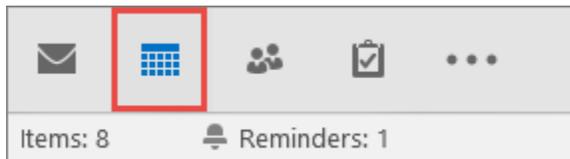


WINDOWS OUTLOOK

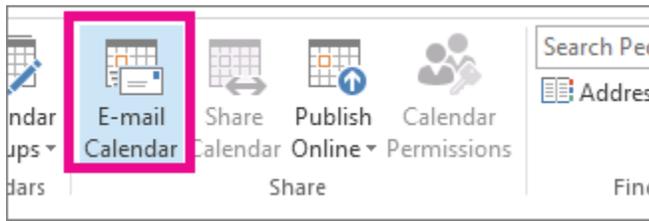
Share an Outlook calendar with other people

Share your calendar in an email

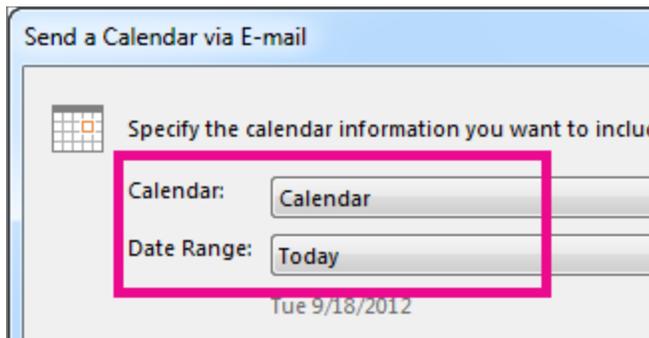
1. Click **Calendar**.



2. Click **Home > E-mail Calendar**.



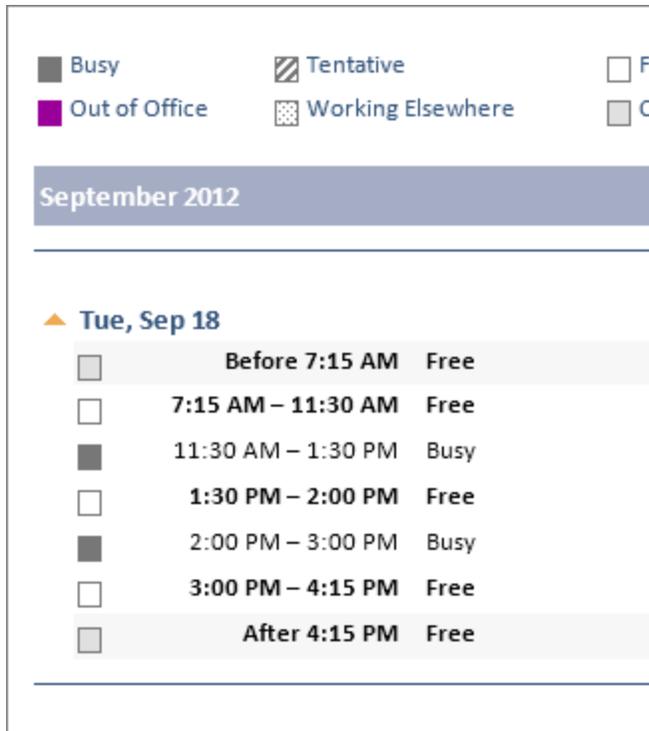
3. In the **Calendar** and **Date Range** boxes, pick the calendar and time period you want to share. For example, choose **Today** only or for the **Next 7 days**.



4. Set any other options you want, and then click **OK**.

5. In the new email that opens, add who you want the message to go to in the **To** field, add a message if you want, and click **Send**.

6. The person you sent your calendar to will see a snapshot of your calendar in the message.

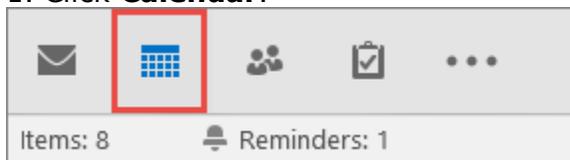


The message also includes an attached iCalendar (.ics) file that they can open in Outlook or another calendar program. When the recipient clicks the iCalendar file, Outlook displays the file as a new calendar that they can view side-by-side with their calendar. They can drag appointments or meetings between the two calendars, and find a time that works for both of you.

