

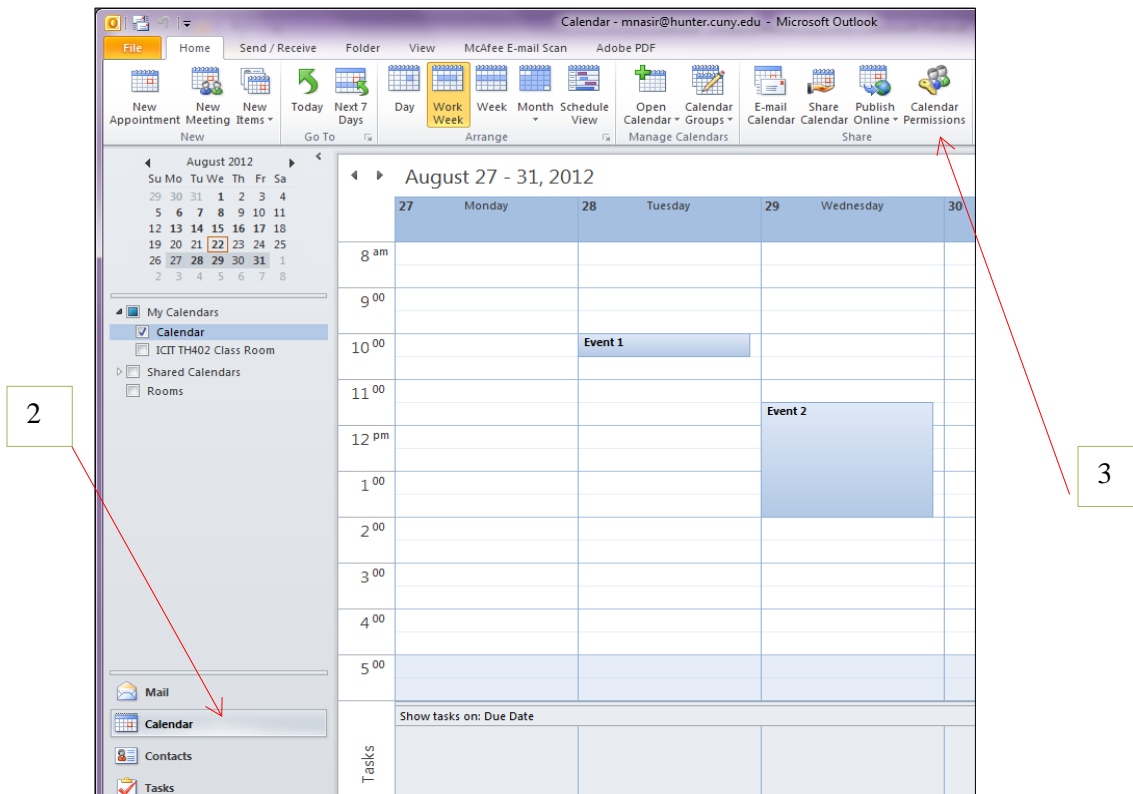
Sharing your Calendar

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.

