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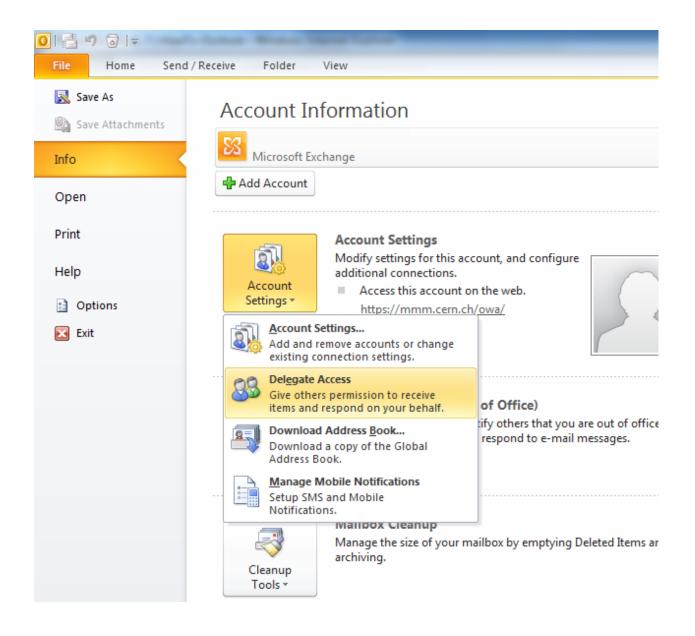
Outlook 2010 Sharing a Calendar with Outlook 2007

Overview

The following document discusses how a user using **Outlook 2010** can share a calendar with a user using **Outlook 2007**.

On the machine running Outlook 2010 click on:

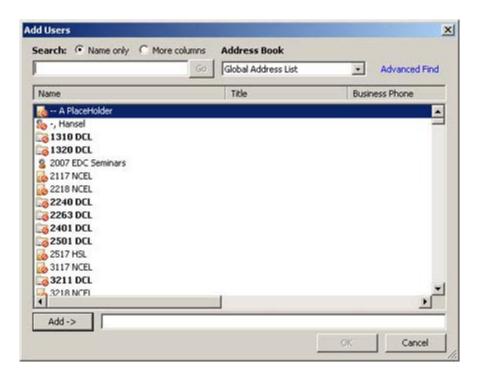
• File tab -> Account Settings -> Delegate Access



- On the **Options** dialog box, the **Delegates** tab should already be selected.
- Click on the Add button.

erend	ces Mail Setup Mail Format Spelling Other	Delegates		
legat	.es			
0	Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab.			
		Add		
		Remove		
		Permissions		
		Properties.		
	 Derver meeting requests addressed to me and responses to meeting requests where I am the organizer to: My delegates only, but send a copy of meeting requests and responses to me (recommended) My delegates only My delegates and me 			

- The Add Users dialog box opens
- Search for the person you want to add and highlight the name
- Click the Add button in the lower left corner
- Click OK



- The **Delegate Permissions** dialog box opens
- Set up permissions for the delegate that you selected
- By default **Editor** is selected for Calendar, who has full read, write and modify permissions for the account

This del	egate has th Calendar	e following permissions Editor (can read, create, and modify items)	•	
	🔽 Delegat	None Reviewer (can read items) Author (can read and create items)		nt to me
	Tasks	Editor (can read, create, and modify items)	_	
	Inbox	None	•	
8=	Contacts	None	•	
	Notes	None	•	
	Journal	None	•	
222 33 33		d a message to delegate summarizing these pe	ermis	sions
Deleg	ate cañ see i	my private items		

- On the machine using Outlook 2007, go to the Calendar view and select Open a Shared Calendar
- Type the name in the **Name** box, or click **Name** to select a name from the **Address Book**

Open a Shared C	alendar 🛛 🛜 🔀
Name	
	OK Cancel