OUTLOOK – *SHARING A Personal CALENDAR*
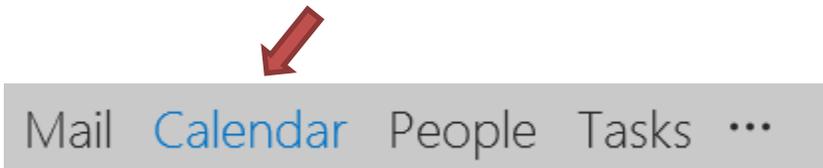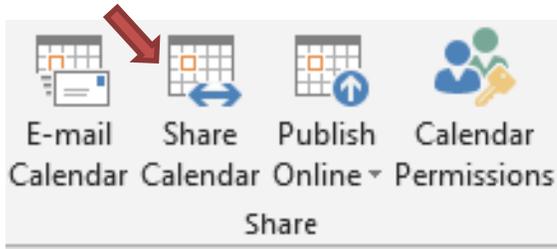
Please follow the steps below to share your personal Outlook calendar with other users.
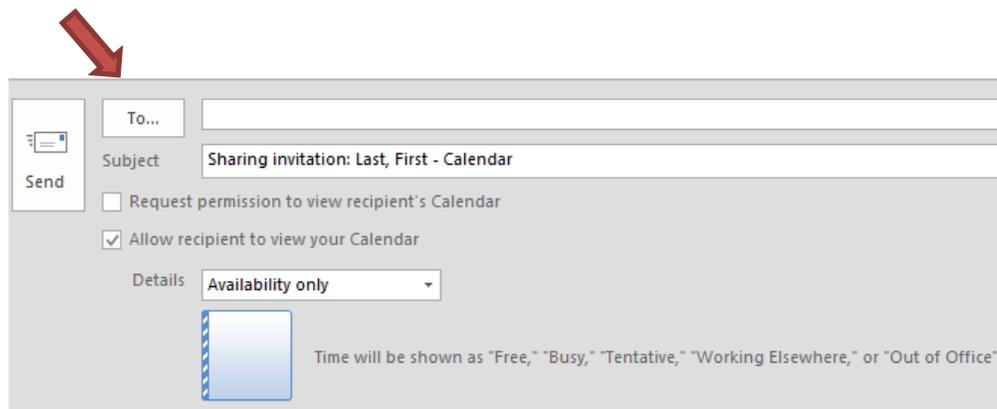
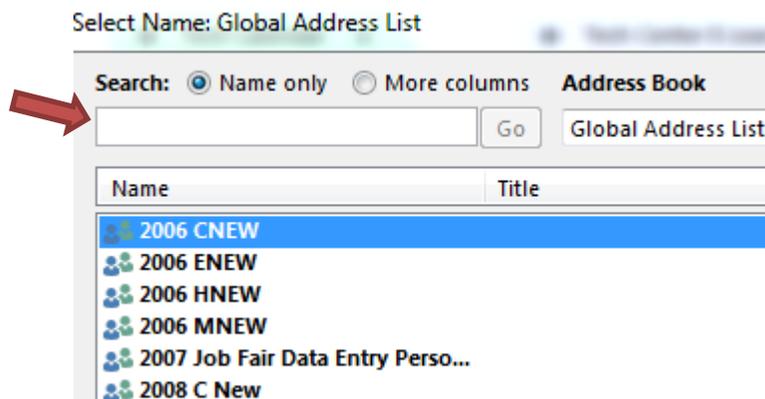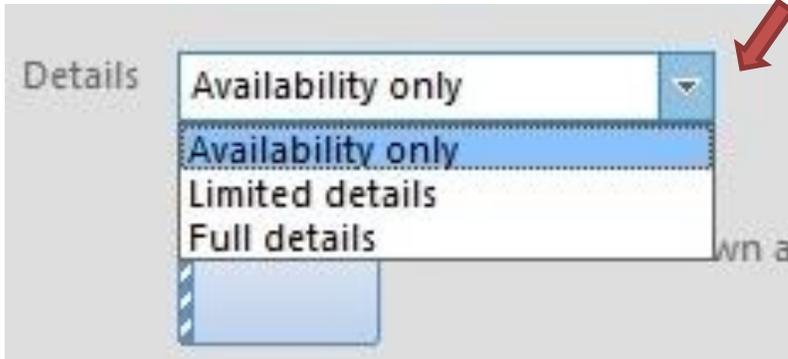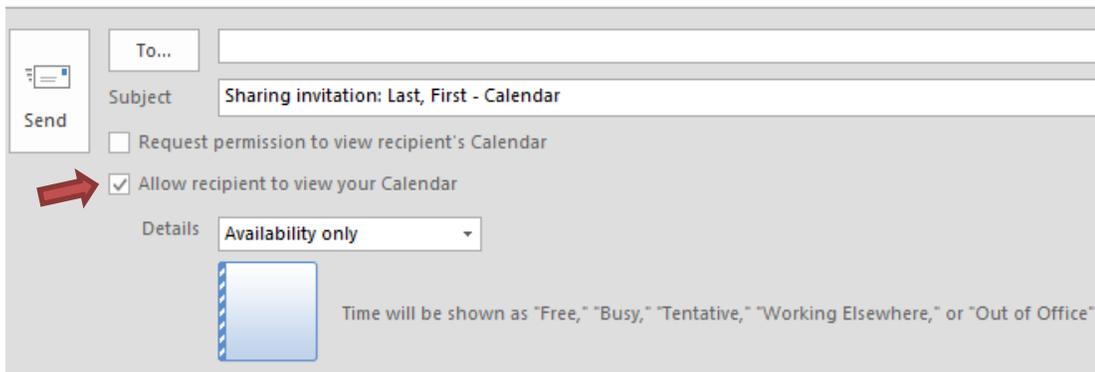|	
	Open the Shared Calendar 1. Open Outlook 2. Click – **Calendar** at the <u>bottom</u> of your screen.
	At the top of your screen under *Share*— 3. Click – **Share Calendar**
	A *Sharing Invitation* screen will appear – 4. Click **To** 5. In the *Global Address List* box, type in the **name of the person(s) or group** you wish to share your calendar with. Make sure the name is highlighted, then 6. Click – **To** 7. Click – **OK**

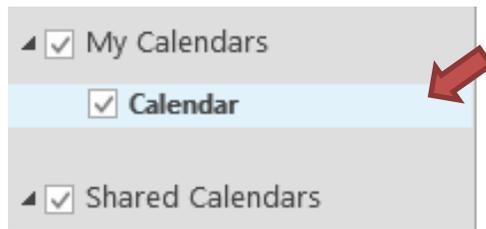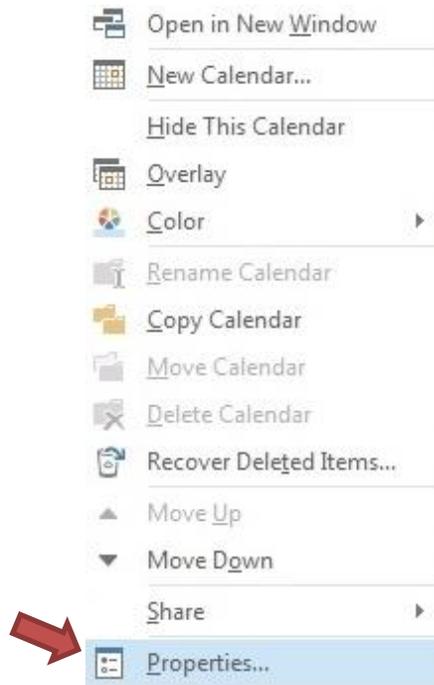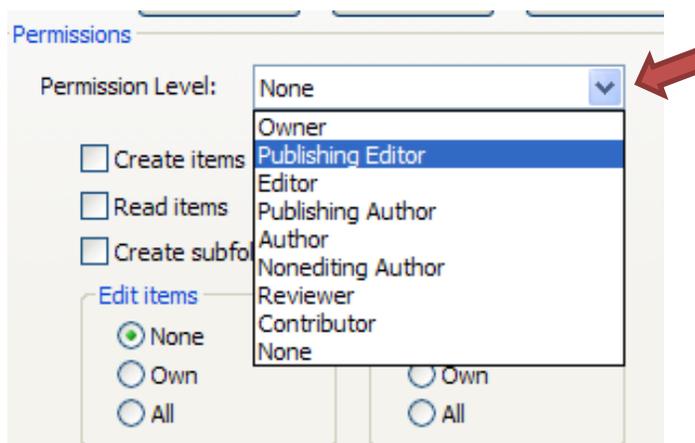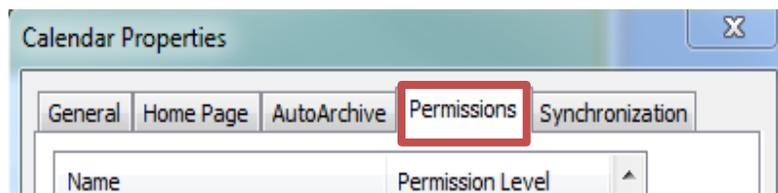|	
