

Outlook 2010

Share Your Calendar

Click on the **Calendar** Icon on the left side of the screen.

Click on **Share Calendar** on the ribbon bar.

A window will open. Use the **To...** button to find the person in the global address book who you wish to share your calendar with. Note: you may also request permission to view that person's calendar by placing a check mark in the appropriate box.

Click **Send** when ready.

Permission Rights for Shared Calendars

When you share a calendar, by default the other person receives "reviewer" permission.. they may read items but cannot put items on your calendar.

Understanding Permission Levels

Owner- Create, read, modify and delete all items and files: create subfolders: set permissions for other people to access the folder.

Publishing Editor- Create, read, modify and delete all items and fields; create subfolders.

Editor – Create, read, modify and delete all items and files.

Publishing Author – Create and read items; modify and delete own items; create subfolders.

Author- Create, read, modify and delete own items and files.

Non-editing Author- Create and read items, delete own items.

Reviewer- Read items.

Contributor- Create items and files. This allows users to drop items in a folder but not read them after they are dropped.

None- Grants no permissions.

How to Change Permission Level

Click on **Calendar Permissions**

Highlight the person's name who you shared your calendar with.

Their permission level will show in the box beneath their name.

Click **OK** if you have made any changes.

When You Receive Permission to View Someone's Calendar

The person will receive an email notifying them that you have shared your calendar with them. It provides instruction and a link to open the calendar. Once the calendar has been opened it will appear under the heading of Other Calendars.