OUTLOOK – SHARING A CALENDAR

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 bottom of your screen.

You should see the names of your Shared Calendars underneath the Shared Calendars section on the left side of your screen.

3. Right click 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.
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 dropdown 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.