

How to Share Your Outlook Calendar

Sometimes employees need to be able to share their daily work calendar with others. Follow the steps below to create an Outlook calendar that can be shared.

1. Open Microsoft Office Outlook.
2. Located in the bottom left hand corner of the Outlook window are several options (see Figure 1 below). Click on the **Calendar** option.

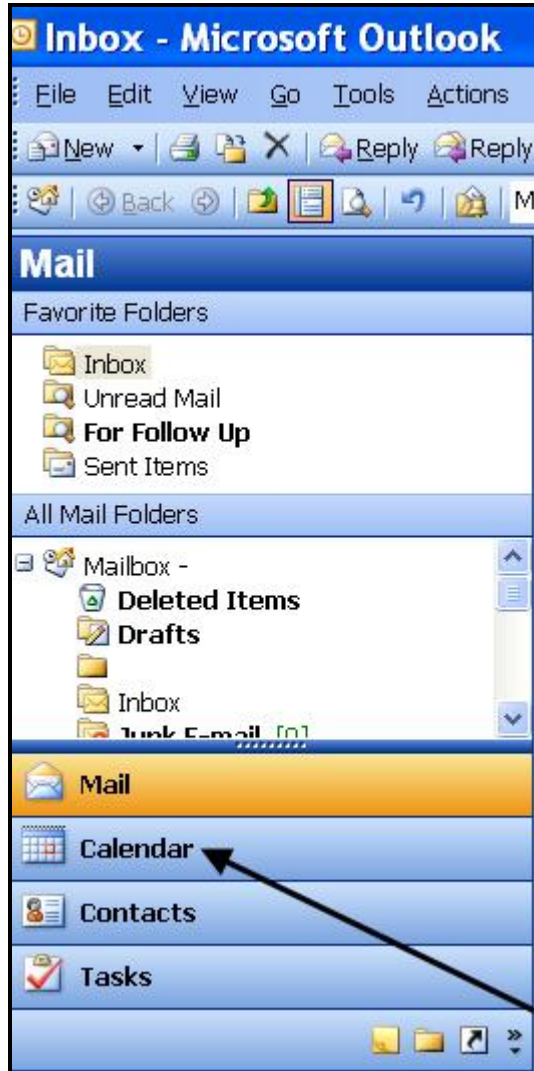


Figure 1

3. Click on **Share my calendar** which is located on the bottom left hand side of the page (see Figure 2 below).

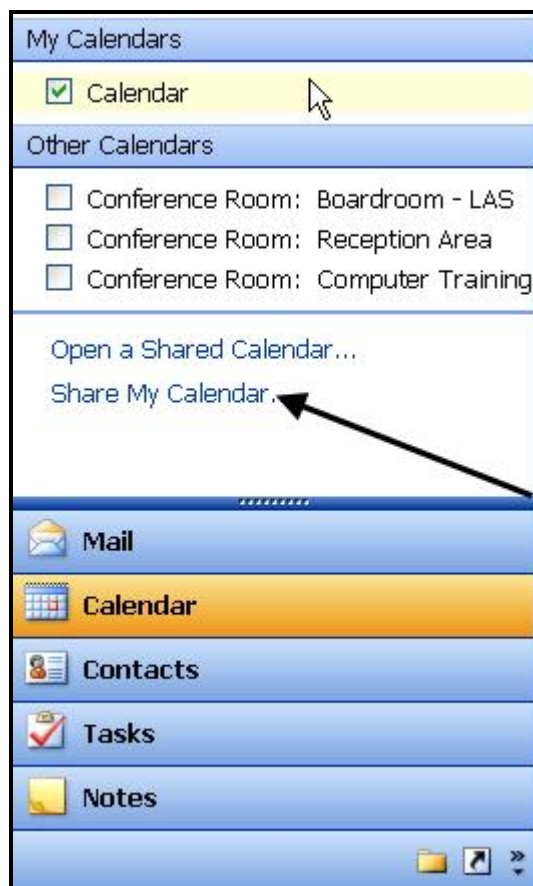


