

## Sharing your Outlook Calendar

To grant someone else access to your Outlook Calendar do the following:

1. From the main Outlook windows, click the Calendar button.
2. Click on Share my Calendar. A window will pop up showing you the current permissions on your calendar.
3. Click the Add button which will display the Add users dialog box.
4. Type the name of the person you wish to share your calendar with.  
Select the person you would like to add from the list.
5. Hit the Add button.
6. Click OK.
7. You will be returned to the previous screen. The new person that you have added will be highlighted in blue.  
Select the type of access that you want to grant to that person.
8. Click Apply, then click OK.

To open someone else's Outlook Calendar that they have shared with you do the following:

1. From the main Outlook window, click the Calendar button
2. Click on Open a Shared Calendar.
3. Click the Name button. Type in the name of the person who has shared their calendar with you. Click OK.
4. You will now see two calendar which you can toggle on and off by selecting or deselecting the checkbox.