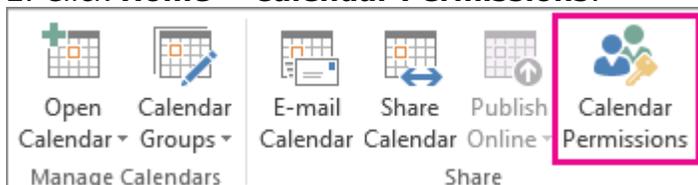
Change permissions after you have shared your calendar with other people

You can change calendar sharing permissions.

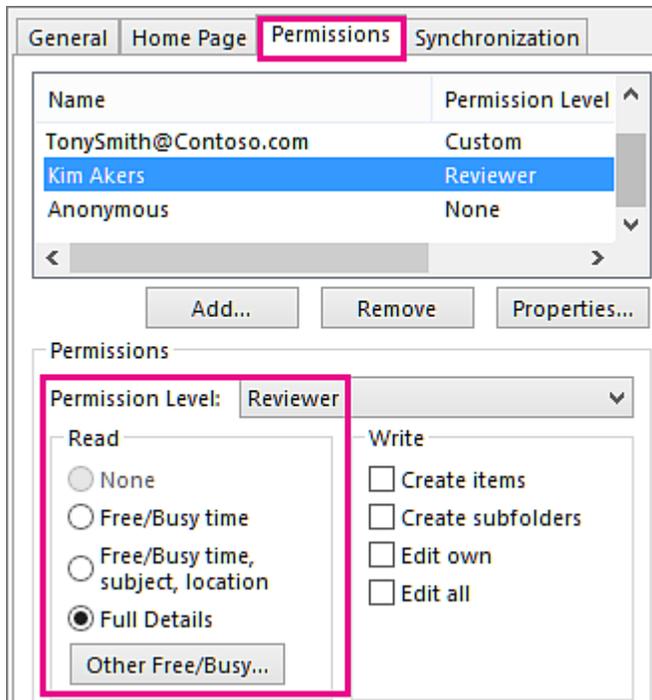
1. Click **Calendar**.



2. Click **Home > Calendar Permissions**.



3. On the **Permissions** tab, make any changes to the calendar sharing permissions.



4. Click **OK**.

Permission Settings:

Owner	Create, read, modify, and delete all items, and create subfolders. Can change the permission levels that other people have for the folder.
Publishing Editor	Create, read, modify, and delete all items and create subfolders.
Editor	Create, read, modify, and delete all items.
Publishing Author	Create and read items, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
Author	Create and read items, and modify and delete items and files that you create.
Non-Editing Author	Create and read items s only.
Reviewer	Read items only.
Contributor	Create items only. The contents of the calendar do not display.
Free/Busy Time, Subject, Location	See free/busy time as well as the subject and location of items. Cannot Create Files and can only read this basic information, not the full files.
Free/Busy Time	See free/busy time only.

None

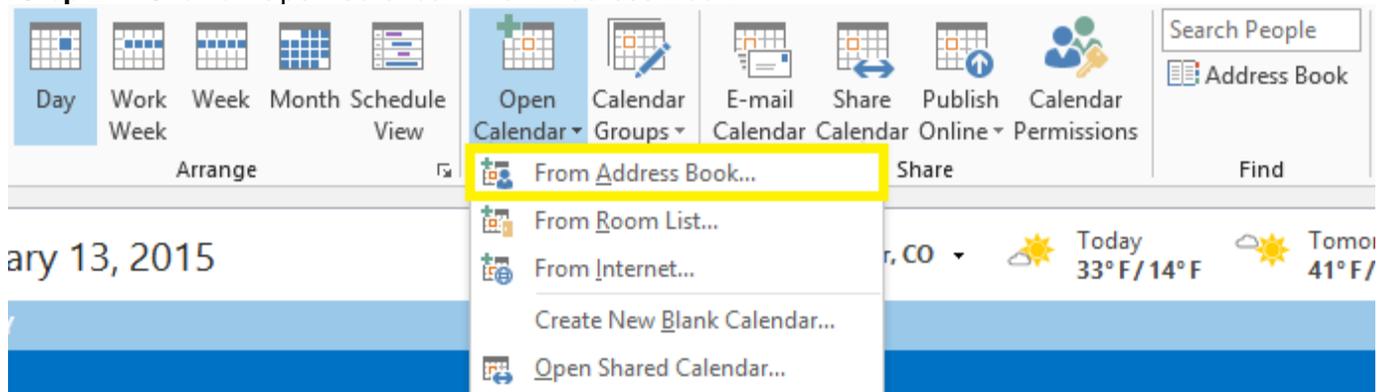
No permission. You cannot open the calendar.