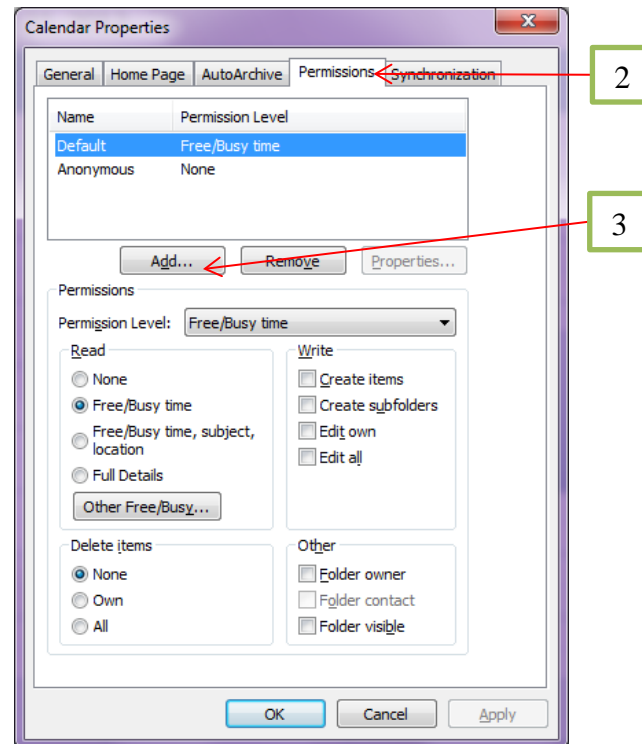
Sharing your Calendar

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

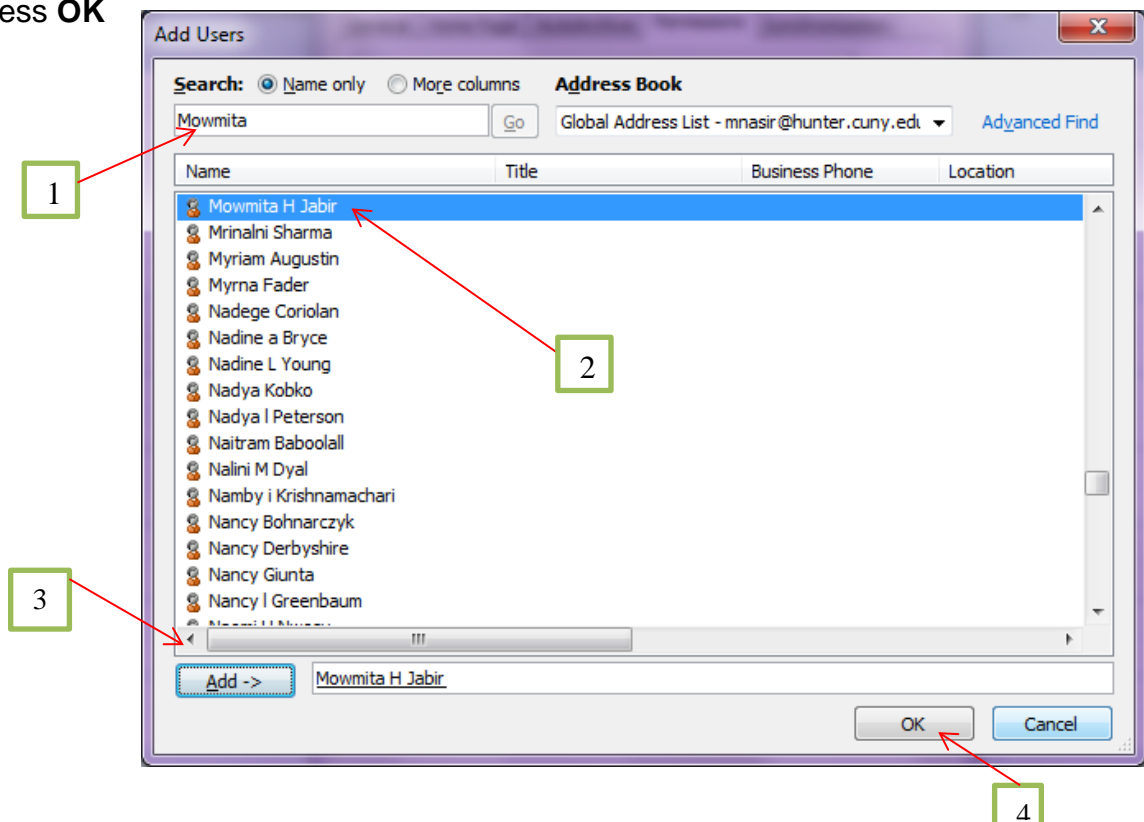
1. The **Calendar Properties** window will pop-up
2. Click on the **Permissions** tab
3. Click on the **Add** button



Searching for User

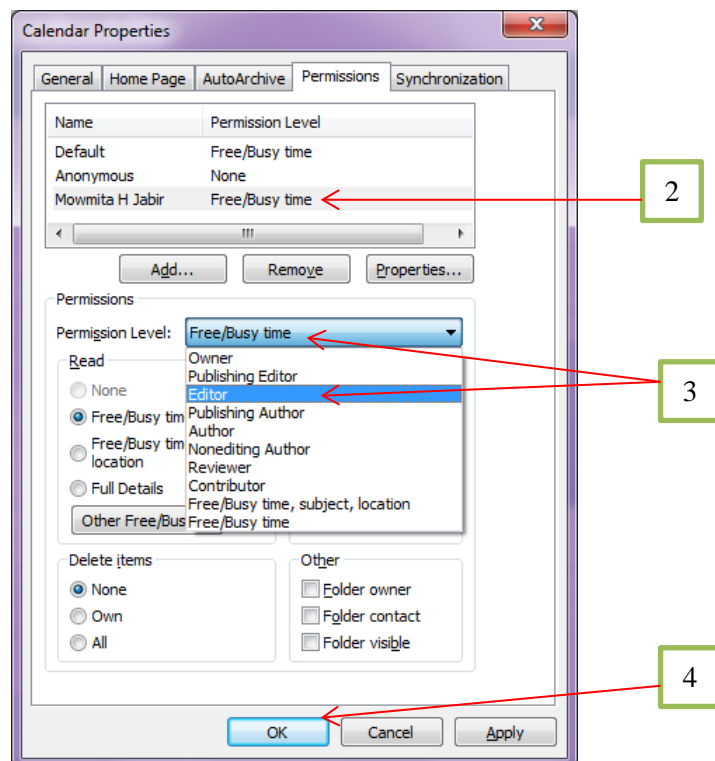
Outlook Web App allows you to easily search for messages in your entire folder, its subfolders, or your entire mailbox. To search for messages:

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**