Figure 2

4. The Calendar Properties window will open. Click the **Permissions** tab (see Figure 3 below).

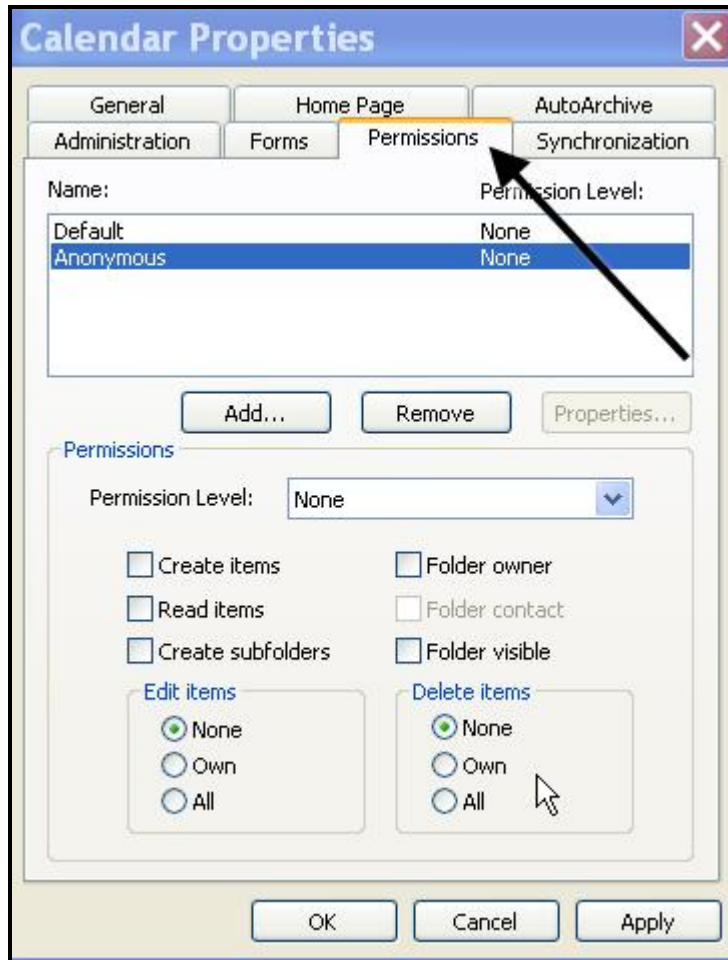


Figure 3

5. Click on the **Add** tab located in the middle of the screen (see Figure 4 below)

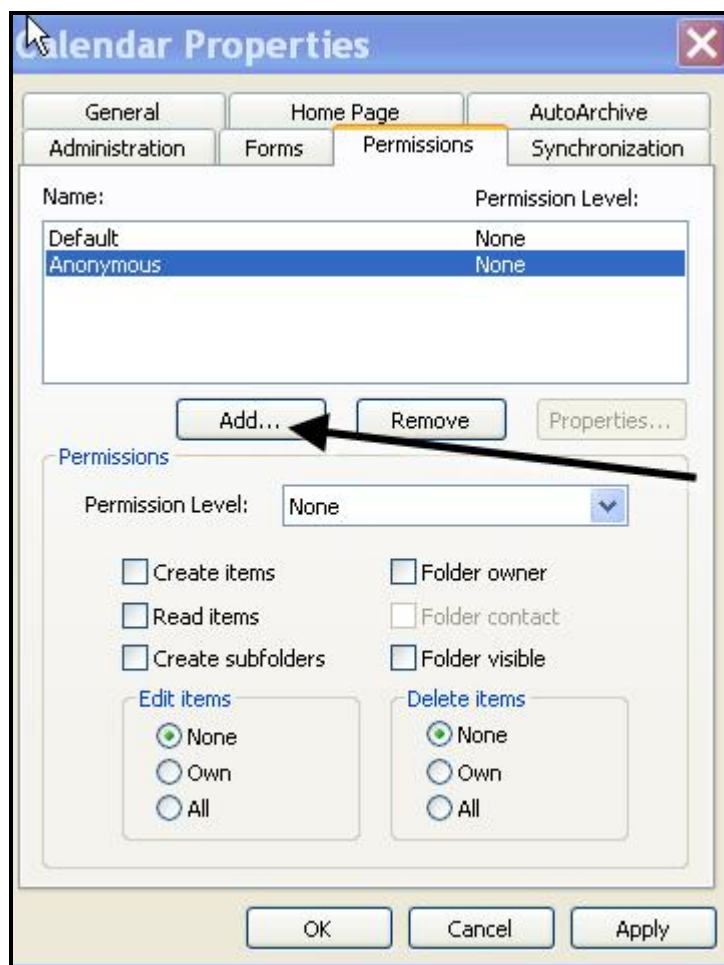


Figure 4

6. The Add User Screen will appear (see Figure 5 below).



Figure 5

7. Double click on the name you want to add from the list. This will take you back to the Calendar Properties page.

8. In the middle of the Calendar Properties page is the Permissions section (see Figure 6 below).

