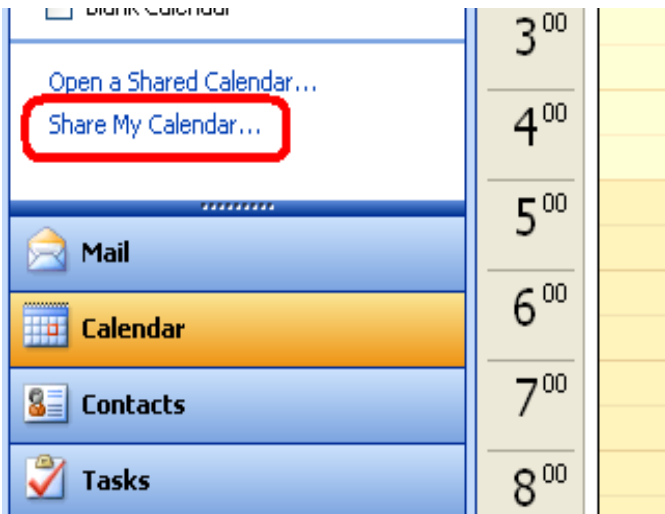


Sharing Calendars

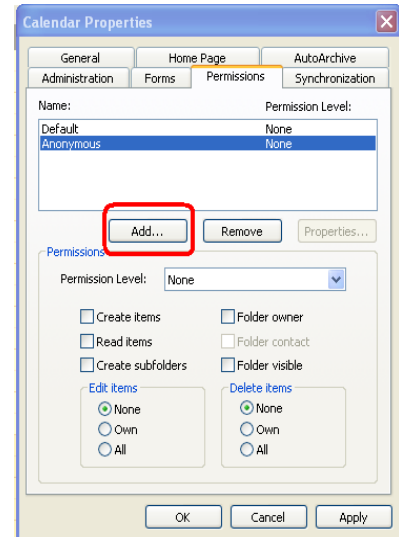
This is a two stage process, which involves multiple users. Steps 1-4 gives access to the calendar to be viewed. Steps 5-8 opens the calendar in the reviewer's profile.

Stage 1 – Grant permission (User A)