2. Instructions to open shared calendar

Step 1. Click on calendar

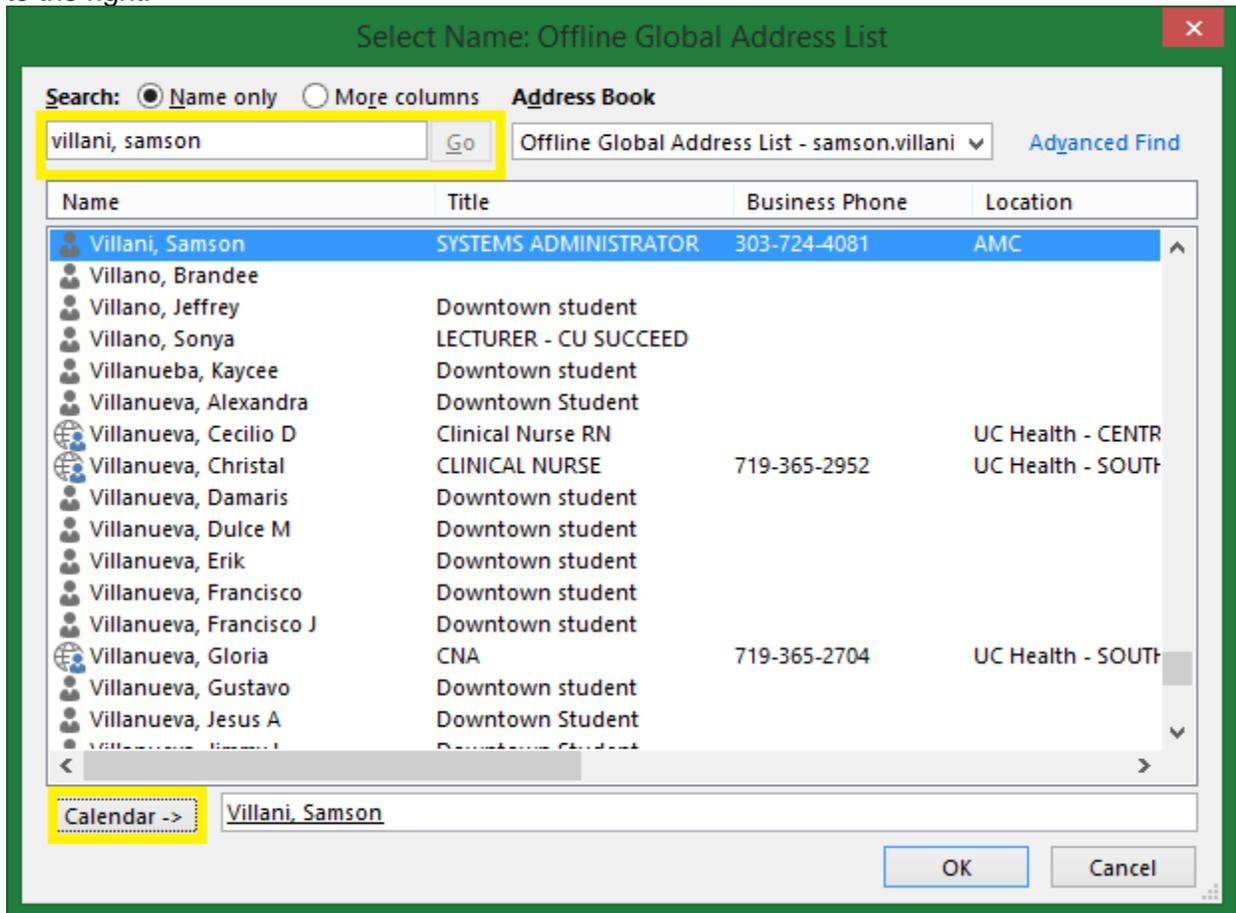


Step 2. Click on Open Calendar>From Address Book...



Step 3. Type in the name of the person or shared calendar you want to open, highlight their name and click the Calendar button and the user's name will display underlined in the text box

to the right.



Step 4. Click OK and the calendar will now display in the left-hand navigation pane.

