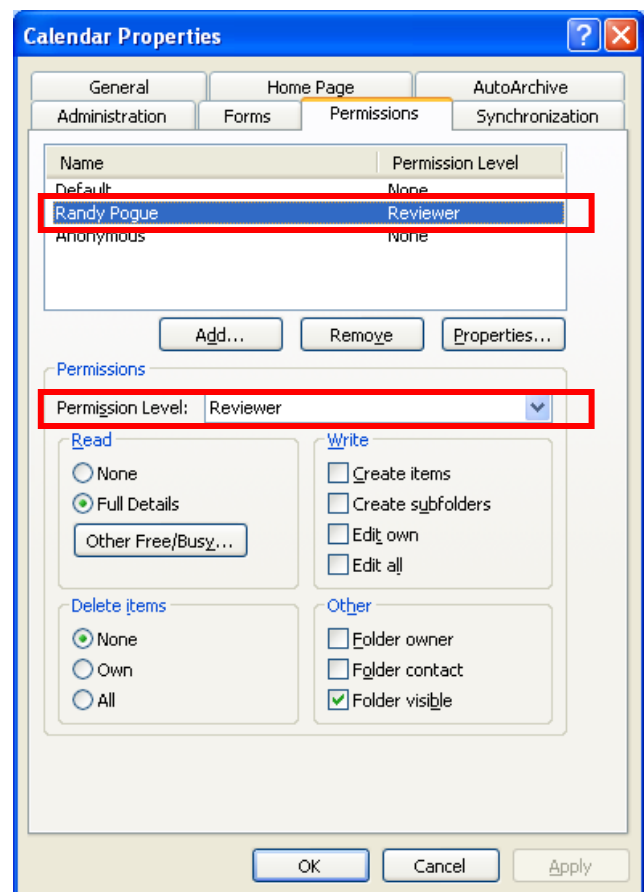
For viewing only –

set Permissions to Reviewer

For adding, deleting, modifying items –

set Permissions to Publishing Editor

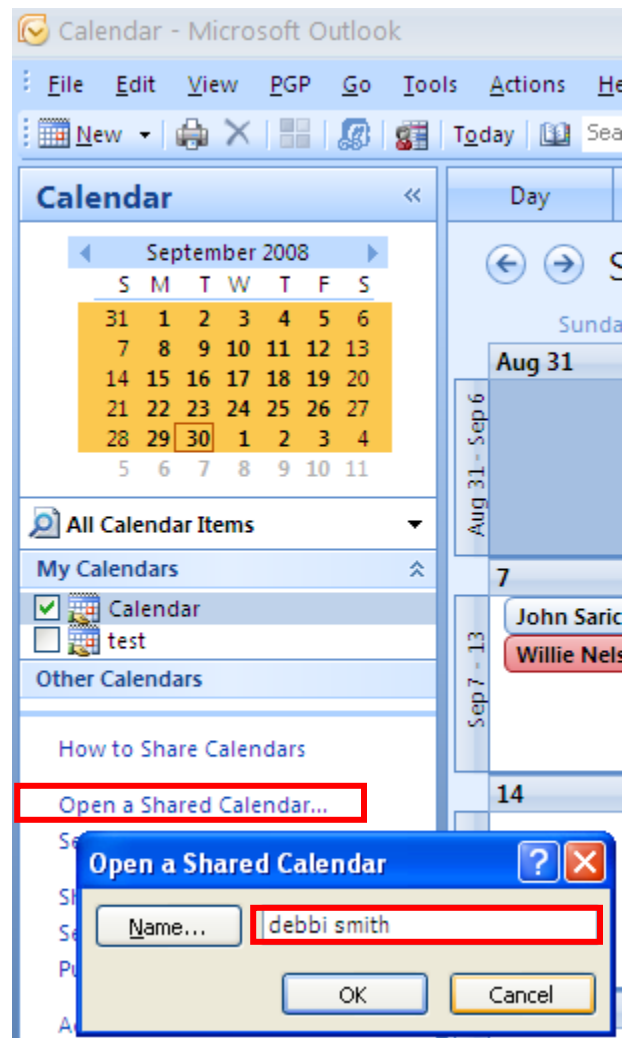
Click OK.



Step 7

Now the **other** person can open their Outlook and go to Calendars.

Select Open a Shared Calendar and type in the name of the person who is sharing their calendar.



Step 8

If you have a problem opening the calendar, try closing both people's outlooks and re-open Outlook. Then select Open a Shared Calendar again.