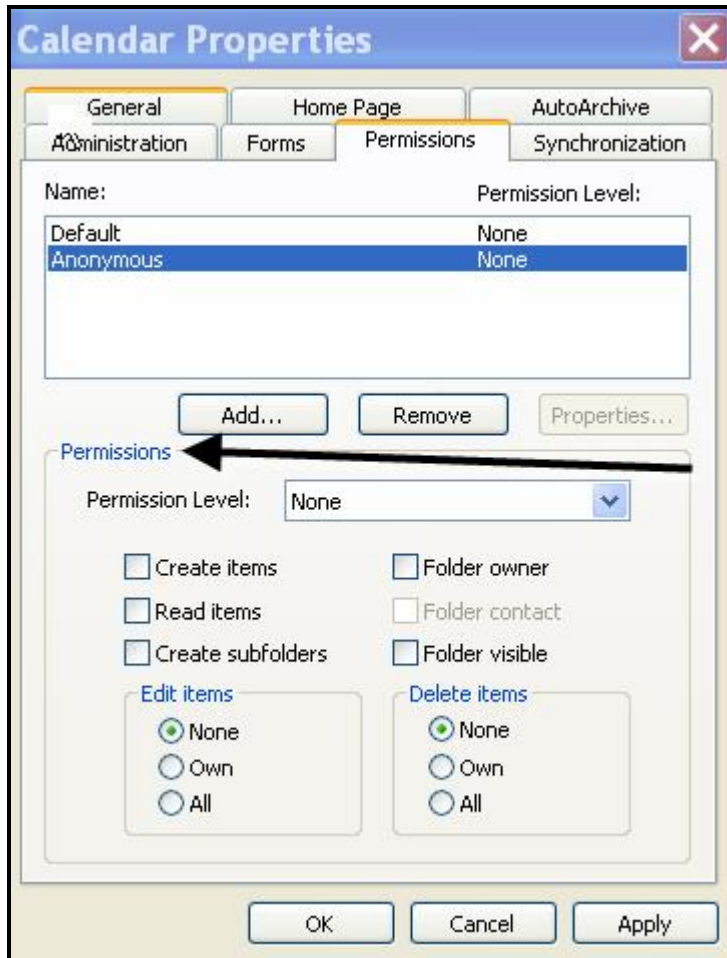


Figure 6

- a. With the individuals name highlighted, check the permissions you want them to have.
 - b. If you want to add another user, click on **Add**.
 - c. Repeat the above steps for each individual you want to add to your shared calendar.
 - d. After you have selected everyone, click on **Apply** and then click on **OK**.
9. After you have completed the above steps, the shared calendar will appear under Other Calendars which is located on the left hand side of the Outlook page.

