

Creating a New Calendar in Outlook and Sharing the Calendar

This document will demonstrate the procedure for creating a new calendar in Outlook and sharing that calendar with other co-workers.

1. Open Outlook and select the Calendar option that is located on the bottom left-hand side of the screen (see Figure 1 below).

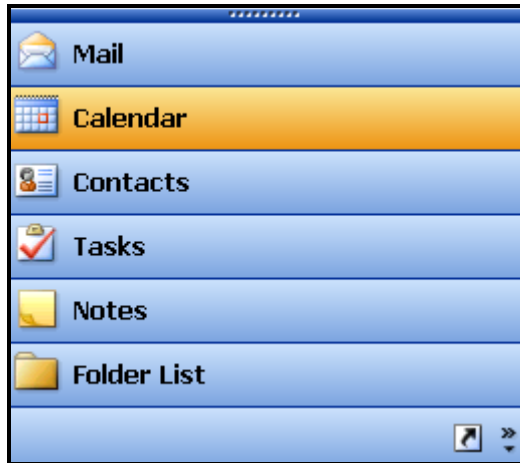


Figure 1

2. From the menu bar at the top of the Outlook screen, select **File>New>Folder**. The Create New Folder screen will open. Type the name of the new calendar in the space provided and click **OK** (see Figure 2 below).

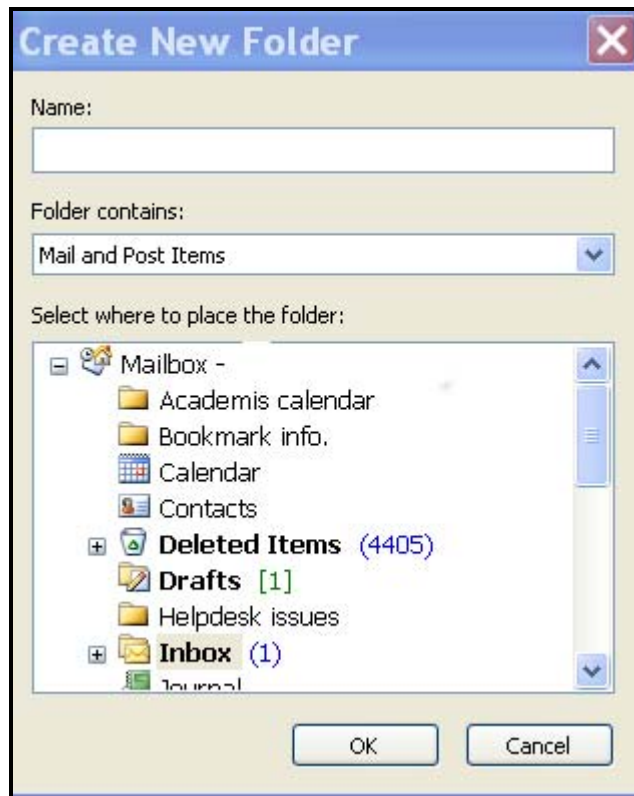


Figure 2

3. The new calendar will appear under the section My Calendars located on the left-hand side of the Outlook screen (see Figure 3 below).

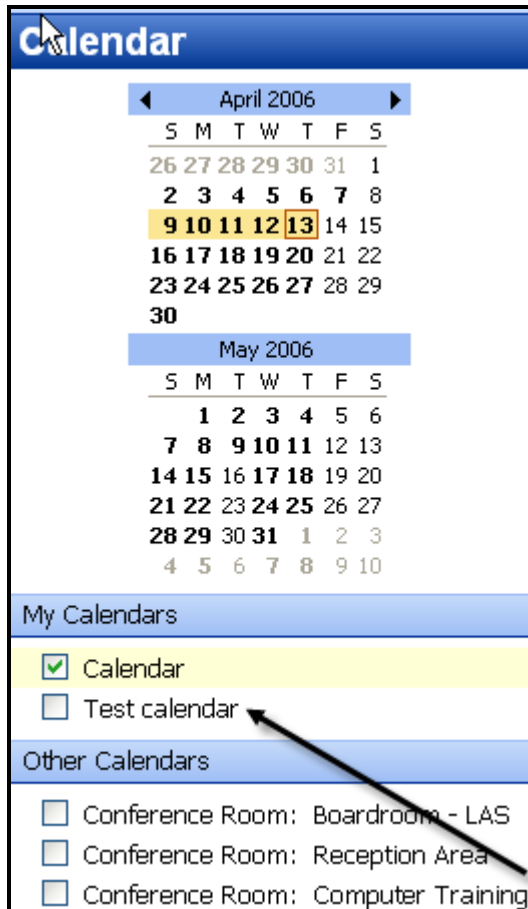


Figure 3

3. Right click on the new calendar and click on **Sharing** from the menu. The calendar properties window will open (see Figure 4 below).

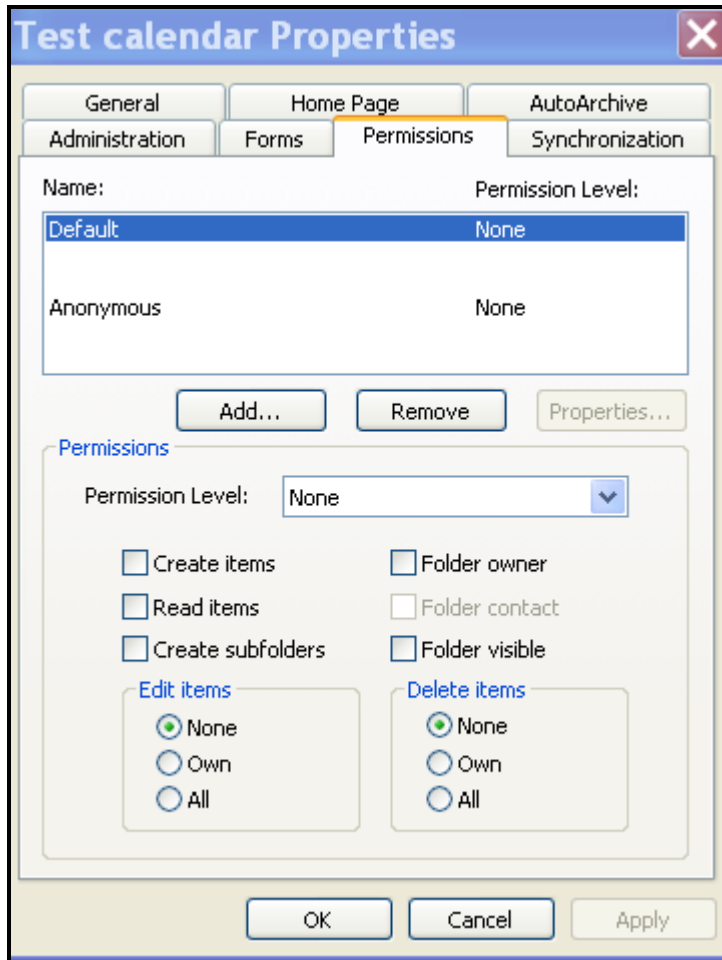


Figure 4

4. To share your new calendar with others, click on the **Add** button. The Add User screen will appear. Make your selection from the Add Users list and click **OK**. The name of the individual you have selected will appear on the Calendar Properties screen.
5. In the middle of the Calendar Properties screen is a list of permissions that you can assign to each user (see Figure 4 above). Check the permissions you would like for the user to have and click **OK**.