After you have followed directions for *Viewing Shared Calendars* you will follow below directions to setup the calendars to share with your staff, and then set their permission levels.

	Open the Shared Calendar 1. Open Outlook 2. Click – **Calendar** at the <u>bottom</u> of your screen.
  RIGHT CLICK the name of the Shared Calendar.	You should see the names of your Shared Calendars underneath the *Shared Calendars* section on the left side of your screen. 3. <u>Right click</u> the **Name of the Shared Calendar**, and then 4. Click - **Properties**
	A *Calendar Properties* box will appear – 5. Click on the **Permissions tab**, and then 6. Click – **Add**
	The *Global Address List* box will appear – 7. Type in the **name of the person** you would like to share the calendar with. Make sure their name is highlighted. 8. Click- **Add** 9. Click – **OK** *If you have a distribution list created you can share the calendar with this group name instead of adding individual usernames.*
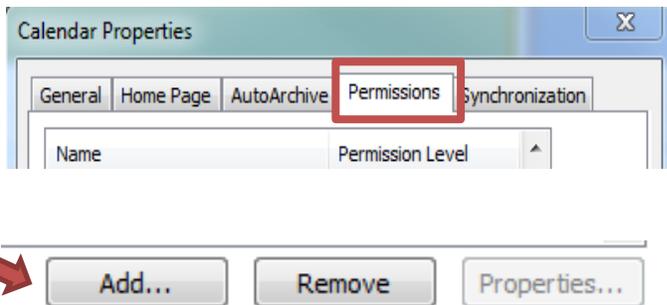
Permissions

Permission Level: None   ⌄   ⬅

Owner
Publishing Editor
Editor
Publishing Author
☐ Create items
Author
☐ Read items   Nonediting Author
☐ Create subfol   Reviewer
Contributor
Edit items   None
◉ None
○ Own   ○ Own
○ All   ○ All
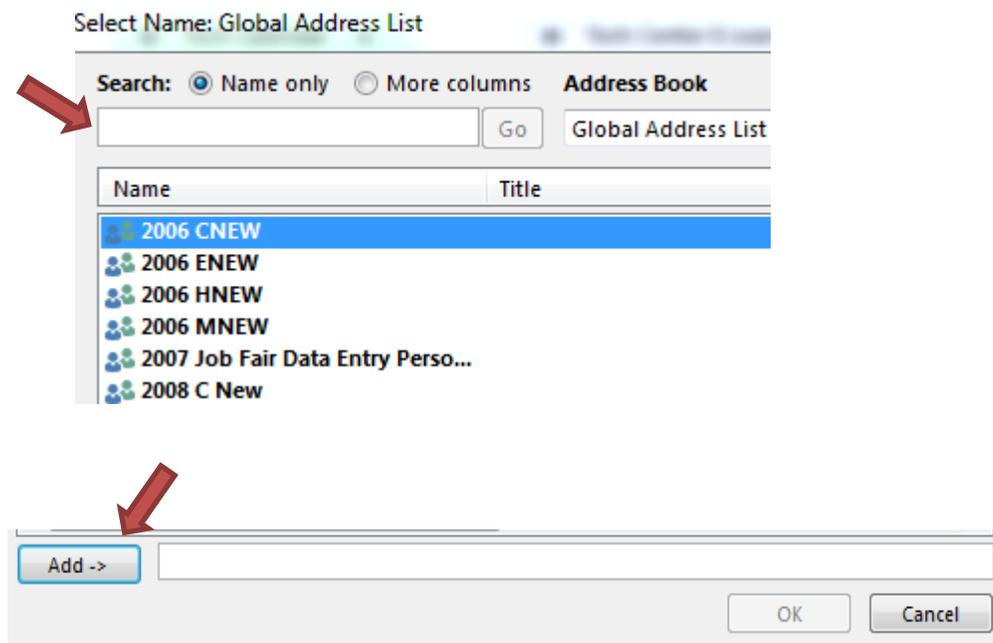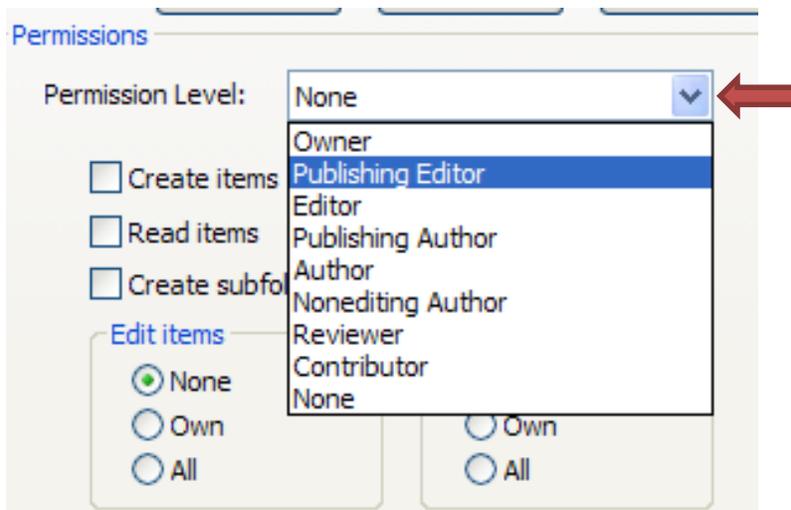
Setting Permissions –
You should now see the name you just added in the list of names on the *Permissions* tab.

10. Click on the **Name** of the person/group in the list-make sure their name is highlighted.
11. Click on the <u>dropdown</u> beside **Permission Level** and choose the level of permission for this user/group.
12. Click – **Apply**, and then
13. Add another user or Click – **OK**

After you choose a *Permission Level* you will see the different permissions for each level by looking at the checked items underneath the *Read, Write, Delete Items, & Other* sections.

After you set the appropriate permissions you are ready to have the staff open the Shared Calendars by using the *Outlook – Viewing Shared Calendars* directions. **Please note:** Once you set permissions it could take several days for the permissions to filter down to the individual users. If they are not able to open the Shared Calendar, have them try again in a couple of days.