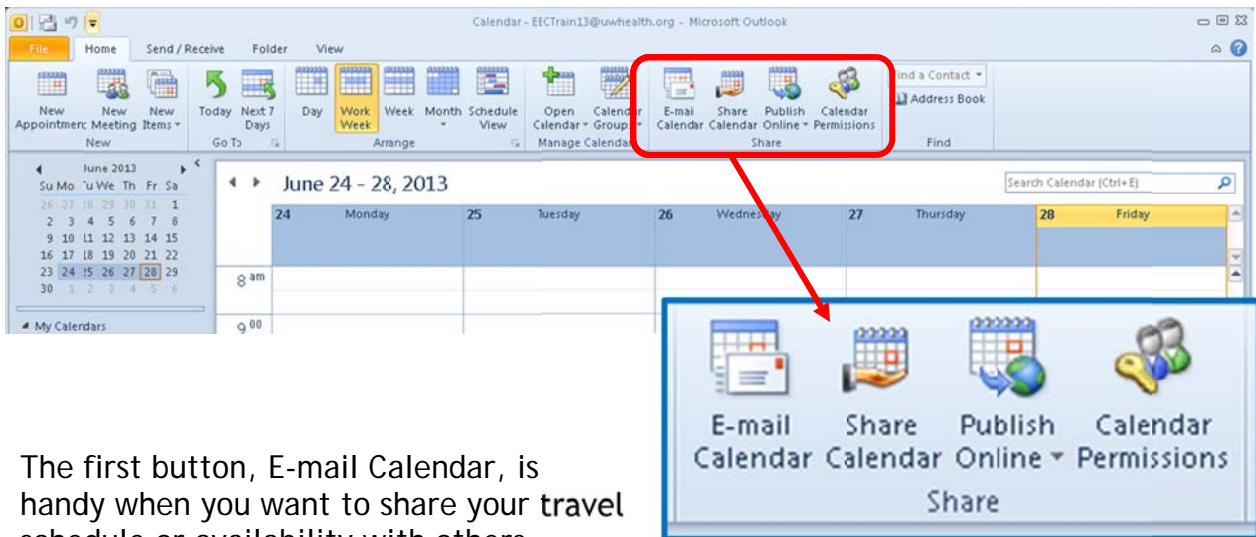


Sharing the Calendar

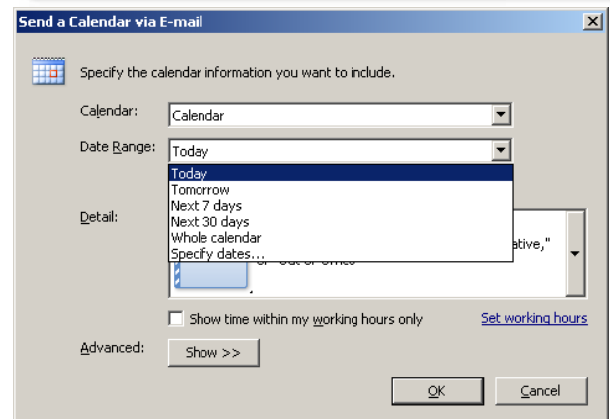
Sharing your calendar is fast and easy with Outlook 2010. There are options to send a read-only "snapshot" of the calendar, or allow colleagues to access your calendar directly from Outlook.

Look in the Share group on the Home tab of the Calendar Ribbon.



The first button, E-mail Calendar, is handy when you want to share your travel schedule or availability with others without providing direct access to your calendar.

Just chose the date range and the amount of detail you'd like to share and click OK. Recipients can open this "calendar-snapshot" with Outlook or other e-mail programs including G-mail, etc.



