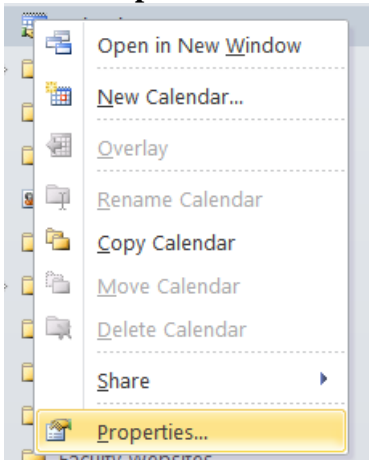


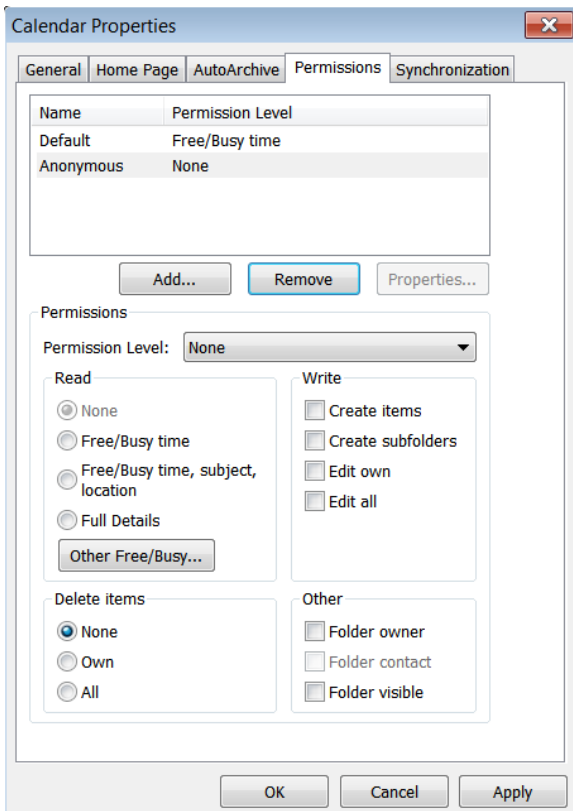
How to Share Your Outlook Calendar with Others

Each user who wishes others to have access to his/her calendar must perform this operation for every user/group that needs access.

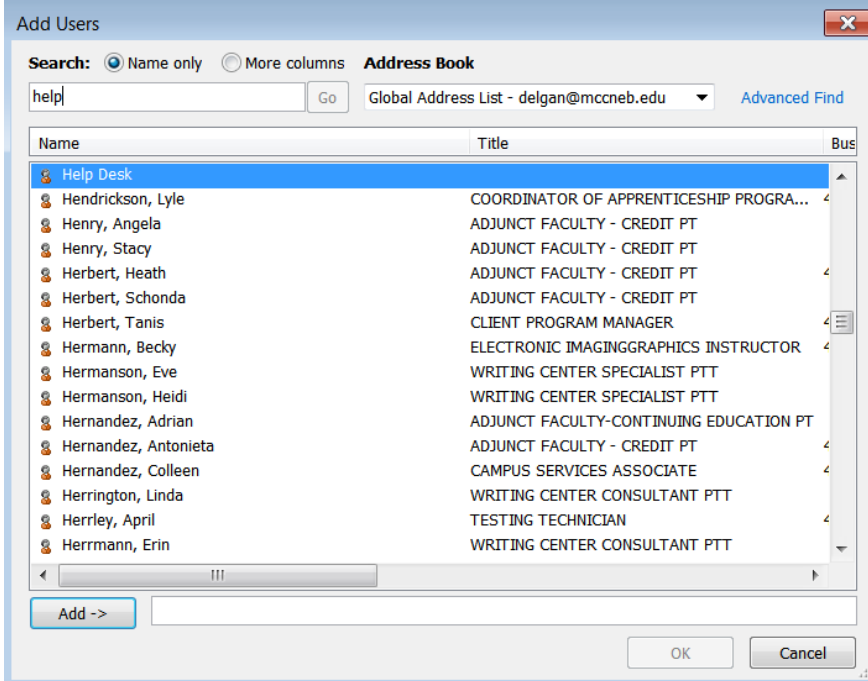
To grant others access to your calendar, **Right-click** on the Calendar folder on the left and select **Properties**



In the Calendar Properties dialog box, select the **Permissions Tab** then click the **Add** button.



The Global Address Book appears. Type the user/group name to select the user name(s) or group from the Global Address Book. Click the Add button, then OK.



The Permissions tab reappears with that person’s name but with the permission level set at None. Select the **Permission Level** that you wish this person to have. (See Table 1)

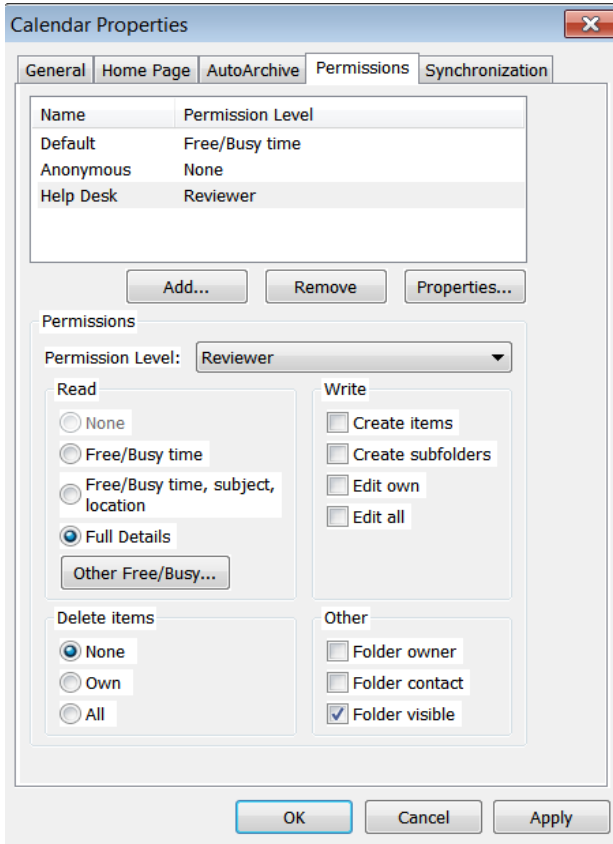


Table 1

Permission Role In Order of Rights	What You Can Do
Reviewer	Read items
Contributor	Create Items Only, Cannot delete any items
Author	Create and Read Items, Edit and Delete own items only
Editor	Create and Read Items, Edit and Delete All Items

Click OK

NOTE: You may select other permission levels as well.