Sharing Calendars

This is a two stage process, which involves multiple users. Steps 1-4 gives access to the calendar to be viewed. Steps 5-8 opens the calendar in the reviewer's profile.

Stage 1 – Grant permission (User A)

1. Choose to share your calendar Open a Shared Calendar Share My Calendar Mail Calendar Contacts Tasks	3 ⁰⁰ 4 ⁰⁰ 5 ⁰⁰ 6 ⁰⁰ 7 ⁰⁰ 8 ⁰⁰	2. Give permissions to users to access your calendar.
3. Choose person on global address list to v Add Users Type Name or Select from List: Show Names from the jol Global Address List Name Business Phone John Doe Add Users Add -> Add -> OK	view your calendar.	4. Assign permission level

5. Open a shared calendar to view 30 31 1 2 3 4 5 My Calendars Calendar Blank Calendar Open a Shared Calendar Share Hy Calendar 500 400 500	6. Enter portion of user name, Click Name. Open a Shared Calendar Name Joh OK Cancel
7. Pick the user. Click OK Check Names Image: Click OK Microsoft Office Outlook found more than one "Joh". Select the address to use: Name Business Phone Office John Doe 445-705 Image: Click OK Properties Show More Names Mew Contact Image: Click OK OK Cancel	