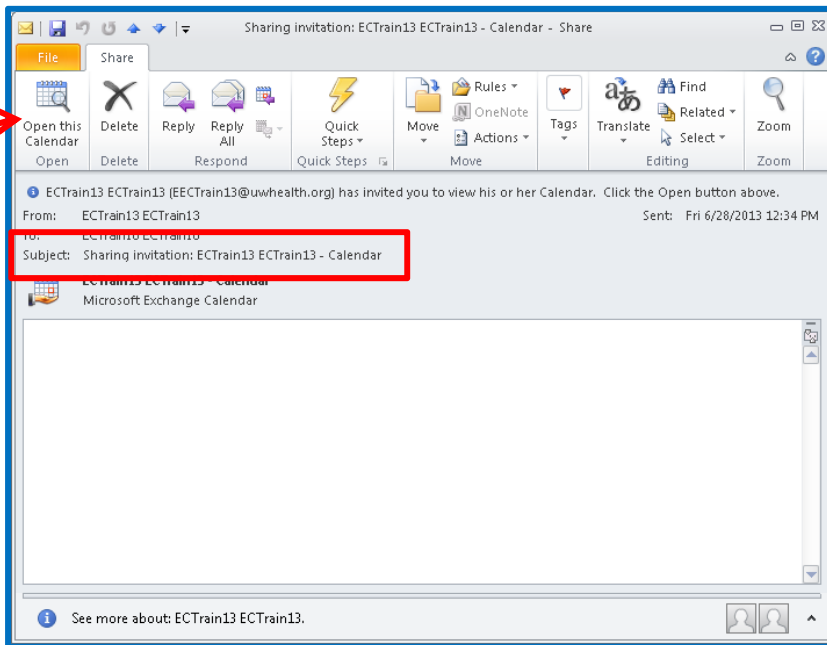
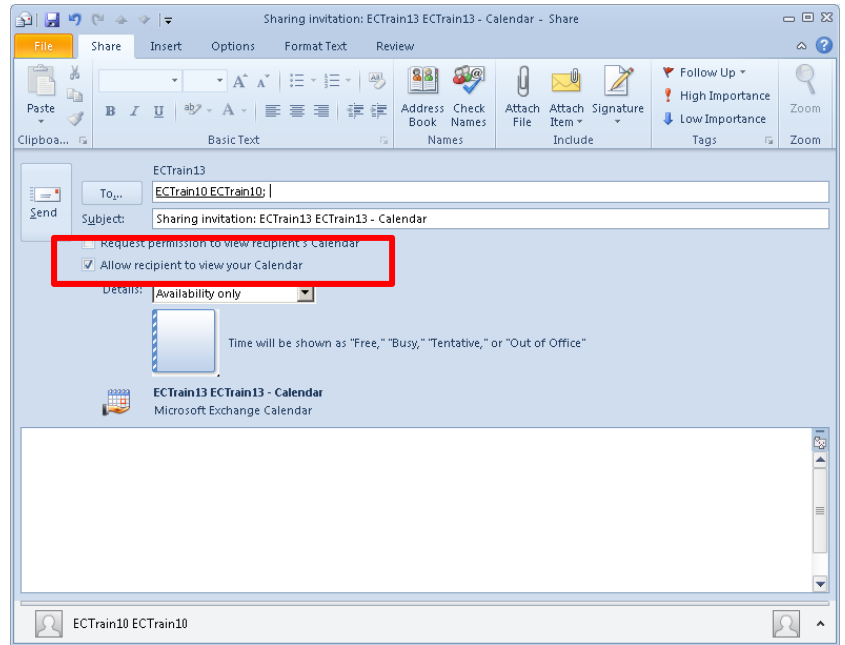
Within an organization, you can allow others to access your calendar directly when Outlook is connected to the Exchange Server. Different levels of permissions can be granted for coworkers to read, add, or modify events or appointments on the shared calendar.

The process starts by clicking the Share Calendar button on the Home tab of the Calendar Ribbon.