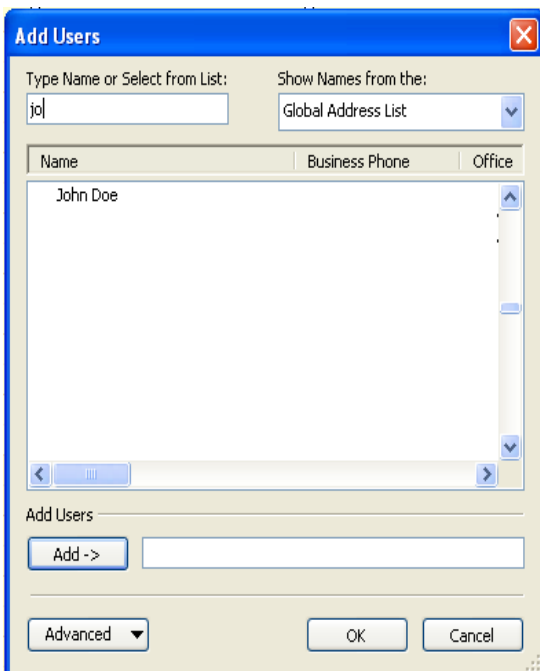
1. Choose to share your calendar



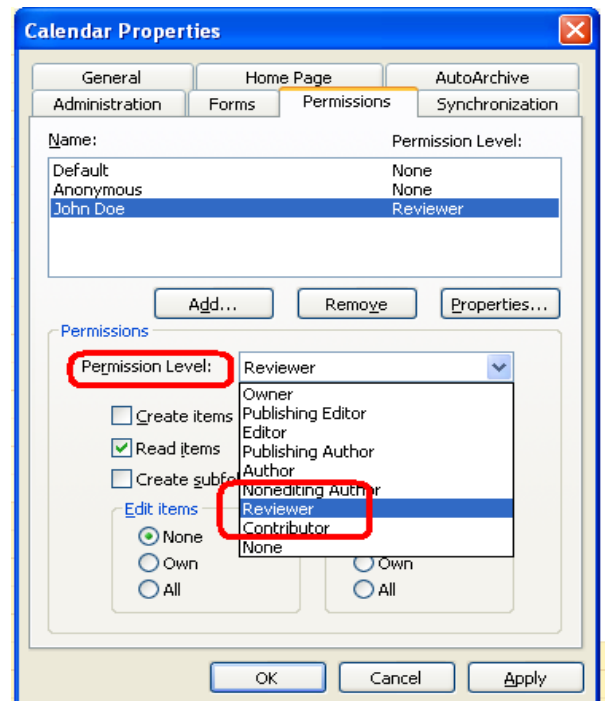
2. Give permissions to users to access your calendar.



3. Choose person on global address list to view your calendar.

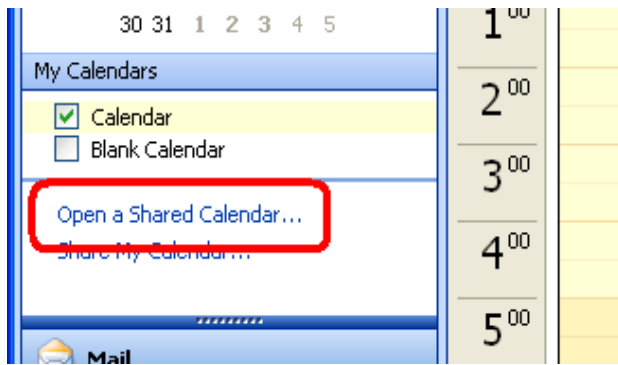


4. Assign permission level

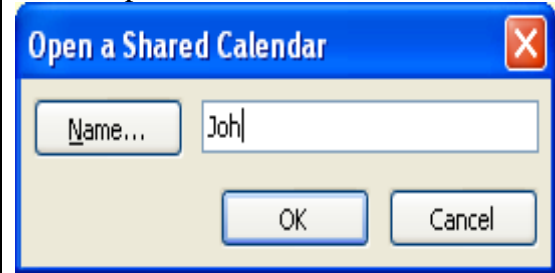


Stage 2 – Open calendar (User B)

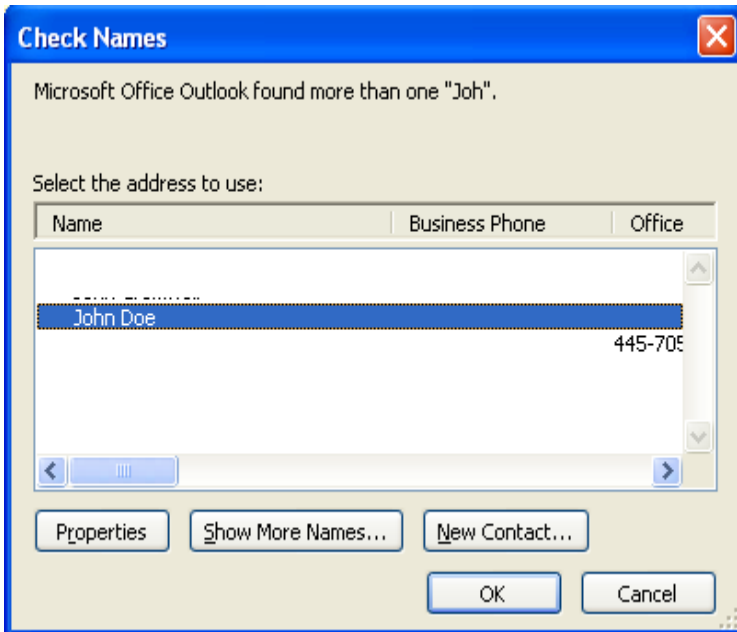
5. Open a shared calendar to view



6. Enter portion of user name, Click Name.



7. Pick the user. Click OK



8. View the shared calendar.