	8. On the *Sharing Invitation* screen, **click the dropdown box next to** *Details.* 9. Choose the amount of details you would like to share about your calendar. *Availability Only- allows the user to see your availability (i.e. Out of Office, Free, Busy, etc.).* *Limited Details- allows the user to see availability plus the subjects of calendar items.* *Full Details- allows the user to see all details of calendar items.*
	10. Make sure *Allow Recipient to View Your Calendar* is checked. 11. Click – **Send**
	Set Permissions or Stop Sharing your Calendar: 1. Click – **Calendar**
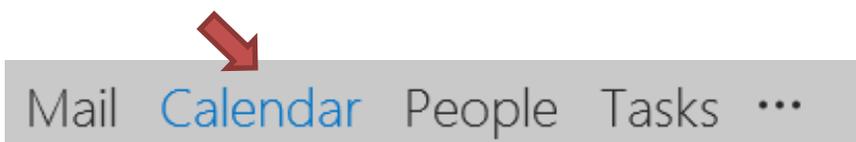
☑ My Calendars 　　☑ **Calendar** ☑ Shared Calendars	2. On the <u>left side</u> of your screen, right click your personal calendar.
Open in New <u>W</u>indow New Calendar... <u>H</u>ide This Calendar <u>O</u>verlay <u>C</u>olor ▶ Rename Calendar <u>C</u>opy Calendar <u>M</u>ove Calendar Delete Calendar Recover Dele<u>t</u>ed Items... Move <u>U</u>p Move D<u>o</u>wn <u>S</u>hare ▶ Properties... **Calendar Properties** ✕ General | Home Page | AutoArchive | **Permissions** | Synchronization Name | Permission Level	3. Click – **Properties** 4. In the *Calendar Properties* window, click the **Permissions Tab.** 5. Click on **the name of the user** you want to edit/remove**.**
Permissions Permission Level: \[None ▼ \] 　Owner 　Publishing Editor 　Editor ☐ Create items Publishing Author ☐ Read items Author ☐ Create subfol Nonediting Author 　Reviewer Edit items Contributor 　⦿ None None 　○ Own ○ Own 　○ All ○ All	6. To **set permissions**, click on the <u>dropdown</u> beside **Permission Level** and choose the level of permission for this user/group.

	7. To **remove the user** from your calendar, make sure the name is highlighted and click **Remove.** 8. Click— **Apply** 9. Click— **OK**

Please note: When you remove a user from your calendar, it does not remove the calendar from that user's Outlook (it only removes all details from the calendar). The user you removed must delete the calendar from their Outlook by right clicking the calendar and clicking Delete.