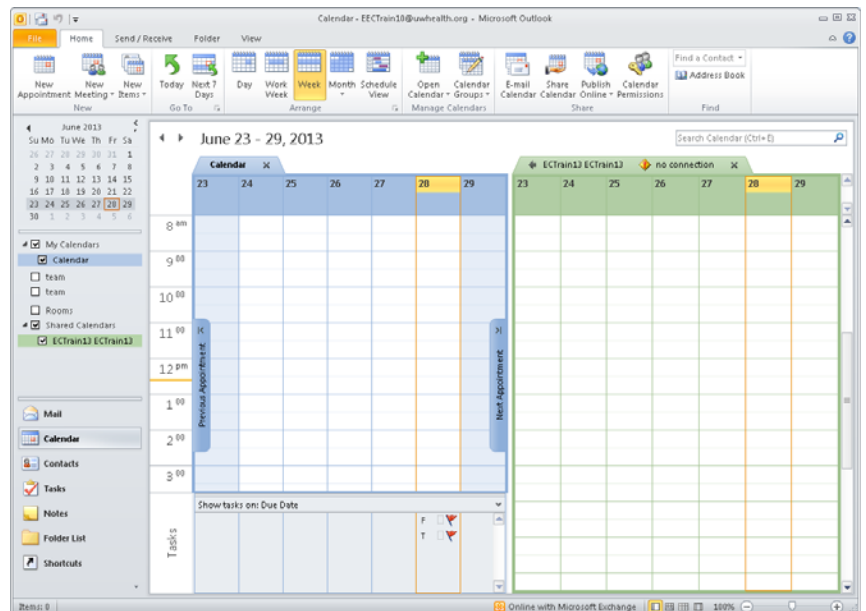
A new message is displayed with the subject line completed. In the To field enter the name of those to which the calendar will be shared. Be sure the Allow Recipient to View Your Calendar box is checked.

When ready, click the Send button as usual.



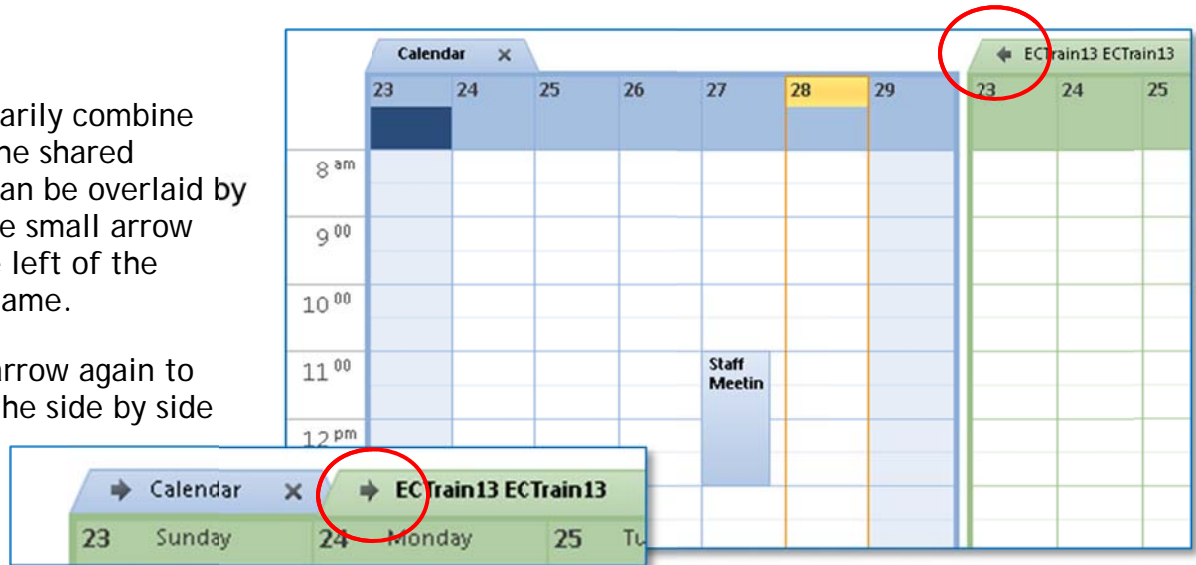
The person granted access to the calendar will receive an e-mail with the words "Sharing Invitation" in the subject line.

When the recipient clicks the "Open This Calendar" button they'll see their default calendar and the shared calendar side-by-side, and can be controlled by the same navigation buttons and views.



