Overview

The Microsoft Exchange Server allows you to share your personal calendar with your colleagues and give them various types of permission. Whether you want them to just view your calendar or make edits, Outlook allows you to easily delegate access to other users.

Sharing your Calendar

1. Open Outlook 2010
2. Click on Calendar on the bottom left selection panel
3. Click on Calendar Permissions on the top ribbon under the Share section
The Calendar Properties

1. The Calendar Properties window will pop-up
2. Click on the Permissions tab
3. Click on the Add button

Searching for User

Outlook Web App allows you to easily search for messages in your entire folder, its subfolders, or your entire mailbox. To search for messages:

1. Type in the Name in the search box located on the top left
2. Locate the person in the search result
3. Click on the Add button on the bottom left to add the name to the list
4. Press OK
Setting permission

1. Back on the Calendar Properties window, select the newly added name
2. Under the Permissions section, click on the Permission level dropdown list
3. Change to Editor to allow the user to edit your calendar
4. Press OK

Sending your Calendar

1. To finally send your calendar, click on Share Calendar on the top ribbon
2. In the To field, enter the email address of the person with whom you want to share your calendar
3. Change the Details to Full Details. Press Send