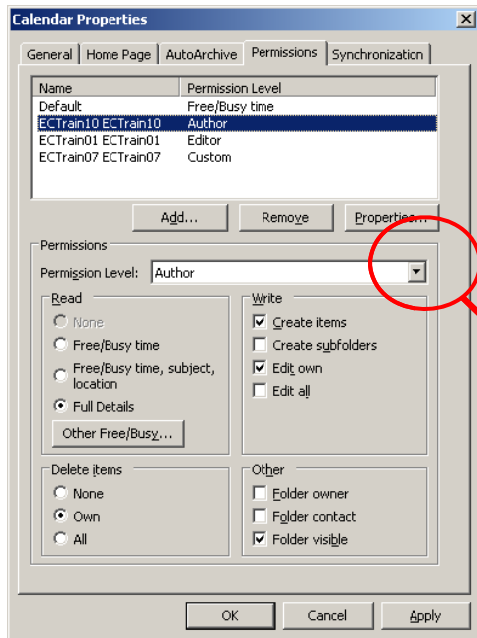
To temporarily combine the two, the shared calendar can be overlaid by clicking the small arrow just to the left of the calendar name.

Click the arrow again to return to the side by side mode.

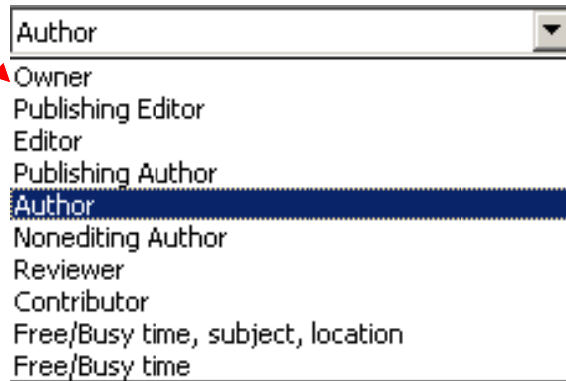


Recipients of the message now have read-only access to your shared calendar, meaning that a person can see your calendar but not change it.

To allow the recipient to add or edit items on the calendar, the person granting access can adjust the Calendar Permissions - Click Calendar Permissions in the Share group on the ribbon.

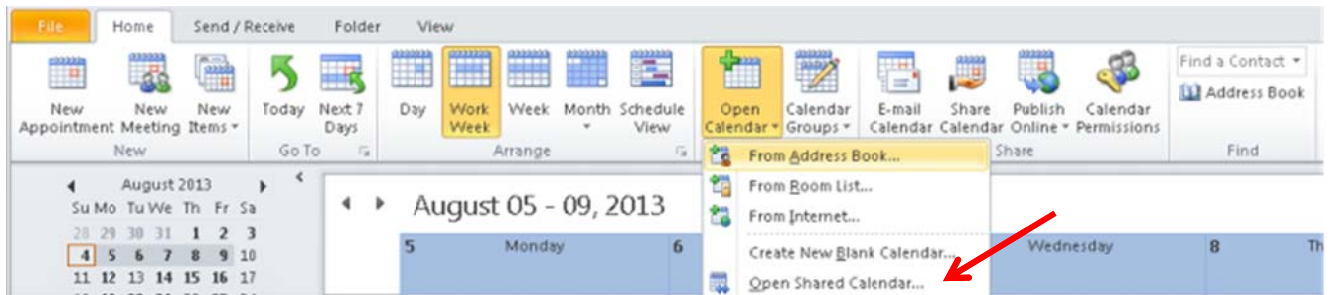


In the Calendar Properties window, click the recipient's name ... then the Permission Levels drop-down menu. From here, review the different roles and select the one with the appropriate permissions.



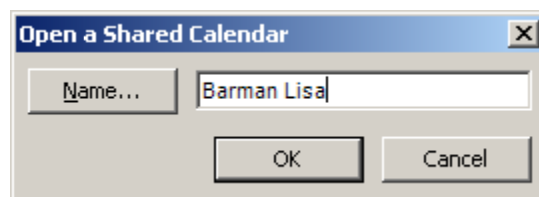
If you did not receive an email from someone who indicated they shared their calendar with you (meaning they assigned permissions to the calendar without using the "Share Calendar" button), you can still open their calendar.

On the Calendar ribbon, in the Share group, click the Open Calendar button and select Open Shared Calendar.



Type in the name of the person who's calendar you wish to view - or click Name to search using the addressbook.

Click OK



The calendar will open

This calendar is placed in your "Shared Calendars" area - remove the check mark to stop viewing the calendar

